Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Electoral Areas Committee

Wednesday, October 13, 2021 | **11:05 AM** | **6th Floor Boardroom, 625 Fisgard St. Victoria, BC V8W 1R7**

M. Hicks (Chair), G. Holman (Vice-Chair), D. Howe, 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

3.1. 21-780 Minutes of September 8, 2021 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of September 8, 2021 be adopted as circulated.

Attachments: Minutes - September 8, 2021

4. Chair's Remarks

5. Presentations/Delegations

Due to limited seating capacity, this meeting will be held by Live Webcast without the public present.

To participate electronically, complete the online application for "Addressing the Board" on our website. Alternatively, you may email the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

6.1. 21-774 2022 Service Planning - Electoral Areas

Recommendation: The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary - Electoral Areas be approved as presented and form the basis of the 2022-2026 Financial Plan.

Attachments: Staff Report: 2022 Service Planning - Electoral Areas

Appendix A: Community Need Summary - Electoral Areas

Appendix B: Initiatives Progress Report

6.2. 21-651 2022 Preliminary Electoral Area Budget Review

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the 2022 Electoral Area Services Budgets be given provisional approval as presented, and
2. That the new initiatives identified in Appendix D for January 1, 2022, implementation be approved for expenditure.

Attachments:
- Staff Report: 2022 EA Budget Review
- Appendix A: Budget Packages Juan de Fuca
- Appendix B: Budget Packages Salt Spring Island
- Appendix C: Budget Packages Southern Gulf Islands
- Appendix D: January 2022 Approvals

6.3. 21-652 Bylaw No. 4455: Tax Exemption (Permissive) Bylaw, 2021

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4455, "Tax Exemption (Permissive) Bylaw, 2021" be introduced and read a first, second and third time;
2. That Bylaw No. 4455 be adopted.
(WA, 2/3rds on adoption)

Attachments:
- Staff Report: Bylaw No. 4455 Permissive Tax Exemption 2021
- Appendix A: Bylaw No. 4455 Tax Exemption (Permissive) Bylaw 2021
- Appendix B: 2022 Permissive Tax Exemption Correspondence
- Appendix C: BC Assessment Property Classifications
- Appendix D: CRD Permissive Tax Exemption Application Process

6.4. 21-693 Appointment of Officers

Recommendation: 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, Mark Groulx be appointed as Chief Bylaw Officer.
(NWA)

Attachments:
- Staff Report: Appointment of Officers

6.5. 21-757 Expansion of Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Area (Bylaw No. 1951)

Recommendation: That The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the attached Certificate of Results of the petition to expand the service area boundary for the Willis Point Fire Protection, Emergency Response and Recreation Service be received;
2. That Bylaw No. 4458, "Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 5, 2021" be read a first, second, and third time; and
3. That Bylaw No. 4458 be referred to the Inspector of Municipalities for approval. (NWA)

Attachments: Staff Report: Amendment to Bylaw No. 1951

Appendix A: Bylaw 4458

Appendix B: Certification of Petition

6.6. 21-761 Bylaw No. 4444, “Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021.

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021" be introduced and read a first, second, and third time.
2. That Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021" be adopted. (NWA, 2/3rds on adoption)

Attachments: Staff Report: SGI Community Economic Sustainability Commission Bylaw No. 4

Appendix A: Bylaw 4444

6.7. 21-710 Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: That the following minutes be received for information:
a) Magic Lake Estates Water and Sewer Committee minutes - July 13, 2021
b) Mayne Island Parks and Recreation Commission minutes - August 12, 2021

Attachments: Minutes: Magic Lake Estates Sewer & Water Cttee-July 13, 2021

Minutes: Mayne Island Parks & Rec Commission-August 12, 2021

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is November 10, 2021.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, September 8, 2021 **11:05 AM** **6th Floor Boardroom**
625 Fisgard St.
Victoria, BC V8W 1R7

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

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Director D. Howe

The meeting was called to order at 11:05 am.

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

2. Approval of Agenda

MOVED by Director Plant, SECONDED by Alternate Director Brent,
That the agenda for the September 8, 2021 Electoral Areas Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. 21-616 Minutes of the July 14, 2021 Electoral Areas Committee Meeting.

MOVED by Alternate Director Brent, SECONDED by Director Holman,
That the minutes of the Electoral Areas Committee meeting of July 14, 2021 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. 21-613 Community Works Fund Program Overview

N. Chan spoke to Item 6.1.

Discussion ensued on the following:
- potential deadline for utilizing funds
- whether allocated funds can be recovered by Community Works

MOVED by Alternate Director Brent, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Community Works Fund Program Overview be received for information.
CARRIED

6.2. 21-618 Canada Community Revitalization Fund - Motion of Support

MOVED by Director Holman, SECONDED by Alternate Director Brent,
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board authorize staff to submit an application for grant funding ($599,940) for the Revitalization of Centennial Park in Ganges Village project through the Canada Community Revitalization Fund; and that the Board supports the project and commits to its share ($200,000) of the project.
CARRIED

6.3. 21-653 Bylaw 4441: Contribution Service Establishment for the Pender Islands Health Care Centre - Amendment to Bylaw 4441 Synopsis

MOVED by Alternate Director Brent, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the revised synopsis of Bylaw No. 4441, attached as Appendix B, be approved for advertising purposes.
CARRIED

6.4. 21-594 Previous Minutes of Other CRD Committees and Commissions for Information

MOVED by Alternate Director Brent, SECONDED by Director Plant,
That the following minutes be received for information:
a) Galiano Island Parks and Recreation Commission minutes - July 8, 2021
b) Galiano Island Parks and Recreation Commission minutes - August 5, 2021
c) Magic Lake Estates Water and Sewer Committee minutes - June 8, 2021
d) Mayne Island Parks and Recreation Commission minutes - June 10, 2021
e) Mayne Island Parks and Recreation Commission minutes - July 8, 2021
f) Salt Spring Island Community Economic Development Commission minutes - January 18, 2021
g) Salt Spring Island Parks and Recreation Commission minutes - April 20, 2021
h) Salt Spring Island Parks and Recreation Commission minutes - May 18, 2021
i) Salt Spring Island Parks and Recreation Commission minutes - June 1, 2021
j) Salt Spring Island Parks and Recreation Commission minutes - June 15, 2021
k) Salt Spring Island Transportation Commission minutes - March 29, 2021

l) Salt Spring Island Transportation Commission minutes - April 26, 2021
m) Salt Spring Island Transportation Commission minutes - May 31, 2021
n) Southern Gulf Islands Harbours Commission minutes - April 23, 2021
CARRIED

7. Notice(s) of Motion

7.1. 21-631 Motion with Notice: Electoral Areas Exclusion from New Regional Arts Facility Service (Director Holman)

Director Holman spoke to Item 7.1.

MOVED by Director Holman, SECONDED by Director Hicks,
The Electoral Areas Committee recommend to the Capital Regional District Board:
Whereas electoral areas would not have arts facilities with sufficient scale or accessibility to be considered regionally significant, and;
Whereas regional arts facilities located in Greater Victoria would not generally be easily accessible to residents of electoral areas;
Therefore be it resolved that the proposed new regional arts facility service exclude electoral areas, while leaving open the possibility that they can opt into the service voluntarily.

MOVED by Director Holman, SECONDED by Director Hicks,
That the motion be amended to replace the last sentence with the words "Therefore be it resolved, that the voter approval process for the new regional arts facilities allow for exemption of electoral areas while leaving open the possibility that they opt into the service voluntarily."
DEFEATED
OPPOSED: Brent, Plant

The question was called on the main motion.

The Electoral Areas Committee recommend to the Capital Regional District Board:
Whereas electoral areas would not have arts facilities with sufficient scale or accessibility to be considered regionally significant, and;
Whereas regional arts facilities located in Greater Victoria would not generally be easily accessible to residents of electoral areas;
Therefore be it resolved that the proposed new regional arts facility service exclude electoral areas, while leaving open the possibility that they can opt into the service voluntarily.
DEFEATED
OPPOSED: Brent, Plant

8. New Business

Director Holman requested that staff bring an information report on the allocations of the regional COVID-19 Safe Restart grants to a meeting of the Finance Committee .

9. Adjournment

MOVED by Alternate Director Brent, SECONDED by Director Plant,
That the September 8, 2021 Electoral Areas Committee meeting be adjourned at

11:38 am.
CARRIED

_____
CHAIR

_____
RECORDER

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 13, 2021

SUBJECT **2022 Service Planning – Electoral Areas**

ISSUE SUMMARY

To provide the Electoral Areas Committee with an overview of core service levels, new and progressing initiatives and performance metrics related to local service delivery across applicable Community Needs in the three electoral areas. These activities are undertaken by the Salt Spring Island (SSI) Administration, Southern Gulf Islands (SGI) Administration and Juan de Fuca (JdF) Electoral Area Planning divisions and deliver on approved Board Strategic Priorities and the Capital Regional District (CRD) Corporate Plan. While Electoral Areas is not one of the community needs identified within the Corporate Plan, the information presented in this report has been collated from across the 15 Community Needs to provide an overview of the work drivers for local services.

BACKGROUND

The CRD Board identified its strategic priorities in early 2019. Subsequently, staff prepared the 2019-2022 CRD Corporate Plan to align with this direction. The CRD Corporate Plan presents the work the CRD needs to deliver over the Board term to meet the region's 15 most important needs (community needs). These initiatives are delivered in conjunction with the mandated core services and regulatory requirements that the CRD is accountable for delivering. The priorities were re-confirmed by the CRD Board at the annual check-ins on May 13, 2020 and May 12, 2021.

At the start of the Board term, staff identified that the ambitious plan for the region would require a significant amount of effort and resources to action and implement Board and Corporate Priorities and to keep pace with the anticipated increase in service demands, primarily driven by population growth and construction activity. The general level of effort deployed by the organization has been increasing to keep pace since the direction was set and in some cases emerging trends and changes in economic activity has had a significant impact on the demand for services driving additional resource requirements.

This is the final year of service plan and budget approvals for this CRD Board as well as the final year of implementation of its strategic priorities. For 2022, staff are recommending a significant package of work to finalize the delivery of the strategic priorities and CRD Corporate Plan. Implementation timeframes for much of the work initiated in 2022 will carry into 2023.

2022 is a transition year for the CRD Board. Staff anticipate that any service planning requests for 2023 will be focused on operational adjustments while the Board is determining its strategic priorities for the 2023-2026 term.

The Community Need Summary Report (Appendix A) provides an overview of the strategic context for service areas by department, core service levels for services, new initiatives and a summary of the business model and performance metrics associated with targeted outcomes.

A summary of the initiatives progressed over the course of this Board's term (Appendix B) has also been appended to this report.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary – Electoral Areas be approved as presented and form the basis of the 2022-2026 Financial Plan.

Alternative 2
The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary – Electoral Areas be approved as amended and form the basis of the 2022-2026 Financial Plan.

IMPLICATIONS

Financial Implications
The Executive Leadership Team (ELT) is taking steps to mitigate the financial impacts resulting from the work. ELT has reviewed the phasing of the work for 2022 to ensure that the activities and resources are allocated as efficiently as possible. Phasing out the initiatives over a longer period of time helps avoid delays which can occur when staff are too thinly spread across projects. Additionally, timing initiatives to start mid-year will also reduce the impact in 2022, but will have an incremental annualization impact in 2023 for ongoing impacts.

The CRD continues to look for ways to fund its services in a manner that relieves affordability pressure for the taxpayer. This is reflected in the policy for reserve balance measures and gaps/surplus which was approved by the CRD Board on July 14, 2021. The CRD has had other funding successes optimizing capital funding and leveraging grant funding in a more aggressive way than ever before.

Finally, where feasible, an incremental change management strategy has been adopted for larger projects. This means that divisions are testing out the objectives and delivery approach with a proof-of-concept and then deploying out more broadly, if the benefits can be demonstrated. This has been a successful strategy adopted for our enterprise asset management strategy deployment, for example.

A comprehensive overview of the resources required to advance the initiatives listed in all Community Need Summaries, including all proposed staffing changes, will be presented to the Committee of the Whole at the 2022 provisional budget review.

Service Delivery Implications
As a result of incremental work content and resourcing through the following initiatives in support of the community need, there is a minor resourcing impact in the area of Finance and Technology to administer required corporate functions.

Juan de Fuca Community Planning has absorbed the administration of new COVID-19 Safe Restart funding for the JdF Electoral Area. An increase in the number of development applications has required that staff resources be directed to maintaining service levels, and that housekeeping bylaws and consolidations be put on hold at this time.

See Appendix A for more details about core service delivery.

New initiatives proposed for 2022:

Staff have identified five initiatives in support of this community need that will have budget implications in 2022 (Table 1). The key drivers for this work are:

1. Advancing a Board Strategic Priority: in line with the Advocacy, Governance & Accountability priority, the CRD has been conducting internet connectivity planning for SGI since 2019 to ensure that all occupied properties have the opportunities to access high-speed internet. Separately, in line with the Community Wellbeing priority, the CRD has been considering the feasibility of an integrated transportation system for SGI to increase connections and enable inter-island travel. SGI does not currently have public transit options, safe cycling routes or the ability to travel efficiently between islands.
2. Addressing a risk to public health & safety: there has been an increase in offending behaviour in Ganges Village community parks due to informal management practices and limited enforcement of bylaws.
3. Responding to an increase in demand for an existing service: requests for building inspection records from the public have doubled in the last four years with staff spending 779 hours fulfilling requests in 2018 and 1,266 hours in 2020. Freedom of Information (FOI) requests in particular have increased almost 500% over that time, from 19 in 2018 to 104 in 2020.
4. Imperative to operationalize a new asset: the CRD will be turning the SSI Middle School into a community centre complete with a range of indoor recreation programs.

Table 1: Electoral Areas Community Need Initiatives

#	Initiative	Description	Year(s)	FTE impacts (2022)	Cost impacts (2022)	Funding source
2e-3	SGI Transportation Service Establishment	Deliver a transportation service establishment bylaw for SGI and seek electoral assent	2022	--	$15K	Requisition
4a-1	SGI Connect – Internet Service Establishment	Broadband connectivity service establishment/amendment bylaw for SGI and potentially seek electoral assent	2022	--	$20K	Requisition
6c-1.3	SSI Crime Prevention in Community Parks	Increase bylaw patrol hours to deter crime and antisocial behaviour in SSI Community Parks	2022	--	$10K	Requisition
11c-2	Building Inspection Information Service	Staffing adjustment to address increasing demand for information services	2022	+0.5 FTE* ongoing	$47K	Requisition
13a-1.5	SSI Community Centre	Maintenance of SSI Community Centre (formerly SSI Island Middle School)	2022	+0.9 FTE ongoing	$148K	Requisition, fee for service

Blue highlighted areas are initiatives that directly address a Board Priority.
** Also includes minor support service(s) adjustment*

This information reflects the business case costs which the ELT reviewed as part of their annual assessment of initiatives.

2e-3 SGI Transportation Service Establishment
SGI does not currently have public transit options, safe cycling routes, or the ability to travel efficiently between the islands. An integrated transportation system would change the economic geography and enable shared services and increased connections throughout the islands. This would advance the Community Wellbeing Board priority by enabling public transit, active transportation networks and inter-island travel.

The CRD is currently undertaking an in-depth feasibility study for a transportation service, as well as service modelling and community engagement in the SGI electoral areas. The community's views on the matter, which currently appear to be supportive, will be confirmed at a series of community meetings and surveys in the fall of 2021. If support is confirmed, the CRD would propose a service establishment bylaw in 2022 and seek electoral assent in a referendum that will coincide with the October 2022 general election.

Initiative 2e-3 seeks a one-time budget request for the costs associated with conducting the voter assent process in line with statutory obligations.

4a-1 SGI Connect – Internet Service Establishment
Ensuring all occupied properties have the opportunity to access high-speed internet is one of the Board Strategic Priorities. The CRD has been conducting internet connectivity planning since 2019 to advance this goal. The grant-funded Connectivity Infrastructure Design Strategy was completed in 2021 and the CRD has been coordinating partnerships to implement improvements in the islands since.

The CRD has been approached by internet service providers requesting support for provincial and federal funding programs and a local contribution to supplement the investment made in the SGI. Notably, Connected Coast is scheduled to begin installing landing sites and bringing sub-sea fiber to SGI in summer 2022. The CRD has to agree to provide a community contribution of 10% to bring additional landing sites and last mile proposals to the islands. A service establishment bylaw or an amendment to existing services could be required to provide such community contributions for internet service improvements, which in turn may require voter assent. The specific service areas are still to be determined, although it is possible that separate services for up to four islands could be required.

Initiative 4a-1 seeks a one-time budget request for the cost of seeking electoral assent and/or a referendum during the October 2022 general elections, should voter assent be required.

6c-1.3 Crime Prevention in Community Parks
SSI community parks located in Ganges Village have become a place that attracts or enables offending behavior due to informal management practices and limited enforcement of CRD bylaws. The community parks requisition has been gradually increased over the past three years to provide additional funding for bylaw enforcement and park patrols. This has proved effective but additional funding is still required in 2022 to continue to provide an increased presence in community parks.

Initiative 6c-1.3 seeks to increase the number of patrol hours available to deter disorderly conduct that is discouraging other park users from visiting community parks and enjoying them for their intended purpose.

11c-2 Building Inspection Information Service

The CRD is mandated to provide information services in line with the *Freedom of Information and Protection of Privacy Act* (*FOIPPA*) and the Community Charter Section 57. Requests from the public for building inspection records have steadily increased year-on-year since 2018. The trend shows no sign of abating and staff expects to receive over 200 FOI requests in 2021 (+1,000% since 2018), which will require them to spend over 1,200 hours answering them.

The demand increases have so far been absorbed but the level of effort is no longer sustainable and there is a risk it will create deficits in other critical business functions such as processing and issuing building permits, scheduling inspections, responding to violation files and placing notices on title. Initiative 11c-2 seeks to add extra labour hours equivalent to a 0.5 FTE on an ongoing basis to ensure the Building Inspection Division can continue to operate and provide its core services while also providing information services. The additional hours will be split as needed across the three Electoral Areas offices.

Staffing changes increases demand and requirements for Information Technology support (e.g., hardware and software procurement, configuration, installation support, devices, access requirements, etc.). This initiative, alongside others, will result in a small adjustment to the Information Technology & GIS staffing model to accommodate the demand. To provide full transparency, the financial impact of the initiative reflects the whole cost of delivering the work, including flow-down impacts on support services.

13a-1.5 SSI Community Centre

The CRD is to take over the operation and maintenance of the SSI Middle School, which will be closed by School District 64 in June 2022, and turn it into a community centre. This will deliver on the 2019 SSI Parks & Recreation Strategic Plan goal to "[provide] a diverse range of indoor recreation facilities" as this is currently lacking.

Initiative 13a-1.5 seeks to increase staffing (+0.9 FTE ongoing) in the SSI Administration Division and auxiliary hours (+23 hours per week) to adequately staff and support the facility with recreation programs, bookings and management of lease space.

Alignment with Board & Corporate Priorities

The direction given to staff was to bring forward work that is of essential nature. This was defined as:

- Initiatives that provide for public health and safety and/or deliver on a regulatory requirement
- Initiatives that are required to deliver the Board Strategic Priorities
- Initiatives that will prevent the materialization of significant negative impacts on service customers, partners, the region, local services or the CRD's finances
- Initiatives that minimize the materialization of financial, reputational or other risks and liabilities for the CRD by ensuring the organization is keeping pace with expectations and demand
- There is an imperative to deliver the work immediately and/or quickly

The ELT has reviewed and assessed all business cases against the criteria. The consolidated package of work is appropriate and commensurate to the challenge facing the organization.

CONCLUSION

Staff have been progressing initiatives and actions identified in the CRD Corporate Plan, including Board Strategic Priorities. The CRD 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 the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary – Electoral Areas be approved as presented and form the basis of the 2022-2026 Financial Plan.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager Local Area Planning
Submitted by:	Mike Taylor, RBO, Manager Building Inspection
Submitted by:	Justine Starke, Manager, Service Delivery, Southern Gulf Island Electoral Area
Submitted by:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

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

Community Need

2022 Summary

Electoral Areas

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.
- Economic strategic development:
  - Strengthen sustainable economic development in the SGI and SSI electoral areas: Support business recovery, broaden shoulder season tourism, transportation, food security and agriculture, housing, demographic and economic diversity, business efficiency, improve island business cores, and build economic support through coordination, communication, and advocacy.
  - Establish Shared Business Services entity as a single point-of-access for local producers, artisans, operators and institutions to obtain information and referral to service providers; negotiate 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.

Trends, risks and issues

- **Recreation**: programs and services have been impacted by COVID-19 restrictions. Program cancellations, reduced admissions and market restrictions have affected service budgets. However, the easing of restrictions in 2021 means staff are working towards expanding service offering and programs for registered and drop-in activities, facility and park use bookings.

Community Need

2022 Summary

- **Economic development**: following years of advocacy, the three CRD EAs are now eligible for Island Coastal Economic Trust (ICET) funding. ICET is an independent regional development corporation designed to stimulate economic growth and job creation in rural communities.
- **Local businesses:** support the community 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.
- **Rural island culture**: protect and sustain through housing strategies and by facilitating ways to implement effective and sustainable year-round tourism destination management practices.
- **Transportation**: work towards addressing local needs by optimizing integrated transportation opportunities by coordinating with BC ferries and others, and advance service establishment in the SGI EA.
- **High-speed internet**: stimulate sustainable economic growth and improve community health resilience by improving broadband connections and ensuring access to sustainable broadband networks.
- **Water & wastewater**: prioritized capital project improvements to water and sewer systems in the EAs.

Services

Core Services Levels	
Service	**Levels**
	SGI Administration
SGI Community Parks & Recreation New park development, maintenance, planning, and archaeology for Saturna Island, Pender Island, Galiano Island and Mayne Island.	• Commissions have administrative powers and deliver parks service and recreation programing through an incredible volunteer effort. Staff oversee contract management, procurement and fiscal accountability, and regulatory compliance. • Programme of work for 2021 focused in particular on implementation of the CRD Archaeological Policy and relationship building with WSÁNEĆ Leadership Council.
SGI Economic Sustainability Preserving and strengthening existing business, attracting new business and coordinating local economic sustainability initiatives that contribute to the economic prosperity, social equity, and environmental quality of the SGI.	• Staff 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. • Programme of work for 2021 included continuing the development and implementation of the Broadband Connectivity Project, initiating service feasibility planning for an integrated transportation service, drafting an SGI Community Affordable Housing Strategy, and supporting the Economic Coordination for COVID-19 recovery and response. ➥ Service level adjusted, see IBCs 2e-3 SGI Transportation Service Establishment and 4a-1 SGI – Connect Internet Service Establishment • The Commission has initiated a food and agriculture study,

Community Need

2022 Summary

	resourced by a combination of grants and in-kind resources.
General Government Legislative and general government administration, including Management of internal and external grants-in-aid for SGI.	• The SGI EA Director supports the disbursement of grant funding to SGI community groups every year. Staff administer the program and ensure the money is distributed equitably to each island. • Community Works Funds in the amount of $202,564 were distributed to support SGI infrastructure projects. • There has also been $79,167 in Grants in Aid and $37,000 in COVID-19 Safe Restart grants disbursed to the community.
Accountability Community engagement, inter-agency and regional coordination, political support.	• SGI Liaison program – local team of islanders to support the SGI work program and facilitate community engagement with the CRD more generally.
Other SGI-wide and local services	• Libraries • Harbours & Docks (11 docks and harbours) • Hospital District (construction of health facility and debt service of capital project and equipment) • Local utilities (small water and sewer utilities including: systems operations and maintenance, emergency response/system failure, infrastructure planning, capital project delivery & works, engineering services; for more detail refer to the Water Community Need Summary)
SSI Administration	
SSI Administration Responsible for the administration and management of the SSI Commissions and services.	• Planning, organizing, and delivering services for SSI and support to the EA Director through 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.

Community Need

2022 Summary

SSI Parks & Recreation Acquire, develop, operate and maintain community parks, and to provide recreational programs within the EA.	• Develop and maintain community trails, beach accesses, active and passive parks, community recreation, aquatic centre, child care centre, and Salt Spring Island Saturday Market. • ➥ Service level adjusted, see IBC 6c-1.3 SSI Crime Prevention in Community Parks and 13a-1.3 SSI Community Centre. • SSI Aquatic Centre is open 49 weeks a year, 7 days/week offering a service level of 71 hours/week. ➥ Service level adjusted: following the COVID-19 shutdown in March 2020, the centre has moved from limited hours (5 days/week) to 6 days/week in January 2021 and will return to 7 days/week in September 2021, with a reduced service level. Staff are not anticipating returning to a service level of 71 hours/week until January 2022 due to budget constraints in 2021.
SSI Transportation & Docks Local transit service, pathways and Fernwood Dock	• 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 Fernwood Dock facility.
SSI Water and Sewer Service Water, septage & Environmental Monitoring	• Manage eight local water and sewer service areas, and Liquid Waste Management Commission in collaboration with other CRD divisions. • Assist and coordinate service delivery outcomes and capital infrastructure planning, design, procurement and project management for water, sewer, and liquid waste. • Manage stormwater quality and provide for a monitoring service.
SSI Library & Arts Community	• Facility maintenance of the Salt Spring Island Library • Support contribution services and use agreements for ArtSpring and Salt Spring Island Library services.
General Government and other SSI-wide and local services Regional and local government administration, local engineering service, grants-in-aid and economic development	• Hospital District (Construction of health facility and debt serving of capital project and equipment) • Solid waste disposal and recycling

Community Need

2022 Summary

JdF	
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 the environment, sustainable communities and resource management.	• 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. • 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.
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 Other: • SEAPARC Recreation Centre and pool (for more detail see Recreation Community Need Summary) • Sooke Regional Museum
General Government and other JdF-wide and local services	• Water, sewer and solid waste services (for more detail see Water, Wastewater and Landfill & Recycling Community Need Summaries) • Environment (Millstream Remediation and Climate Actions and Adaptation) • Hospital (construction of health facility and debt serving of capital project and equipment)
Combined Services	
Planning & Protective Services	
Building Inspection	• Provide information on the building permit process, BC Building Code requirements and approved construction

Community Need

2022 Summary

Oversees the construction, alteration, repair or demolition of buildings and structures by ensuring the construction complies with the BC Building Code with respect to health, safety, fire, structural integrity, energy efficiency, and accessibility.	practices. • Provide building permit and file information and respond to Freedom of Information requests. • ➥ Service level adjusted, see IBC 11c-2 Building Inspection Information Service. • 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.
EA Fire Protection	• Operational management of fire dispatch for the three EAs. • Oversight and support of and to Fire and Rescue Commissions and services.
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
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.
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 Asset Management, Facility Management, Financial Services, Information Technology & GIS, Information Services, Human Resources & Corporate Safety, Corporate Communications, Legislative Services, Legal Services, Risk & Insurance and Real Estate Services.

Initiatives

Ref	Initiative	Description	Year(s)	2022 impacts	
2e-3	SGI Transportation Service Establishment	Deliver a transportation service establishment bylaw for SGI and seek electoral assent (Oct 2022)	2022	--	$15K requisition

Community Need

2022 Summary

4a-1	SGI Connect – Internet Service Establishment	Broadband connectivity service establishment bylaw for SGI and possibly seek electoral assent (Oct 2022)	2022	--	$20K requisition
6c-1.3	SSI Crime Prevention in Community Parks	Increase bylaw patrol hours to deter crime and antisocial behaviour in SSI Community Parks	2022	--	$10K requisition
11c-2	Building Inspection Information Service	Staffing adjustment to address increasing demand for information services	2022	+0.5 FTE ongoing	$47K requisition
13a-1.5	SSI Community Centre	Maintenance of SSI Community Centre (formerly SSI Island Middle School)	2022	+0.9 FTE ongoing	$148K requisition, fee for service

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

Business Model

Funding

Who contributes

- **Building Inspection Service**: All EAs
- **JdF Community Planning Services:** 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 including:

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

Community Need

2022 Summary

Performance			
Definition and Source	**2020 Actual**	**2021 Forecast**	**2022 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	0	9	9
Metric 2: Building permits in all three EAs Total number of permits issued annually; data from CRD Tempest application database	873	880	880*
Metric 3: Development application levels in the JdF EA Total number of development applications received annually; data from CRD Tempest application database	48	70	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			
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			
Discussion			

Discussion

- Metric 1: A review of EA Fire Services determined that none of the departments were able to sustain compliance levels with the OFC Playbook and WSBC requirements. A Fire Coordinator position was contracted to support these services to achieve compliance.
- Metric 2: the number of permits issued to the end of the second quarter for 2021 is 432. It is anticipated that 2021 permit numbers will be similar to that of 2020.
- Metric 3: JdF Planning now anticipates receiving 70 applications in 2021, but reported a target in 2020 of 55. The Capital Region is currently experiencing an increase in development activity.

Community Need

Initiative Progress Report

Making a difference...together

Electoral Area Community Need

Initiatives approved in 2020 and 2021			
Ref	**Initiative**	**% com-plete**	**Progress to date**
Affordable Housing			
1a-11	SGI Housing Strategy	50%	Lead(s): Regional Housing and SGI Administration (2021) Progressing with draft strategy, October 2021.
Transportation			
2e-1	SSI Transit Services		Lead: SSI Administration (2020) Progressing – initiated Transit Future Service Plan Working Group November 2020.
2e-2	SSI Cycling & Pedestrian Infrastructure	100%	Lead: SSI Administration (2020) Completed
2e-3	SGI Public Transportation	75%	Lead: SGI Administration (2020) Progressing: final report and service model recommendation due in Q4. See IBC 2e-3 SGI Transportation Service Establishment (2022) for follow on actions.
Economic Development			
4a-1	High Speed Internet Services	100%	Lead: SGI Administration (2020) Part of core services – the SGI Connectivity Plan was completed in April 2021. The report summarizes current levels of connectivity in the region and provides a vision for the future that is mindful of the challenges and opportunities for improving broadband service for the SGI. The report describes alternatives and provides recommendations and cost estimates.
4b-2	Economic Development & Plans through Commissions - SSI		Lead: SSI Administration (2020) Progressing – contract awarded to Rural Island Economic Partnership, work ongoing.

Community Need

Making a difference...together

Initiative Progress Report

Initiatives approved in 2020 and 2021			
Ref	**Initiative**	**% com-plete**	**Progress to date**
4b-2	Economic Development & Plans through Commissions - SGI	**75%**	Lead: SGI Administration (2020) Progressing – study to support transportation options in the SGI has been initiated. Work program ongoing including economic resilience, affordable housing, food security and transportation planning.
Parks & Natural Resource Management			
6c-1.2	EA Community Parks - SGI	100%	Lead: SGI Administration (2020) Part of core services
6c-1.3	EA Community Parks – SSI	100%	Lead: SSI Administration (2020) Part of core services
Protective Services			
7a-12	SSI Community Safety	100%	Lead: SSI Administration (2020) Completed
Planning & Development			
11b-2	Fallow Deer Pilot on SGI	100%	Lead: SGI Administration/First Nations (2020) Completed
11c-1	Building Inspection on Electoral Areas	100%	Lead: Building Inspection (2020) Completed – recommendation to maintain the three EAs as a single service under a single budget adopted by the CRD Board on April 14, 2021.
11d-1	New Development Application Review JdF Planning	100%	Lead: Juan de Fuca Electoral Area Planning (2020) 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	100%	Lead: SSI Administration (2020) Completed
Recreation			
13a-1.4	Recreational Programming and Rates - SGIA	100%	Lead: SGI Administration (2020) Part of core services

Community Need

Making a difference...together

Initiative Progress Report

Initiatives approved in 2020 and 2021			
Ref	**Initiative**	**% com-plete**	**Progress to date**
13a-1.5	Recreational Programming and Rates - SSIA	100%	Lead: SSI Administration (2020) Part of core services
Accountability			
15a-1	EA Strategy and Operations	--	Lead: SSI Administration (2020) Not started
15c-2	SGI-CRD Liaisons *	100%	Lead: SGI Administration (2020) Part of core services

Making a difference...together

REPORT TO THE ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 13, 2021

SUBJECT **2022 Preliminary Electoral Area Budget Review**

ISSUE SUMMARY

To present the 2022 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, 2022, for provisional 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 22,000 Electoral Area residents.[1]

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

The Electoral Area services delivered are established by the *Local Government Act and* 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 2022 CRD Financial Plan to be presented to the CRD Board on October 27, 2021. 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 EA commissions will take place between September to November 2021 consistent with commission bylaws and handbook guidelines. Any changes from the commission reviews are included for Board approval at provisional and/or at final approval in March.

Budget Planning Overview

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

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[1] 2020 CRD Regional Planning data

Service budgets include operating budgets and capital plans in addition to changes in reserve funds. A detailed discussion on 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 2022 Electoral Area Services Budgets be given provisional approval as presented, and
2. That the new initiatives identified in Appendix D for January 1, 2022, implementation be approved for expenditure.

Alternative 2
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the 2022 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, 2022, implementation be approved with specific direction on amendments.

IMPLICATIONS

Financial Implications

Tax Requisition

Table 1 summarizes the change in tax requisition from 2021 final to 2022 provisional for each EA.

Table 1: 2022 Provisional vs 2021 Final Requisition

	2022 Provisional Requisition		2021 Final Requisition		$M Change		% Change
	$M	$ Per HH	$M	$ Per HH	$M	$ Per HH	Per HH
Juan de Fuca	2.5	609	2.5	599	.04	10	1.73%
Salt Spring Island	7.1	1,067	6.8	1,034	.22	34	3.25%
Southern Gulf Island	3.4	497	3.3	481	.11	16	3.25%

The requisition increase includes changes in regional, sub-regional, joint EA, services impacting each EA as a whole, and the Capital Regional Hospital District (CRHD). The requisition excludes changes in local/specified/defined area services within each EA. It should also be noted that regional and sub-regional service budgets may change as service plans and budgets are deliberated through committees, Committee of the Whole, and ultimately the Board at the end of October.

The actual change in tax rates residents see on their annual bill will vary depending on the local/specified/defined service areas in which they reside and their individual 2022 property assessment values. The 2022 preliminary requisition impact shown above in Table 1 reflects the 2021 assessment values. New assessment information will be incorporated when revised data is released by BC Assessments in early February 2022 for inclusion in the final budget.

Detailed budget summaries by service area 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 change in gross expenditures for each EA in the 2022 provisional budget compared to the 2021 final budget, for EA budgets only.

Table 2: Summary of Operating Budget (in $ millions) by EA

Electoral Area	2022 Provisional Plan $M	2021 Financial Plan $M*	$M Change	% Change
Juan de Fuca	4.3	4.4	(.04)	(0.9%)
Salt Spring Island	9.8	9.4	.40	4.2%
Southern Gulf Islands	7.3	7.1	.14	2.0%
Total	**21.4**	**20.9**	**0.50**	**2.4%**

*Based on Amendment Financial Plan (Bylaw No. 4436)

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 $ millions)

Expenditure Type	2022 Provisional Plan $M	2021 Financial Plan $M	$M Change	% Change
Operations	3.42	3.43	(.01)	(0.3%)
Capital Funding	0.02	0.02	(.00)	(4.0%)
Debt Servicing	0.29	0.34	(.05)	(13.4%)
Transfer to Reserves	0.59	0.57	.02	(3.2%)
Total	**4.32**	**4.36**	**(.04)**	**(0.9%)**

The total decrease of $0.04M in JDF is primarily due to decreases in debt servicing and operating costs. Increases in transfers to reserves were also notable, offsetting operating and debt decreases. The main drivers of the decrease in operating expenses are one-time and cyclical expenditures in 2021, funded through grant funding or reserves that will not reoccur in 2022. There is little change to capital funding expenditures. The decrease in debt servicing costs is due to lower estimated borrowing rate on behalf of Vancouver Island Regional Library (the “Library”), which has no impact on JDF requisition as the actual debt cost is fully recovered from the Library. Transfers to reserves have increased in support of lifecycle replacement estimates and capital programs. The notable changes in expenditures by service are included in Appendix A-2 (JDF).

Table 2b: Summary of SSI Operating Budget (in $ millions)

Expenditure Type	2022 Provisional Plan $M	2021 Financial Plan $M	$M Change	% Change
Operations	8.29	7.89	.40	5.1%
Capital Funding	-	-	-	-
Debt Servicing	0.70	0.79	(.09)	(11.3%)
Transfer to Reserves	0.84	0.75	.09	11.1%
Total	**9.83**	**9.43**	**.40**	**4.2%**

The total increase of $0.40M in SSI is primarily due to increases in operating expenditures and transfers to reserves partially offset by lower debt servicing costs. The main budget drivers for the operation expenditure increase include salary and wages for the SSI Pool Service as service delivery returns to pre-pandemic levels, costs to administer and operate the new SSI Community Centre, and contract for services. The reduction in debt servicing costs is mainly due to debt retirement or debt refinancing. Transfers to reserves have increased primarily in support of lifecycle replacement estimates and capital programs. The notable changes in expenditures by service are included in Appendix B-2 (SSI).

Table 2c: Summary of SGI Operating Budget (in $ millions)

Expenditure Type	2022 Provisional Plan $M	2021 Financial Plan $M	$M Change	% Change
Operations	5.60	5.61	(.01)	(0.2%)
Capital Funding	0.02	0.02	(.00)	(8.7%)
Debt Servicing	0.90	0.75	.15	21.3%
Transfer to Reserves	0.77	0.77	(.00)	(0.4%)
Total	**7.29**	**7.15**	**.14**	**2.0%**

The total increase of $0.14M in SGI is due primarily to increases in debt servicing costs partially offset by lower operating expenditures. The main budget drivers in the operating expenditure decrease include one-time and cyclical expenditures in 2021 funded through grant funding or reserves that will not reoccur in 2022, partially offset by inflationary increase. The increase in debt servicing costs is mainly due to $6M of new debt for the Wastewater Treatment Plan Upgrade for Magic Lake Estates Sewer Utility. There is little change to capital funding expenditures and transfers to reserves. The notable changes in expenditures by service are included in Appendix C-2 (SGI).

Capital Budget Overview

The capital plan highlights, identifying 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	2022 Capital Plan $M	2021 Capital Plan $M *	$M Change	% Change
Juan de Fuca	1.3	1.1	0.2	18.8%
Salt Spring Island	5.6	5.2	0.4	8.0%
Southern Gulf Islands	7.2	12.7	(5.5)	(43.3%)
Total	**14.1**	**19.0**	**(4.9)**	**(16.5%)**

*Based on Amendment Financial Plan (Bylaw No. 4436)

- JDF: The provisional 2022 capital plan is $1.3 million, an increase of $0.2 million from 2021. The increase is primarily due to new projects in 2022, including the Otter Point Ground Water Study in JDF Community Planning $100K; the replacement of SCBA packs for Otter Point Fire Protection $130K; and Water Tender (transport) Vehicle Replacement for East Sooke Fire Protection $150K. The increase is offset by decreases from some major projects anticipated to be completed or substantially completed by the end of 2021, including the Port Renfrew Tennis Court Resurfacing $(120K) and the Fire Tanker Truck Replacement for Otter Point Fire Protection $(257K).

- SSI: The provisional 2022 capital plan is $5.6 million, an increase of $0.4 million from 2021. The increase is primarily due to new projects in 2022, including SSI Recreation Center Expansion $1.2M; the Sport Field Development $400K; Centennial Parks Upgrades $600K. The increase is offset by decreases from some major projects anticipated to be substantially completed by the end of 2021, including North Ganges Transportation plan and Pathway Booth Canal to Vesuvius.

- SGI: The provisional 2022 capital plan is $7.2 million, a decrease of $5.5 million from 2021. The decrease is primarily due to changes in the timing of spending for Magic Lake Estates Wastewater Treatment Plant Upgrade, now planned over multiple years. Additional decreases in 2021 include expenditures for the Anson Road Facility in SGI Small Craft Harbour $(970K), with construction expected to continue into 2022, and the South Galiano Fire Hall $(600K), which is anticipated to be complete by the end of 2021.

The 2022 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 2022 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 must 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 2022 EA budget packages in Appendix A (JDF), Appendix B (SSI) and Appendix C (SGI), which include operating and capital, are provided for provisional approval. Appendix D contains the items that, as a result of business requirements, need to be implemented as early as January 1, 2022, in advance of the March final budget approval.

The provisional budget is subject to change as a result of the final 2021 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 2022 Electoral Area budgets have been delegated to the EAC by the CRD Board for review and preliminary approval. Overall, the 2022 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 2022 Electoral Area Services Budgets be given provisional approval as presented, and
2. That the new initiatives identified in Appendix D for January 1, 2022, implementation be approved for expenditure.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, 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 2022 Approvals

Appendix A-1: Requisition Summary (JDF)

	Electoral Area Juan de Fuca	2022	Cost per Avg. Res Asst/ Parcel	2021	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.010	Legislative & General Government	175,499	42.53	144,193	34.94	31,306	7.59	21.71%
1.101	G.I.S.	1,998	0.48	1,078	0.26	919	0.22	85.27%
1.224	Community Health - Homeless Sec.	10,285	2.49	9,894	2.40	391	0.09	3.95%
1.280	Regional Parks	256,714	62.21	183,606	44.49	73,108	17.72	39.82%
1.280A	Regional Parks - Land Acquisition	1,329	0.32	66,921	16.22	(65,592)	(15.89)	-98.01%
1.309	Climate Action and Adaptation	7,092	1.72	6,756	1.64	336	0.08	4.97%
1.310	Land Banking & Housing	23,997	5.81	22,221	5.38	1,776	0.43	7.99%
1.324	Regional Planning Service	19,796	4.80	19,408	4.70	388	0.09	2.00%
1.335	Geo-Spatial Referencing System	2,633	0.64	2,722	0.66	(90)	(0.02)	-3.29%
1.374	Regional Emergency Program Support	1,943	0.47	1,905	0.46	38	0.01	2.00%
1.375	Hazardous Material Incident Response	4,763	1.15	4,670	1.13	93	0.02	2.00%
1.911	Call Answer	2,268	0.55	1,973	0.48	296	0.07	14.99%
1.921	Regional CREST Contribution	21,438	5.19	21,026	5.09	412	0.10	1.96%
21.ALL	Feasibility Study Reserve Fund - ALL	-	-	2,502	0.61	(2,502)	(0.61)	-100.00%
	Total Regional	**$529,754**	**$128.37**	**$488,873**	**$118.46**	**$40,880**	**$9.91**	**8.36%**
1.126	Victoria Family Court Committee	229	0.06	229	0.06	-	-	0.00%
1.128	Greater Victoria Police Victim Services	775	1.58	755	1.53	20	0.04	2.65%
1.230	Traffic Safety Commission	1,260	0.31	1,235	0.30	25	0.01	1.99%
1.313	Animal Care Services	65,768	15.94	63,544	15.40	2,224	0.54	3.50%
1.330	Regional Growth Strategy	5,208	1.26	5,208	1.26	-	-	0.00%
1.913	Fire Dispatch	34,665	8.40	43,672	10.58	(9,007)	(2.18)	-20.62%
3.701	Millstream Remediation	4,470	1.08	7,220	1.75	(2,749)	(0.67)	-38.08%
	Total Sub-Regional	**$112,375**	**$28.62**	**$121,862**	**$30.88**	**($9,487)**	**($2.26)**	**-7.33%**
1.103	Elections	14,707	3.56	5,614	1.36	9,093	2.20	161.98%
1.104	U.B.C.M.	2,697	0.65	1,758	0.43	939	0.23	53.40%
1.318	Building Inspection	104,606	25.35	100,777	24.42	3,830	0.93	3.80%
1.320	Noise Control	9,153	2.22	8,962	2.17	192	0.05	2.14%
1.322	Nuisances & Unsightly Premises	12,230	2.96	11,912	2.89	318	0.08	2.67%
1.372	Electoral Area Emergency Program	34,068	8.26	33,400	8.09	668	0.16	2.00%
	Total Joint Electoral Area	**$177,461**	**$43.00**	**$162,422**	**$39.36**	**$15,039**	**$3.64**	**9.26%**
1.109	Electoral Area Admin Exp-JDF	54,842	13.29	56,682	13.74	(1,840)	(0.45)	-3.25%
1.114	Grants in Aid - Juan de Fuca	-	-	-	-	-	-	0.00%
1.317	JDF Building Numbering	13,038	3.16	12,789	3.10	249	0.06	1.95%
1.319	Soil Deposit Removal	5,682	1.38	5,621	1.36	61	0.01	1.09%
1.325	Electoral Area Services - Planning	697,706	169.07	684,025	165.75	13,681	3.32	2.00%
1.340	JDF Livestock Injury Compensation	3,150	0.76	-	-	3,150	0.76	0.00%
1.370	Juan de Fuca Emergency Program	88,593	21.47	86,603	20.99	1,990	0.48	2.30%
1.377	JDF Search and Rescue	69,952	16.95	68,663	16.64	1,289	0.31	1.88%
1.405	JDF EA - Community Parks	193,301	46.84	190,175	46.08	3,126	0.76	1.64%
1.924	Emergency Comm - Crest - J.D.F.	123,582	29.95	121,249	29.38	2,333	0.57	1.92%
	Total JDF Electoral Area	**$1,249,846**	**$302.86**	**$1,225,807**	**$297.04**	**$24,039**	**$5.83**	**1.96%**
	Total Capital Regional District	**$2,069,436**	**$502.85**	**$1,998,965**	**$485.74**	**$70,471**	**$17.11**	**3.52%**
CRHD	Capital Regional Hospital District	439,489	106.50	467,460	113.27	(27,970)	(6.78)	-5.98%
	Total CRD and CRHD	**$2,508,925**	**$609.35**	**$2,466,424**	**$599.01**	**$42,501**	**$10.33**	**1.73%**
	Average residential assessment - 2021	**$625,349**		**$625,349**				

Major Impacts (changes > +/- $1.00)

Change in Cost per Average Household

	$ Change	% of Total Increase
REGIONAL		
Legislative & General Government	7.59	1.27%
Regional Parks	17.72	2.96%
Regional Parks - Land Acquisition	(15.89)	-2.65%
SUB-REGIONAL		
Fire Dispatch	(2.18)	-0.36%
JOINT EA		
Elections	2.20	0.37%
JDF EA		
Electoral Area Services - Planning	3.32	0.55%
Capital Regional Hospital District	(6.78)	-1.13%
Other (changes < +/- $1.00)	4.37	0.73%
Total	**$10.33**	**1.73%**

	Juan de Fuca Local/Specified/Defined Services	2022	Cost per Avg. Res Asst/ Parcel	2021	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.119	Vancouver Island Regional Library	317,088	87.19	310,394	85.35	6,694	1.84	2.16%
1.121	Sooke Regional Museum	73,166	20.12	71,735	19.73	1,431	0.39	2.00%
1.133	Langford E.A. - Greater Victoria Public Library	31,502	64.05	30,985	63.00	517	1.05	1.67%
1.232	Port Renfrew Street Lighting	3,644	43.59	3,321	39.72	323	3.86	9.73%
1.350	Willis Point Fire Protection	135,748	577.37	136,054	578.67	(307)	(1.30)	-0.23%
1.353	Otter Point Fire Protection	539,791	482.03	520,055	464.41	19,736	17.62	3.79%
1.354	Malahat Fire Protection	65,601	691.94	63,810	673.05	1,791	18.89	2.81%
1.355	Durrance Road Fire Protection	3,020	353.17	2,990	349.66	30	3.51	1.00%
1.357	East Sooke Fire Protection	479,537	547.84	429,942	491.18	49,595	56.66	11.54%
1.358	Port Renfrew Fire Protection	94,802	245.33	92,301	238.86	2,501	6.47	2.71%
1.360	Shirley Fire Protection	164,317	497.65	162,040	490.75	2,277	6.90	1.41%
1.40X	SEAPARC	736,347	224.95	687,297	209.97	49,050	14.98	7.14%
1.408	JDF EA - Community Recreation	69,508	19.11	68,310	18.78	1,198	0.33	1.75%
1.523	Port Renfrew Refuse Disposal	33,865	87.45	33,324	86.06	541	1.40	1.62%
2.650	Port Renfrew Water	70,008	373.88	60,016	320.52	9,992	53.36	16.65%
2.691	Wilderness Mountain	69,981	898.23	59,520	763.96	10,461	134.27	17.58%
3.700	Septage Disposal - JDF Service Area	303	0.08	297	0.08	6	0.00	2.00%
3.755	Regional Source Control - Port Renfrew Sewer	712	7.77	698	7.62	14	0.15	2.00%
3.850	Port Renfrew Sewer	62,525	748.63	59,456	711.88	3,069	36.75	5.16%
	Total JdF Local/Specified/Defined Requisition	**$2,951,464**		**$2,792,545**		**$158,920**		

Appendix A-2

Juan de Fuca - Operating Budget Highlights - Gross Expenditure (+/- 2.0% and +/- $20,000)

JDF Services +/- 2.0% and +/- $20,000	Gross Expenditure 2022	Gross Expenditure 2021	Changes $	Changes %	Main Budget Driver
1.114 - Grant-in-Aid - Juan de Fuca	53,908	98,311	(44,403)	-45.2%	• One-time COVID 19 Safe Restart grant in 2021
1.325 - Electoral Area Services - Planning	800,730	866,356	(65,626)	-7.6%	• One-time Port Renfrew CCDP Review in 2021 $(50)k - funded by CWF grant • One-time orthophotos purchase in 2021 $(14)k - funded by Operating Reserve Fund(ORF)
Total Juan de Fuca Electoral Area	**854,638**	**964,667**	**(110,029)**	**-11.4%**	
1.357 - East Sooke Fire Protection	556,654	516,620	40,034	7.7%	• Increased salary costs for a paid part-time fire chief
2.650 - Port Renfrew Water	145,106	121,108	23,998	19.8%	• Increased transfer to Capital Reserve Fund (CRF) to support capital program $8k • Tree clearing around high voltage power lines (4 to 5-year rotation) $13k
2.691 - Wilderness Mountain Water Service	188,247	149,544	38,703	25.9%	• Increased transfer to Capital Reserve Fund (CRF) to support capital program $25k • Cyclical maintenance program for reservoir cleaning in 2022 $10k - funded by ORF
Total Local/Specified/Defined Area	**890,007**	**787,272**	**102,735**	**13.0%**	
Other (Services not meeting criteria above)	2,576,106	2,609,507	(33,401)	-1.3%	
Total Juan de Fuca	**4,320,751**	**4,361,446**	**(40,695)**	**-0.9%**	

Appendix A-3

Juan de Fuca 2022 Major Capital Projects ≥ $100,000

SERVICE AREA	$('000)	FUNDING SOURCE
1.325 Community Planning		
Otter Point Ground Water Study (for OCP)	100	Grants
Protective Services		
1.353 Otter Point Fire Protection		
Replace SCBA packs	130	Reserves
1.357 East Sooke Fire Protection		
Water tender Replacement	150	Reserves

Total Projects ≥ $100K	380
Total Projects < $100K	944
Total 2022 Capital Projects	1,324

Appendix A-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JDF
2022

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
1.109	JDF Admin. Expenditures	2,000					2,000			2,000				2,000
1.318	Building Inspection	18,147					18,147			18,147				18,147
1.325	Community Planning	45,000			100,000		145,000			45,000	100,000			145,000
1.350	Willis Point Fire	167,865		13,000			180,865			126,000	41,865	13,000		180,865
1.353	Otter Point Fire	141,000		60,000			201,000			141,000		60,000		201,000
1.357	East Sooke Fire	27,044	150,000	55,000			232,044	11,000		166,044		55,000		232,044
1.358	Port Renfrew Fire	10,000					10,000			10,000				10,000
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000
1.369	Electoral Area Fire Services	73,211					73,211					73,211		73,211
1.370	JDF Emergency Program	11,710					11,710			11,710				11,710
1.405	JDF EA Community Parks & Recreation				215,000	50,000	265,000				265,000			265,000
1.523	Port Renfrew Refuse Disposal				25,000		25,000					25,000		25,000
2.650	Port Renfrew Water	10,000					10,000					10,000		10,000
2.691	Wilderness Mountain Water Service				65,000		65,000					65,000		65,000
3.850	Port Renfrew Sewer				75,000		75,000				60,000	15,000		75,000
	TOTAL	**515,977**	**150,000**	**128,000**	**480,000**	**50,000**	**1,323,977**	**11,000**	**-**	**529,901**	**466,865**	**316,211**	**-**	**1,323,977**

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

1.372 EA Emergency Coordination

JUAN DE FUCA

1.109 Administration

1.114 Grants in Aid

1.119 Vancouver Island Regional Library

1.121 Sooke Museum

1.129 Vancouver Island Regional Library-Debt

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

1.340 Livestock Injury Compensation

1.350 Willis Point Fire

1.353 Otter Point Fire

Appendix A-5: JDF Service Budgets

1.354 Malahat Fire

1.355 Durrance Road Fire

1.357 East Sooke Fire

1.358 Port Renfrew Fire

1.360 Shirley Fire

1.369 EA Fire Services - JDF & SGI

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

2022 BUDGET

Elections

EAC REVIEW

OCTOBER 2021

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.

Change in Budget 2021 to 2022 Service: 1.103 Elections	Total Expenditure	Comments
2021 Budget	**25,070**	Non-election year, budget is soley for ORF transfer
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:		
Electoral Area Elections Expenditure:	122,500	EA Election Costs
	40,000	IBC-15d-2 EA Elections - To contract a Chief Election Officer (CEO) to coordinate the EA elections
Islands Trust	74,900	Island Trust Election - Full recovery from Island Trust
Other	462	
Total Other Changes	237,862	
2022 Budget	**262,932**	
% expense increase from 2021:	***948.8%***	
% Requisition increase from 2021 (if applicable):	***162.0%***	*Requisition funding is 27.6% of service revenue*

Overall 2021 Budget Performance
(expected variance to budget and surplus treatment)

No major variance is expected. Any minor variance will be adjusted to the ORF transfer at year end.

1.103 - Elections	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Electoral Area Elections	-	-	122,500	-	40,000	162,500	-	-	-	175,895
Islands Trust	-	-	74,900	-	-	74,900	-	-	-	81,074
Allocations and Insurance	37	37	32	-	-	32	32	32	32	32
TOTAL OPERATING COSTS	**37**	**37**	**197,432**	**-**	**40,000**	**237,432**	**32**	**32**	**32**	**257,001**
*Percentage Increase over prior year										
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	25,033	25,033	25,500	-	-	25,500	45,000	45,000	45,000	45,000
TOTAL COSTS	**25,070**	**25,070**	**222,932**	**-**	**40,000**	**262,932**	**45,032**	**45,032**	**45,032**	**302,001**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	(122,457)	-	-	(122,457)	-	-	-	(175,895)
Recovery from Islands Trust	-	-	(74,900)	-	-	(74,900)	-	-	-	(81,074)
Other Income	(66)	(66)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	**(66)**	**(66)**	**(197,427)**	**-**	**-**	**(197,427)**	**(70)**	**(70)**	**(70)**	**(257,039)**
REQUISITION	**(25,004)**	**(25,004)**	**(25,505)**	**-**	**(40,000)**	**(65,505)**	**(44,962)**	**(44,962)**	**(44,962)**	**(44,962)**
*Percentage increase over prior year Requisition			2.0%			162.0%	-31.4%	0.0%	0.0%	0.0%

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	2021	2022	2023	2024	2025	2026
Beginning Balance		76,873	102,647	5,690	50,690	95,690	140,690
Transfer from Op Budget		25,033	25,500	45,000	45,000	45,000	45,000
Transfer to Op Budget		-	(122,457)	-	-	-	(175,895)
Transfer from ERF		41	-	-	-	-	-
Interest Income		700	-	-	-	-	-
Ending Balance $		**102,647**	**5,690**	**50,690**	**95,690**	**140,690**	**9,795**

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

2022 Budget

UBCM

EAC REVIEW

OCTOBER 2021

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Membership Fee	12,893	11,748	12,945	-	-	12,945	13,198	13,461	13,724	13,998
TOTAL COSTS	**12,893**	**11,748**	**12,945**	**-**	**-**	**12,945**	**13,198**	**13,461**	**13,724**	**13,998**
*Percentage Increase over prior year						0.4%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	1,145	(1,145)	-	-	(1,145)	-	-	-	-
Balance c/fwd from 2020 to 2021	(5,169)	(5,169)	-	-	-	-	-	-	-	-
Other Revenue	(97)	(97)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(5,266)**	**(4,121)**	**(1,245)**	**-**	**-**	**(1,245)**	**(100)**	**(100)**	**(100)**	**(100)**
REQUISITION	**(7,627)**	**(7,627)**	**(11,700)**	**-**	**-**	**(11,700)**	**(13,098)**	**(13,361)**	**(13,624)**	**(13,898)**
*Percentage increase over prior year Requisition						53.4%	11.9%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Building Inspection

EAC Review

OCTOBER 2021

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), Amendment 3780 (2011), and Amendment 4403 (2021). 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:

Not stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2021 to 2022 Service: 1.318 Building Inspection	Total Expenditure	Comments
2021 Budget	**1,653,290**	
Change in Salaries:		
Base salary change	6,603	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(768)	
0.5 FTE Administrative Clerk	38,204	2022 IBC: 11c-2 Building Inspection Information Services
Total Change in Salaries	44,039	
Other Changes:		
Standard Overhead Allocation	17,580	Increase due to 2021 operating cost increase and 4th year of new OH model implementation
Building Occupancy Allocation	41,952	Increased due to office space change, facility reserve contributions, loss revenue from rental and extended rental space for temporary swing office space
Human Resources Allocation	5,178	New Corporate Safety Resources
Bylaw Enforcement Labour Charge Out	5,000	Cost recovery from Bylaw services to issue building fines for building infractions
Real Estate Services Labour Charge Out	3,000	Labour charges from Real Estates Services to review land covenants
Staff Training and Development	4,500	Increased required training for Building Inspectors for WETT Certification
Transfer to Equipment Replacement Fund	10,000	Increase ERF contribution to fund 7 new workstations at Fisgard office and vehicle replacement
Other	4,895	
Total Other Changes	92,105	
2022 Budget	**1,789,434**	
% Expense increase from 2021:	***8.2%***	
% Requisition increase from 2021:	***3.8%***	*Requisition funding is 25.4% of service revenue*

Overall 2021 Budget Performance
(expected variance to budget and surplus treatment)

Permit fee revenues are projected at $180,859 (17.75%) higher than budget as we have experienced higher permit fee revenue in 2021. Total expenditures are projected at $75,990 (-4.7%) lower than budget mainly due to staff vacancies. $256,849 surplus in 2021 is projected to be balanced on increased transfers to the Operating Reserve Fund ($182,849) and Equipment Replacement Fund ($74,000).

1.318 - Building Inspection	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries & Wages	1,151,316	1,088,446	1,157,151	38,204	-	1,195,355	1,220,911	1,247,014	1,273,685	1,300,932
Telecommunications	35,890	35,890	36,610	-	-	36,610	37,340	38,090	38,850	39,630
Legal Expenses	10,390	10,390	10,600	-	-	10,600	10,810	11,030	11,250	11,480
Building Rent	34,450	34,450	34,880	-	-	34,880	35,610	36,350	37,110	37,860
Supplies	16,380	16,380	16,700	-	-	16,700	17,040	17,380	17,720	18,080
Allocations	225,494	227,634	298,869	-	-	298,869	303,484	309,401	315,451	321,620
Other Operating Expenses	146,070	130,810	153,120	-	-	153,120	156,220	159,410	162,660	165,960
TOTAL OPERATING COSTS	**1,619,990**	**1,544,000**	**1,707,930**	**38,204**	**-**	**1,746,134**	**1,781,415**	**1,818,675**	**1,856,726**	**1,895,562**
*Percentage Increase over prior year						7.8%	2.0%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	10,000	84,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Operating Reserve Fund	-	182,849	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**10,000**	**266,849**	**20,000**	**-**	**-**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	**1,653,290**	**1,834,149**	**1,751,230**	**38,204**	**-**	**1,789,434**	**1,824,715**	**1,861,975**	**1,900,026**	**1,938,862**
Internal Recoveries	(29,486)	(29,486)	(30,076)	-	-	(30,076)	(30,678)	(31,290)	(31,916)	(32,555)
TOTAL COSTS LESS INTERNAL RECOVERIES	**1,623,804**	**1,804,663**	**1,721,154**	**38,204**	**-**	**1,759,358**	**1,794,037**	**1,830,685**	**1,868,110**	**1,906,307**
FUNDING SOURCES (REVENUE)						8.3%	2.0%	2.0%	2.0%	2.0%
Transfer from Operating Reserve Fund	(126,400)	(126,400)	(63,668)	-	-	(63,668)	(56,280)	(49,695)	(42,697)	(35,245)
Permit Fees Revenue	(1,019,141)	(1,200,000)	(1,200,000)	-	-	(1,200,000)	(1,224,000)	(1,248,480)	(1,273,450)	(1,298,920)
Contract Revenue	(36,781)	(36,781)	(37,510)	-	-	(37,510)	(38,250)	(39,020)	(39,800)	(40,590)
Grants in Lieu of Taxes	(1,656)	(1,656)	(1,690)	-	-	(1,690)	(1,720)	(1,750)	(1,790)	(1,830)
Revenue - Other	(2,562)	(2,562)	(2,610)	-	-	(2,610)	(2,660)	(2,710)	(2,760)	(2,820)
TOTAL REVENUE	**(1,186,540)**	**(1,367,399)**	**(1,305,478)**	**-**	**-**	**(1,305,478)**	**(1,322,910)**	**(1,341,655)**	**(1,360,497)**	**(1,379,405)**
REQUISITION	**(437,264)**	**(437,264)**	**(415,676)**	**(38,204)**	**-**	**(453,880)**	**(471,127)**	**(489,030)**	**(507,613)**	**(526,902)**
*Percentage increase over prior year Requisition			-4.9%	8.7%		3.8%	3.8%	3.8%	3.8%	3.8%
AUTHORIZED POSITIONS Salaried FTE	9.7		9.7	0.5		10.2	10.2	10.2	10.2	10.2

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.318 Building Inspection		Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE									
Buildings		B	$0	$0	$0	$0	$0	$0	$0
Equipment		E	$0	$78,900	$6,000	$5,500	$4,500	$6,000	$100,900
Land		L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures		S	$0	$0	$0	$0	$0	$0	$0
Vehicles		V	$0	$0	$50,000	$0	$0	$50,000	$100,000
			$0	**$78,900**	**$56,000**	**$5,500**	**$4,500**	**$56,000**	**$200,900**
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	$78,900	$56,000	$5,500	$4,500	$56,000	$200,900
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	$0	$0	$0	$0	$0	$0
			$0	**$78,900**	**$56,000**	**$5,500**	**$4,500**	**$56,000**	**$200,900**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.318

Service Name: Building Inspection

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	$90,000	V	ERF	$0	$0	$50,000	$0	$0	$50,000	$100,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	$5,000	E	ERF	$0	$8,600	$6,000	$5,500	$4,500	$6,000	$30,600
22-01	Replacement	Phone System	Salt Spring Island phone system replacement	$16,000	E	ERF	$0	$16,000	$0	$0	$0	$0	$16,000
22-02	New	New Furniture - Fisgard	7 furniture workstations for Fisgard department move to new location (Starbucks)	$50,000	E	ERF	$0	$50,000	$0	$0	$0	$0	$50,000
22-03	New	Microfiche Computer	New pc and monitor for microfiche reader used for FOI requests at Fisgard	$1,300	E	ERF	$0	$1,300	$0	$0	$0	$0	$1,300
22-04	Replacement	JDF Printer	Replacement of shared printer	$3,000	E	ERF	$0	$3,000	$0	$0	$0	$0	$3,000
			GRAND TOTAL	**$165,300**			**$0**	**$78,900**	**$56,000**	**$5,500**	**$4,500**	**$56,000**	**$200,900**

Service:	1.318	Building Inspection

Project Number	18-01	**Capital Project Title**	Vehicle Replacement	**Capital Project Description**	Vehicle Replacement
Project Rationale	Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections.				

Project Number	19-01	**Capital Project Title**	Computer Replacement	**Capital Project Description**	Replacement of Computer equipment
Project Rationale	As per IT's replacement schedule for department computers.				

Project Number	22-01	**Capital Project Title**	Phone System	**Capital Project Description**	Salt Spring Island phone system replacement
Project Rationale	Replace 20 year-old phone system that is antiquated, has insufficient number of phones lines and no voicemail. Telus has advised parts are no longer available.				

Project Number	22-02	**Capital Project Title**	New Furniture - Fisgard	**Capital Project Description**	7 furniture workstations for Fisgard department move to new location (Starbucks)
Project Rationale	Department has been reassigned to a new locaton on the first floor at Fisgard and advised that new furniture is required to fit the dimensions of the new area.				

Project Number	22-03	**Capital Project Title**	Microfiche Computer	**Capital Project Description**	New pc and monitor for microfiche reader used for FOI requests at Fisgard
Project Rationale	Add new pc for microfiche reader used for FOI requests at Fisgard. Volume of FOI's have substantially increased that a stand-alone pc is required.				

Project Number	22-04	**Capital Project Title**	JDF Printer	**Capital Project Description**	Replacement of shared printer
Project Rationale	Building Inspection JDF office shares a printer with the Planning Department. Expected replacement of printer in 2022.				

Building Inspection
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	247,741	184,073	127,793	78,098	35,401	156
Equipment Replacement Fund	106,605	47,705	11,705	26,205	41,705	5,705
Total	**354,346**	**231,778**	**139,498**	**104,303**	**77,106**	**5,861**

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:	**105544**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		189,592	247,741	184,073	127,793	78,098	35,401
Transfer from Ops Budget		182,849	-	-	-	-	-
Expenditures		(126,400)	(63,668)	(56,280)	(49,695)	(42,697)	(35,245)
Interest Income		1,700					
Ending Balance $		**247,741**	**184,073**	**127,793**	**78,098**	**35,401**	**156**

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**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		77,605	106,605	47,705	11,705	26,205	41,705
Transfer from Ops Budget		84,000	20,000	20,000	20,000	20,000	20,000
Planned Purchase		(55,000)	(78,900)	(56,000)	(5,500)	(4,500)	(56,000)
Interest Income		-					
Ending Balance $		**106,605**	**47,705**	**11,705**	**26,205**	**41,705**	**5,705**

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

2022 BUDGET

NOISE CONTROL

EAC REVIEW

OCTOBER 2021

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Legal	6,900	6,900	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	2,304	2,304	2,597	-	-	2,597	2,646	2,696	2,747	2,798
Internal Time Charges	29,876	29,876	30,474	-	-	30,474	31,068	31,673	32,290	32,921
Other Operating Expenses	60	80	50	-	-	50	50	50	50	50
TOTAL OPERATING COSTS	**39,140**	**39,160**	**40,021**	**-**	**-**	**40,021**	**40,804**	**41,599**	**42,407**	**43,239**
*Percentage Increase over prior year						2.3%	2.0%	1.9%	1.9%	2.0%
Transfer to Operating Reserve Fund	-	30	-	-	-	-	-	-	-	-
TOTAL COSTS	**39,140**	**39,190**	**40,021**	**-**	**-**	**40,021**	**40,804**	**41,599**	**42,407**	**43,239**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(155)	(155)	(155)	-	-	(155)	(155)	(155)	(155)	(155)
Revenue - Other	(100)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	**(255)**	**(305)**	**(305)**	**-**	**-**	**(305)**	**(305)**	**(305)**	**(305)**	**(305)**
REQUISITION	**(38,885)**	**(38,885)**	**(39,716)**	**-**	**-**	**(39,716)**	**(40,499)**	**(41,294)**	**(42,102)**	**(42,934)**
*Percentage increase over prior year Requisition						2.1%	2.0%	2.0%	2.0%	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	2021	2022	2023	2024	2025	2026
Beginning Balance		8,977	9,061	9,061	9,061	9,061	9,061
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		84					
Ending Balance $		**9,061**	**9,061**	**9,061**	**9,061**	**9,061**	**9,061**

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

2022 BUDGET

Nuisance & Unsightly Premises

EAC REVIEW

OCTOBER 2021

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Legal	2,085	2,085	2,130	-	-	2,130	2,170	2,210	2,250	2,300
Allocations	2,825	2,825	3,240	-	-	3,240	3,301	3,365	3,429	3,494
Internal Time Charges	46,750	46,750	47,685	-	-	47,685	48,615	49,562	50,528	51,515
Other Operating Expenses	330	330	320	-	-	320	320	320	320	320
TOTAL OPERATING COSTS	**51,990**	**51,990**	**53,375**	**-**	**-**	**53,375**	**54,406**	**55,457**	**56,527**	**57,629**
*Percentage Increase over prior year						2.7%	1.9%	1.9%	1.9%	1.9%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL COSTS	**51,990**	**51,990**	**53,375**	**-**	**-**	**53,375**	**54,406**	**55,457**	**56,527**	**57,629**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(206)	(206)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(306)**	**(306)**	**(310)**	**-**	**-**	**(310)**	**(310)**	**(310)**	**(310)**	**(310)**
REQUISITION	**(51,684)**	**(51,684)**	**(53,065)**	**-**	**-**	**(53,065)**	**(54,096)**	**(55,147)**	**(56,217)**	**(57,319)**
*Percentage increase over prior year Requisition						2.7%	1.9%	1.9%	1.9%	2.0%

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	2021	2022	2023	2024	2025	2026
Beginning Balance		2,234	2,256	2,256	2,256	2,256	2,256
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		21					
Ending Balance $		**2,256**	**2,256**	**2,256**	**2,256**	**2,256**	**2,256**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 BUDGET

Electora Area Emergency Planning Coordination

EAC REVIEW

OCTOBER 2021

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 - Electora Area Emergency Planning Coordination	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries	532,583	511,000	538,896	-	-	538,896	550,487	562,330	574,420	586,772
Contract for Services	-	-	-	-	-	-	-	-	-	-
Travel Expenses	1,820	1,000	1,860	-	-	1,860	1,900	1,940	1,980	2,020
Telecommunications	6,810	6,810	6,950	-	-	6,950	7,090	7,230	7,370	7,520
Staff Training & Development	1,620	1,620	1,650	-	-	1,650	1,680	1,710	1,740	1,770
Supplies	2,010	2,010	2,050	-	-	2,050	2,090	2,130	2,170	2,210
Allocations	59,170	59,170	62,608	-	-	62,608	63,862	65,141	66,440	67,769
Other Operating Expenses	8,630	8,630	8,750	-	-	8,750	8,930	9,110	9,290	9,470
TOTAL OPERATING COSTS	**612,643**	**590,240**	**622,764**	**-**	**-**	**622,764**	**636,039**	**649,591**	**663,410**	**677,531**
*Percentage Increase over prior year						1.7%	2.1%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	22,693	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	7,324	7,324	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	**7,324**	**30,017**	**7,500**	**-**	**-**	**7,500**	**7,500**	**7,500**	**7,500**	**7,500**
TOTAL COSTS	**619,967**	**620,257**	**630,264**	**-**	**-**	**630,264**	**643,539**	**657,091**	**670,910**	**685,031**
Internal Recoveries	(459,671)	(459,671)	(468,860)	-	-	(468,860)	(478,240)	(487,801)	(497,561)	(507,510)
OPERATING COSTS LESS INTERNAL RECOVERIES	**160,296**	**160,586**	**161,404**	**-**	**-**	**161,404**	**165,299**	**169,290**	**173,349**	**177,521**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(14,486)	(14,486)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	(12,674)	-	-	(12,674)	(10,639)	(8,460)	(6,099)	(3,601)
Grants in Lieu of Taxes	(578)	(578)	(590)	-	-	(590)	(600)	(610)	(620)	(630)
Revenue - Other	(310)	(600)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
TOTAL REVENUE	**(15,374)**	**(15,664)**	**(13,584)**	**-**	**-**	**(13,584)**	**(11,569)**	**(9,410)**	**(7,069)**	**(4,591)**
REQUISITION	**(144,922)**	**(144,922)**	**(147,820)**	**-**	**-**	**(147,820)**	**(153,730)**	**(159,880)**	**(166,280)**	**(172,930)**
*Percentage increase over prior year Requisition						2.0%	4.0%	4.0%	4.0%	4.0%
AUTHORIZED POSITIONS										
Salaried FTE	4.0		4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.372 Emergency Planning Coordination	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$0	$0	$2,500	$0	$0	$2,500
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	**$0**	**$0**	**$2,500**	**$0**	**$0**	**$2,500**
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	$0	$0	$2,500	$0	$0	$2,500
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	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$0**	**$2,500**	**$0**	**$0**	**$2,500**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

Funding Source Codes
Debt = Debenture Debt (new debt only)
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Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
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Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
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Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.372

Service Name: Emergency Planning Coordination

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	$2,500	E	ERF	$0	$0	$0	$2,500	$0	$0	$2,500
			GRAND TOTAL	**$2,500**			**$0**	**$0**	**$0**	**$2,500**	**$0**	**$0**	**$2,500**

Electora Area Emergency Planning Coordination
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	59,344	46,670	36,031	27,571	21,472	17,871
Equipment Replacement Fund	7,494	14,994	22,494	27,494	34,994	42,494
Total	**66,838**	**61,664**	**58,525**	**55,065**	**56,466**	**60,365**

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to to enable one-time programs and to cover unforeseen emergency response costs.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105545	2021	2022	2023	2024	2025	2026
Beginning Balance		36,311	59,344	46,670	36,031	27,571	21,472
Transfer from Ops Budget		22,693	-	-	-	-	-
Transfer to Ops Budget		-	(12,674)	(10,639)	(8,460)	(6,099)	(3,601)
Interest Income		340					
Ending Balance $		**59,344**	**46,670**	**36,031**	**27,571**	**21,472**	**17,871**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101985	2021	2022	2023	2024	2025	2026
Beginning Balance		2,670	7,494	14,994	22,494	27,494	34,994
Transfer from Op Budget		7,324	7,500	7,500	7,500	7,500	7,500
Planned Purchase		(2,500)	-	-	(2,500)	-	-
Interest Income		-					
Ending Balance $		**7,494**	**14,994**	**22,494**	**27,494**	**34,994**	**42,494**

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2022 Budget

Admin. Expenditures (JDF)

EAC REVIEW

OCTOBER 2021

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)	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Director's Remuneration	46,978	46,978	47,494	-	-	47,494	48,440	49,410	50,400	51,410
Travel	1,680	1,680	1,710	-	-	1,710	1,740	1,770	1,810	1,850
Allocations	5,819	5,819	3,038	-	-	3,038	3,099	3,161	3,224	3,289
Contingency	3,000	-	3,000	-	-	3,000	-	-	-	-
Other Operating Expenses	3,290	2,720	3,300	-	-	3,300	3,360	3,420	3,480	3,540
TOTAL OPERATING COSTS	**60,767**	**57,197**	**58,542**	**-**	**-**	**58,542**	**56,639**	**57,761**	**58,914**	**60,089**
*Percentage Increase over prior year						-3.7%	-3.3%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	3,570	(3,570)	-	-	(3,570)	-	-	-	-
Balance c/fwd from 2020 to 2021	(3,952)	(3,952)	-	-	-	-	-	-	-	-
Revenue - Other	(133)	(133)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
TOTAL REVENUE	**(4,085)**	**(515)**	**(3,700)**	**-**	**-**	**(3,700)**	**(130)**	**(130)**	**(130)**	**(130)**
REQUISITION	**(56,682)**	**(56,682)**	**(54,842)**	**-**	**-**	**(54,842)**	**(56,509)**	**(57,631)**	**(58,784)**	**(59,959)**
*Percentage increase over prior year Requisition						-3.2%	3.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.109 JDF Admin. Expenditures	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$2,000	$0	$0	$0	$0	$2,000
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	**$2,000**	**$0**	**$0**	**$0**	**$0**	**$2,000**
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	$2,000	$0	$0	$0	$0	$2,000
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	$0	$0	$0	$0	$0	$0
		$0	**$2,000**	**$0**	**$0**	**$0**	**$0**	**$2,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.109

Service Name: JDF Admin. Expenditures

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-01	Replacement	Computer	Computer Replacement	$2,000	E	ERF	$0	$2,000	$0	$0	$0	$0	$2,000
			GRAND TOTAL	**$2,000**			**$0**	**$2,000**	**$0**	**$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	2021	2022	2023	2024	2025	2026
Beginning Balance		5,665	5,665	3,665	3,665	3,665	3,665
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	(2,000)	-	-	-	-
Interest Income		-					
Ending Balance $		**5,665**	**3,665**	**3,665**	**3,665**	**3,665**	**3,665**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

Grant-in-Aid (JDF)

EAC REVIEW

OCTOBER 2021

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:

Greater of $65,484 or $0.05 / $1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of $109,863.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.114 - Grant-in-Aid (JDF)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Grants in Aid	96,453	42,837	32,150	-	18,505	50,655	20,000	20,000	20,000	20,000
Allocations	1,858	1,858	3,253	-	-	3,253	3,318	3,384	3,452	3,521
Other Operating Expenses	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	**98,311**	**44,695**	**35,403**	**-**	**18,505**	**53,908**	**23,318**	**23,384**	**23,452**	**23,521**
*Percentage Increase over prior year						-45.2%	-56.7%	0.3%	0.3%	0.3%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	53,618	(35,113)	-	(18,505)	(53,618)	-	-	-	-
Balance c/fwd from 2020 to 2021	(36,941)	(36,941)	-	-	-	-	-	-	-	-
Provincial Grant	(61,078)	(61,078)	-	-	-	-	-	-	-	-
Other Income	(292)	(294)	(290)	-	-	(290)	(290)	(290)	(290)	(290)
TOTAL REVENUE	**(98,311)**	**(44,695)**	**(35,403)**	**-**	**(18,505)**	**(53,908)**	**(290)**	**(290)**	**(290)**	**(290)**
REQUISITION	**-**	**-**	**-**	**-**	**-**	**-**	**(23,028)**	**(23,094)**	**(23,162)**	**(23,231)**
*Requisition increase over prior year						N/A	N/A	0.3%	0.3%	0.3%

CAPITAL REGIONAL DISTRICT

2022 Budget

Vancouver Island Regional Library

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Payments to Vancouver Island Regional Library	304,095	304,095	310,180	-	-	310,180	316,380	322,710	329,160	335,740
Allocations	5,562	5,562	6,218	-	-	6,218	6,342	6,469	6,599	6,730
Other Operating Expenses	1,240	1,240	1,240	-	-	1,240	1,240	1,240	1,240	1,240
TOTAL COSTS	**310,897**	**310,897**	**317,638**	**-**	**-**	**317,638**	**323,962**	**330,419**	**336,999**	**343,710**
*Percentage Increase over prior year						2.2%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	46	46	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(299)	(299)	(300)	-	-	(300)	(300)	(300)	(300)	(300)
Other Revenue	(250)	(250)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	**(503)**	**(503)**	**(550)**	**-**	**-**	**(550)**	**(550)**	**(550)**	**(550)**	**(550)**
REQUISITION	**(310,394)**	**(310,394)**	**(317,088)**	**-**	**-**	**(317,088)**	**(323,412)**	**(329,869)**	**(336,449)**	**(343,160)**
*Percentage increase over prior year Requisition						2.2%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Sooke Regional Museum

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $337,790.

FUNDING:

Requisition

1.121 - Sooke Regional Museum	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Payments to Sooke Regional Museum	192,630	192,630	196,480	-	-	196,480	200,410	204,420	208,510	212,680
Allocations	3,903	3,903	3,932	-	-	3,932	4,010	4,091	4,173	4,256
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL COSTS	**196,593**	**196,593**	**200,472**	**-**	**-**	**200,472**	**204,480**	**208,571**	**212,743**	**216,996**
*Percentage Increase over prior year						2.0%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(44)	(44)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(332)	(332)	(340)	-	-	(340)	(350)	(360)	(370)	(380)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(376)**	**(376)**	**(340)**	**-**	**-**	**(340)**	**(350)**	**(360)**	**(370)**	**(380)**
REQUISITION	**(196,217)**	**(196,217)**	**(200,132)**	**-**	**-**	**(200,132)**	**(204,130)**	**(208,211)**	**(212,373)**	**(216,616)**
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Vancouver Island Regional Library-Debt

EAC REVIEW

OCTOBER 2021

1.129 - Vancouver Island Regional Library-Debt	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
DEBT										
MFA DRF	60,000	-	60,000	-	-	60,000	-	-	-	-
MFA Debt Principal	-	-	-	-	-	-	181,415	181,415	181,415	181,415
MFA Debt Interest	153,900	-	108,000	-	-	108,000	144,000	144,000	144,000	144,000
TOTAL DEBT	**213,900**	**-**	**168,000**	**-**	**-**	**168,000**	**325,415**	**325,415**	**325,415**	**325,415**
*Percentage Increase over prior year						-21.5%	93.7%	0.0%	0.0%	0.0%
FUNDING SOURCES (REVENUE)										
Payment from VIRL	(213,900)	-	(168,000)	-	-	(168,000)	(325,415)	(325,415)	(325,415)	(325,415)
TOTAL REVENUE	**(213,900)**	**-**	**(168,000)**	**-**	**-**	**(168,000)**	**(325,415)**	**(325,415)**	**(325,415)**	**(325,415)**
REQUISITION	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

CAPITAL REGIONAL DISTRICT

2022 Budget

Langford EA - GVPL

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements.

FUNDING:

Requsition

1.133 - Langford EA - GVPL	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Payments to Greater Victoria Public Library	30,350	30,350	30,960	-	-	30,960	31,580	32,210	32,850	33,510
Allocations	726	726	622	-	-	622	634	647	660	673
Other Operating Expenses	10	10	10	-	-	10	10	10	10	10
TOTAL OPERATING COSTS	**31,086**	**31,086**	**31,592**	**-**	**-**	**31,592**	**32,224**	**32,867**	**33,520**	**34,193**
*Percentage Increase over prior year						1.6%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(9)	(9)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(92)	(92)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Interest Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(101)**	**(101)**	**(90)**	**-**	**-**	**(90)**	**(90)**	**(90)**	**(90)**	**(90)**
REQUISITION	**(30,985)**	**(30,985)**	**(31,502)**	**-**	**-**	**(31,502)**	**(32,134)**	**(32,777)**	**(33,430)**	**(34,103)**
*Percentage increase over prior year Requisition						1.7%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Street Lighting

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $109,123.

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	BUDGET REQUEST 2022 ONGOING	BUDGET REQUEST 2022 ONE-TIME	BUDGET REQUEST 2022 TOTAL	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025	FUTURE PROJECTIONS 2026
OPERATING COSTS										
Electricity	7,150	7,000	7,240	-	-	7,240	7,380	7,530	7,680	7,830
Allocations	425	425	444	-	-	444	453	462	471	480
Contingency	1,200	-	1,200	-	-	1,200	1,200	1,200	1,200	1,200
Other Operating Expenses	100	100	100	-	-	100	100	100	100	100
TOTAL COSTS	**8,875**	**7,525**	**8,984**	**-**	**-**	**8,984**	**9,133**	**9,292**	**9,451**	**9,610**
*Percentage Increase over prior year						1.2%	1.7%	1.7%	1.7%	1.7%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	1,350	(1,350)	-	-	(1,350)	-	-	-	-
Balance c/fwd from 2020 to 2021	(2,148)	(2,148)	-	-	-	-	-	-	-	-
User Charges	(3,070)	(3,070)	(3,654)	-	-	(3,654)	(4,400)	(4,480)	(4,560)	(4,640)
Grants in Lieu of Taxes	(86)	(86)	(86)	-	-	(86)	(86)	(86)	(86)	(86)
Revenue - Other	(250)	(250)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	**(5,554)**	**(4,204)**	**(5,340)**	**-**	**-**	**(5,340)**	**(4,736)**	**(4,816)**	**(4,896)**	**(4,976)**
REQUISITION - PARCEL TAX	**(3,321)**	**(3,321)**	**(3,644)**	**-**	**-**	**(3,644)**	**(4,397)**	**(4,476)**	**(4,555)**	**(4,634)**
*Percentage increase over prior year										
User Fee						19.0%	20.4%	1.8%	1.8%	1.8%
Requisition						9.7%	20.7%	1.8%	1.8%	1.7%
Combined						**14.2%**	**20.5%**	**1.8%**	**1.8%**	**1.7%**

CAPITAL REGIONAL DISTRICT

2022 Budget

JDF Building Numbering

EAC REVIEW

OCTOBER 2021

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:

None stated

FUNDING:

Requisition

1.317 - JDF Building Numbering	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Building Inspection	11,797	11,797	12,033	-	-	12,033	12,274	12,519	12,769	13,025
Allocations	673	673	645	-	-	645	658	671	684	698
Other Operating Expenses	430	410	420	-	-	420	430	440	450	460
TOTAL COSTS	**12,900**	**12,880**	**13,098**	**-**	**-**	**13,098**	**13,362**	**13,630**	**13,903**	**14,183**
*Percentage Increase over prior year						1.5%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	20	(20)	-	-	(20)	-	-	-	-
Balance c/fwd from 2020 to 2021	(73)	(73)	-	-	-	-	-	-	-	-
Other Income	(38)	(38)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	**(111)**	**(91)**	**(60)**	**-**	**-**	**(60)**	**(40)**	**(40)**	**(40)**	**(40)**
REQUISITION	**(12,789)**	**(12,789)**	**(13,038)**	**-**	**-**	**(13,038)**	**(13,322)**	**(13,590)**	**(13,863)**	**(14,143)**
*Percentage increase over prior year Requisition						1.9%	2.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Soil Deposit and Removal

EAC REVIEW

OCTOBER 2021

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Allocations	1,233	1,233	1,206	-	-	1,206	1,227	1,249	1,271	1,293
Internal Time Charges	4,398	4,398	4,486	-	-	4,486	4,573	4,663	4,753	4,846
Other Operating Expenses	30	30	30	-	-	30	30	30	30	30
TOTAL OPERATING COSTS	**5,661**	**5,661**	**5,722**	**-**	**-**	**5,722**	**5,830**	**5,942**	**6,054**	**6,169**
*Percentage Increase over prior year						1.1%	1.9%	1.9%	1.9%	1.9%
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**5,661**	**5,661**	**5,722**	**-**	**-**	**5,722**	**5,830**	**5,942**	**6,054**	**6,169**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Interest Income	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	**(40)**	**(40)**	**(40)**	**-**	**-**	**(40)**	**(40)**	**(40)**	**(40)**	**(40)**
REQUISITION	**(5,621)**	**(5,621)**	**(5,682)**	**-**	**-**	**(5,682)**	**(5,790)**	**(5,902)**	**(6,014)**	**(6,129)**
*Percentage increase over prior year Requisition						1.1%	1.9%	1.9%	1.9%	1.9%

Reserve Schedule

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

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105405	2021	2022	2023	2024	2025	2026
Beginning Balance		67,073	67,673	67,673	67,673	67,673	67,673
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		600					
Ending Balance $		**67,673**	**67,673**	**67,673**	**67,673**	**67,673**	**67,673**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Community Planning (JDF)

EAC REVIEW

OCTOBER 2021

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 2021 to 2022 Service: 1.325 Community Planning	Total Expenditure	Comments
2021 Budget	**866,356**	
Change in Salaries:		
Base salary change	2,066	Inclusive of estimated collective agreement changes
Other Wages and Benefits	(5,500)	Realignment of budget based on previous actual expenses
Total Change in Salaries	(3,434)	
Other Changes:		
Consultants	(50,000)	One-time Port Renfrew CCDP Review in 2021 funded by grant
LIDAR Photography	(13,550)	Orthophotos purchased every other year funded by ORF, budget in year 2021, 2023, 2025
Supplies	(8,570)	One-time supplies in 2021 to A/V equipment for meeting room funded by COVID Safe Restart funding
Standard Overhead Allocation	2,577	Increase to Standard OH Allocation due to the combination of 2021 operating cost increase and 4th year of new OH model implementation
Human Resources Allocation	2,195	New Corporate Safety Resource
Land Use and Advisory Planning Cttees	1,532	
Other	3,624	Software licences; postage & freight; and telecomunications
Total Other Changes	(62,192)	
2022 Budget	**800,730**	
% Expense decrease from 2021:	***-7.6%***	
% Requisition increase from 2021:	***2.0%***	*Requisition funding is 89% of service revenue*

Overall 2021 Budget Performance
(expected variance to budget and surplus treatment)

Fee revenues are projected at $28,000 (88%) higher than budget and we also project to recover $24,000 in salary costs from CRD Regional Parks. Total expenditures are projected at $17,802 (-2.1%) lower than budget primarily due to reductions in auxiliary salary costs, legal services, and advertising. The projected $69,802 surpus will be balanced on a reduced transfer from the Operating Reserve Fund, which has an expected year end balance of $156,197 before this transfer.

1.325 - Community Planning (JDF)	2021		BUDGET REQUEST	2022			FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries & Wages	460,293	454,733	456,859	-	-	456,859	466,483	476,311	486,350	496,612
Consultants	55,080	55,080	5,180	-	-	5,180	5,280	5,380	5,480	5,580
Legal Expenses	10,000	5,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
LIDAR Photography	13,550	13,550	-	-	-	-	13,500	-	13,770	-
Supplies	17,590	17,590	9,020	-	-	9,020	9,200	9,390	9,580	9,770
Land Use and Advisory Planning Cttees	13,808	11,416	15,340	-	-	15,340	15,460	15,590	15,720	15,850
Allocations	131,304	131,304	136,578	-	-	136,578	139,338	142,158	145,034	147,974
Labour Charges	31,451	31,451	32,083	-	-	32,083	32,714	33,361	34,016	34,690
Other Operating Expenses	57,510	52,660	59,900	-	-	59,900	61,180	62,470	63,800	65,160
TOTAL OPERATING COSTS	**790,586**	**772,784**	**724,960**	**-**	**-**	**724,960**	**753,355**	**755,060**	**784,360**	**786,456**
*Percentage Increase over prior year						-8.3%	3.9%	0.2%	3.9%	0.3%
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	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**5,000**	**5,000**	**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	**866,356**	**848,554**	**800,730**	**-**	**-**	**800,730**	**829,125**	**830,830**	**860,130**	**862,226**
Internal Recoveries	(17,798)	(17,798)	(18,150)	-	-	(18,150)	(18,510)	(18,880)	(19,260)	(19,650)
OPERATING COSTS LESS INTERNAL RECOVERIES	**848,558**	**830,756**	**782,580**	**-**	**-**	**782,580**	**810,615**	**811,950**	**840,870**	**842,576**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(71,248)	(1,446)	(37,329)	-	-	(37,329)	(49,424)	(32,782)	(43,277)	(26,741)
Processing Fee Revenue	(32,000)	(60,000)	(45,000)	-	-	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
Community Works Funding	(50,000)	(50,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(965)	(965)	(965)	-	-	(965)	(965)	(965)	(965)	(965)
Provincial Grant	(8,750)	(8,750)	-	-	-	-	-	-	-	-
Revenue - Other	(1,570)	(25,570)	(1,580)	-	-	(1,580)	(1,590)	(1,600)	(1,610)	(1,620)
TOTAL REVENUE	**(164,533)**	**(146,731)**	**(84,874)**	**-**	**-**	**(84,874)**	**(96,979)**	**(80,347)**	**(90,852)**	**(74,326)**
REQUISITION	**(684,025)**	**(684,025)**	**(697,706)**	**-**	**-**	**(697,706)**	**(713,636)**	**(731,603)**	**(750,018)**	**(768,250)**
*Percentage increase over prior year Requisition						2.0%	2.3%	2.5%	2.5%	2.4%
AUTHORIZED POSITIONS Salaried	3.7		3.7			3.7	3.7	3.7	3.7	3.7

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.325 Community Planning	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$45,000	$2,650	$4,300	$3,200	$0	$55,150
Land	L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	S	$0	$100,000	$0	$0	$0	$0	$100,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$145,000**	**$2,650**	**$4,300**	**$3,200**	**$0**	**$155,150**
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	$45,000	$2,650	$4,300	$3,200	$0	$55,150
Grants (Federal, Provincial)	Grant	$0	$100,000	$0	$0	$0	$0	$100,000
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$0	$0	$0	$0	$0	$0
		$0	**$145,000**	**$2,650**	**$4,300**	**$3,200**	**$0**	**$155,150**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.325

Service Name: Community Planning

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-01	Replacement	Multi Function Printer	Printer/Copier	$10,000	E	ERF	$0	$10,000	$0	$0	$0	$0	$10,000
20-01	Replacement	Computer Equipment	Computer Replacement	$8,150	E	ERF	$0	$0	$2,650	$4,300	$3,200	$0	$10,150
22-01	Replacement	Vehicle	Vehicle Replacement	$35,000	E	ERF	$0	$35,000	$0	$0	$0	$0	$35,000
22-02	Study	Otter Point Ground Water Study (for OCP)	Study of ground water availability to aid in land use decision making and support OCP policy	$100,000	S	Grant	$0	$100,000	$0	$0	$0	$0	$100,000
			GRAND TOTAL	**$153,150**			**$0**	**$145,000**	**$2,650**	**$4,300**	**$3,200**	**$0**	**$155,150**

Service:	1.325	Community Planning

Project Number	22-02	**Capital Project Title**	Otter Point Ground Water Study (for OCP)	**Capital Project Description**	Study of ground water availability to aid in land use decision making and support OCP policy
Project Rationale	A number of recent subdivision and development proposals have raised concern in the community that there is insuffient ground water resources to support both existing development and new development. The OCP supports development in rural areas where there are sufficient ground water resources and the development will not put resources at risk of contamination or depletion. The study will provide information to help determine this. The study may lead to further studies and monitoring.				

Project Number	19-01	**Capital Project Title**	Multi Function Printer	**Capital Project Description**	Printer/Copier
Project Rationale					

Project Number	20-01	**Capital Project Title**	Computer Equipment	**Capital Project Description**	Computer Replacement
Project Rationale					

Project Number	22-01	**Capital Project Title**	Vehicle	**Capital Project Description**	Vehicle Replacement
Project Rationale					

Community Planning (JDF)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	225,999	188,670	139,246	106,464	63,187	36,446
Equipment Replacement Fund	107,652	67,652	70,002	70,702	72,502	77,502
Total	**333,651**	**256,322**	**209,248**	**177,166**	**135,689**	**113,948**

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Operating Reserve Fund

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105408	2021	2022	2023	2024	2025	2026
Beginning Balance		225,059	225,999	188,670	139,246	106,464	63,187
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(1,446)	(37,329)	(49,424)	(32,782)	(43,277)	(26,741)
Interest Income		2,386					
Ending Balance $		**225,999**	**188,670**	**139,246**	**106,464**	**63,187**	**36,446**

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**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		114,482	107,652	67,652	70,002	70,702	72,502
Transfer from Ops Budget		5,000	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(11,830)	(45,000)	(2,650)	(4,300)	(3,200)	-
Interest Income		-					
Ending Balance $		**107,652**	**67,652**	**70,002**	**70,702**	**72,502**	**77,502**

Assumptions/Background:

Maintain balance sufficient to fund required asset replacements

CAPITAL REGIONAL DISTRICT

2022 Budget

JDF Livestock Injury Compensation

EAC REVIEW

OCTOBER 2021

Service: 1.340 **JDF Livestock Injury Compensation** **Committee: Electoral Area**

DEFINITION:

The service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act.*
(Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021)

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.340 - JDF Livestock Injury Compensation	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Allocations	-	-	150	-	-	150	153	156	159	162
Compensation Claim Payments	-	-	3,000	-	-	3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	**-**	**-**	**3,150**	**-**	**-**	**3,150**	**3,153**	**3,156**	**3,159**	**3,162**
*Percentage Increase over prior year						N/A	0.1%	0.1%	0.1%	0.1%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
REQUISITION	**-**	**-**	**(3,150)**	**-**	**-**	**(3,150)**	**(3,153)**	**(3,156)**	**(3,159)**	**(3,162)**
*Percentage increase over prior year Requisition						N/A	0.1%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2022 Budget

Willis Point Fire Protection & Recreation

EAC REVIEW

OCTOBER 2021

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 $338,813.

FUNDING:

Requisition

1.350 - Willis Point Fire Protection & Recreation	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Fire Protection Costs										
Travel - Vehicles	12,200	12,200	12,440	-	-	12,440	12,690	12,940	13,200	13,460
Insurance	7,470	7,470	7,970	-	-	7,970	8,240	8,510	8,800	9,110
Utilities	12,150	12,150	12,300	-	-	12,300	12,550	12,800	13,060	13,320
Staff Development	24,080	24,080	24,570	-	-	24,570	25,060	25,560	26,060	26,580
Allocations	6,487	6,487	6,174	-	-	6,174	6,298	6,424	6,552	6,683
Operating - Other	38,950	38,950	32,370	-	-	32,370	33,020	33,670	34,330	35,000
TOTAL FIRE PROTECTION COSTS	**101,337**	**101,337**	**95,824**	**-**	**-**	**95,824**	**97,858**	**99,904**	**102,002**	**104,153**
Recreation Costs:										
Recreation Expenses	29,372	29,372	23,020	-	-	23,020	15,730	10,950	11,170	11,390
TOTAL OPERATING COSTS	**130,709**	**130,709**	**118,844**	**-**	**-**	**118,844**	**113,588**	**110,854**	**113,172**	**115,543**
*Percentage Increase over prior year						-5.4%	2.1%	2.1%	2.1%	2.1%
CAPITAL / RESERVES / DEBT										
Capital Equipment Purchases	6,300	6,300	6,430	-	-	6,430	6,560	6,690	6,820	6,960
Transfer to Equipment Replacement Fund	39,110	39,110	45,000	-	-	45,000	50,000	40,000	40,000	40,000
Transfer to Reserve Fund	7,500	7,500	7,500	-	-	7,500	5,000	5,000	5,000	5,000
MFA Debt Reserve Fund	-	-	-	-	-	-	2,750	-	-	-
MFA Debt Principal	-	-	-	-	-	-	-	15,902	15,902	15,902
MFA Debt Interest	-	-	-	-	-	-	1,994	7,975	7,975	7,975
TOTAL CAPITAL / RESERVES / DEBT	**52,910**	**52,910**	**58,930**	**-**	**-**	**58,930**	**66,304**	**75,567**	**75,697**	**75,837**
TOTAL COSTS	**183,619**	**183,619**	**177,774**	**-**	**-**	**177,774**	**179,892**	**186,421**	**188,869**	**191,380**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(14,582)	(14,582)	-	-	-	-	-	-	-	-
Rental Revenue	(29,020)	(29,020)	(45,530)	-	-	(45,530)	(45,540)	(45,550)	(45,560)	(45,570)
Provincial Grant-Safe Restart	(7,220)	(7,220)	-	-	-	-	-	-	-	-
Other Revenue	(3,855)	(3,855)	(3,865)	-	-	(3,865)	(3,875)	(3,885)	(3,895)	(3,905)
TOTAL REVENUE	**(54,677)**	**(54,677)**	**(49,395)**	**-**	**-**	**(49,395)**	**(49,415)**	**(49,435)**	**(49,455)**	**(49,475)**
REQUISITION	**(128,942)**	**(128,942)**	**(128,379)**	**-**	**-**	**(128,379)**	**(130,477)**	**(136,986)**	**(139,414)**	**(141,905)**
*Percentage increase over prior year Requisition						-0.4%	1.6%	5.0%	1.8%	1.8%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.350 Willis Point Fire		Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE									
Buildings		B	$13,000	$13,000	$5,000	$3,500	$0	$0	$21,500
Equipment		E	$161,865	$167,865	$60,000	$0	$50,000	$0	$277,865
Land		L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures		S	$0	$0	$0	$0	$0	$0	$0
Vehicles		V	$0	$0	$650,000	$0	$0	$0	$650,000
			$174,865	**$180,865**	**$715,000**	**$3,500**	**$50,000**	**$0**	**$949,365**
SOURCE OF FUNDS									
Capital Funds on Hand		Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		Debt	$0	$0	$275,000	$0	$0	$0	$275,000
Equipment Replacement Fund		ERF	$120,000	$126,000	$435,000	$0	$50,000	$0	$611,000
Grants (Federal, Provincial)		Grant	$41,865	$41,865	$0	$0	$0	$0	$41,865
Donations / Third Party Funding		Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund		Res	$13,000	$13,000	$5,000	$3,500	$0	$0	$21,500
			$174,865	**$180,865**	**$715,000**	**$3,500**	**$50,000**	**$0**	**$949,365**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.350
Service Name: Willis Point Fire

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-03	Renewal	handicap access	ramp and handrail	$8,000	B	Res	$8,000	$8,000	$0	$0	$0	$0	$8,000
20-04	Renewal	hall paint	upper hall	$5,000	B	Res	$5,000	$5,000	$0	$0	$0	$0	$5,000
22-02	Renewal	emergency exit	rear of hall	$12,000	B	Res	$0	$0	$5,000	$0	$0	$0	$5,000
23-03	Renewal	kitchen renos	renovate kitchen	$3,500	B	Res	$0	$0	$0	$3,500	$0	$0	$3,500
23-04	Replacement	Engine 2 Replacement	Replace Engine 2 as per requriements of Fire Underwriters. 1994 Ford to be replaced by 2023 at latest (29 years max)	$650,000	V	Debt	$0	$0	$275,000	$0	$0	$0	$275,000
23-04	Replacement	Engine 2 Replacement	Replace Engine 2 as per requriements of Fire Underwriters. 1994 Ford to be replaced by 2023 at latest (29 years max)	$0	V	ERF	$0	$0	$375,000	$0	$0	$0	$375,000
20-01	Replacement	SCBA Replacement	Replace 10 SCBA packs and 20 tanks and 25 masks every 15 years. Purchased in 2004	$80,000	E	ERF	$80,000	$80,000	$0	$0	$0	$0	$80,000
21-01	Replacement	Turn Out Gear	Replace 10 sets every 5 years. Life span of 10 years. Total 20 sets budgeted for.	$40,000	E	ERF	$40,000	$40,000	$0	$0	$0	$0	$40,000
23-01	Replacement	Auto Extrication Equipment	Replace every 15 years. Holmatro 2008	$60,000	E	ERF	$0	$0	$60,000	$0	$0	$0	$60,000
22-01	Replacement	Hose	Replace 20x50 foot hose every 10 years	$6,000	E	ERF	$0	$6,000	$0	$0	$0	$0	$6,000
25-01	New	Community Water Cisterns for Fire Protection	Install 4 new ~25,000 gallon water cisterns around community. 1st tank to be installed 2020/2021	$200,000	E	ERF	$0	$0	$0	$0	$50,000	$0	$50,000
21-02	New	Water Tank	Willis Point Fire Dept Water Supply Expansion	$41,865	E	Grant	$41,865	$41,865	$0	$0	$0	$0	$41,865
			GRAND TOTAL	**$1,106,365**			**$174,865**	**$180,865**	**$715,000**	**$3,500**	**$50,000**	**$0**	**$949,365**

Willis Point Fire Protection & Recreation
Reserves Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	145,393	139,893	139,893	141,393	146,393	151,393
Equipment Replacement Fund	513,524	432,524	47,524	87,524	77,524	117,524
Total	**658,917**	**572,417**	**187,417**	**228,917**	**223,917**	**268,917**

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Capital Reserve Fund - Bylaw 2189

Surplus money from the operation of the fire protection service and recreational facilities may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund:	1014	Estimated	Budget				
Fund Centre:	101358	2021	2022	2023	2024	2025	2026
Beginning Balance		161,449	145,393	139,893	139,893	141,393	146,393
Transfer from Ops Budget		7,500	7,500	5,000	5,000	5,000	5,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(25,000)	(13,000)	(5,000)	(3,500)	-	-
Interest Income		1,445					
Ending Balance $		**145,393**	**139,893**	**139,893**	**141,393**	**146,393**	**151,393**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		479,422	513,524	432,524	47,524	87,524	77,524
Transfer from Ops Budget		39,110	45,000	50,000	40,000	40,000	40,000
Expenditures		(5,008)	(126,000)	(435,000)	-	(50,000)	-
Interest Income		-					
Ending Balance $		**513,524**	**432,524**	**47,524**	**87,524**	**77,524**	**117,524**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Otter Point Fire

EAC REVIEW

OCTOBER 2021

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 $1,465,080.

FUNDING:

Requisition

1.353 - Otter Point Fire	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Fire Chief Salary and Honorariums	77,750	77,750	79,310	-	-	79,310	80,890	82,500	84,140	85,820
Travel & Vehicles	23,100	23,100	23,560	-	-	23,560	24,030	24,510	25,000	25,500
Contract for Services	114,000	114,000	116,280	-	-	116,280	118,610	120,980	123,400	125,870
Insurance	10,010	10,010	12,170	-	-	12,170	12,580	13,010	13,460	13,930
Staff Training	24,000	24,000	24,480	-	-	24,480	24,970	25,470	25,980	26,500
Recruiting and Retention	15,000	15,000	15,300	-	-	15,300	15,610	15,920	16,240	16,560
Maintenance	19,160	19,160	19,540	-	-	19,540	19,930	20,320	20,720	21,140
Internal Allocations	13,715	13,715	17,108	-	-	17,108	17,450	17,799	18,155	18,518
Operating - Supplies	25,160	22,160	18,890	-	-	18,890	19,270	19,650	20,040	20,440
Operating - Other	27,740	27,740	28,220	-	-	28,220	28,790	29,370	29,960	30,560
TOTAL OPERATING COSTS	**349,635**	**346,635**	**354,858**	**-**	**-**	**354,858**	**362,130**	**369,529**	**377,095**	**384,838**
*Percentage Increase over prior year						1.5%	2.0%	2.0%	2.0%	2.1%
CAPITAL / RESERVES										
Capital Equipment Purchases	5,090	5,090	5,500	-	-	5,500	5,610	5,725	5,850	5,770
Transfer to Capital Reserve Fund	40,000	43,000	40,800	-	-	40,800	41,620	42,450	43,300	44,170
Transfer to Equipment Replacement Fund	110,000	110,000	115,000	-	-	115,000	117,300	119,700	122,100	124,550
Transfer to General Capital Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**155,090**	**158,090**	**161,300**	**-**	**-**	**161,300**	**164,530**	**167,875**	**171,250**	**174,490**
TOTAL COSTS	**504,725**	**504,725**	**516,158**	**-**	**-**	**516,158**	**526,660**	**537,404**	**548,345**	**559,328**
FUNDING SOURCES (REVENUE)										
Provincial Grants-Safe Restart	(7,480)	(7,480)	-	-	-	-	-	-	-	-
Revenue - Other	(310)	(310)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
TOTAL REVENUE	**(7,790)**	**(7,790)**	**(320)**	**-**	**-**	**(320)**	**(330)**	**(340)**	**(350)**	**(360)**
REQUISITION	**(496,935)**	**(496,935)**	**(515,838)**	**-**	**-**	**(515,838)**	**(526,330)**	**(537,064)**	**(547,995)**	**(558,968)**
*Percentage increase over prior year Requisition						3.8%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.353 Otter Point Fire		Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE									
Buildings		B	$0	$60,000	$40,000	$40,000	$40,000	$40,000	$220,000
Equipment		E	$0	$141,000	$28,300	$15,000	$15,000	$20,000	$219,300
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	**$201,000**	**$68,300**	**$55,000**	**$55,000**	**$60,000**	**$439,300**
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	$141,000	$28,300	$15,000	$15,000	$20,000	$219,300
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	$60,000	$40,000	$40,000	$40,000	$40,000	$220,000
			$0	**$201,000**	**$68,300**	**$55,000**	**$55,000**	**$60,000**	**$439,300**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
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Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.353

Service Name: Otter Point Fire

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
17-02	Replacement	Turnout Gear/Pagers/Hose	Turnout Gear/Pagers/Hose	$79,300	E	ERF	$0	$11,000	$28,300	$15,000	$15,000	$20,000	$89,300
19-02	Replacement	Replace driveway pavement	Replace driveway pavement	$100,000	B	Res	$0	$60,000	$0	$0	$0	$40,000	$100,000
20-01	Replacement	Replace roof	Replace roof	$40,000	B	Res	$0	$0	$0	$0	$40,000	$0	$40,000
22-01	Replacement	Replace SCBA packs	Replace SCBA packs	$130,000	E	ERF	$0	$130,000	$0	$0	$0	$0	$130,000
22-02	Replacement	Building Expansion. Back Office	Building Expansion. Back Office	$40,000	B	Res	$0	$0	$40,000	$0	$0	$0	$40,000
22-03	Replacement	Building and Siding	Building and Siding	$40,000	B	Res	$0	$0	$0	$40,000	$0	$0	$40,000
			GRAND TOTAL	$429,300			$0	$201,000	$68,300	$55,000	$55,000	$60,000	$439,300

Otter Point Fire
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	22,401	3,201	4,821	7,271	10,571	14,741
Equipment Replacement Fund	98,645	72,645	161,645	266,345	373,445	477,995
Total	**121,046**	**75,846**	**166,466**	**273,616**	**384,016**	**492,736**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		19,366	22,401	3,201	4,821	7,271	10,571
Transfer from Ops Budget		43,000	40,800	41,620	42,450	43,300	44,170
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(40,000)	(60,000)	(40,000)	(40,000)	(40,000)	(40,000)
Interest Income		34					
Ending Balance $		**22,401**	**3,201**	**4,821**	**7,271**	**10,571**	**14,741**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		245,337	98,645	72,645	161,645	266,345	373,445
Transfer from Ops Budget		110,000	115,000	117,300	119,700	122,100	124,550
Expenditures		(256,692)	(141,000)	(28,300)	(15,000)	(15,000)	(20,000)
Interest Income		-					
Ending Balance $		**98,645**	**72,645**	**161,645**	**266,345**	**373,445**	**477,995**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

Malahat Fire Protection

EAC REVIEW

OCTOBER 2021

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 $93,004.

FUNDING:

Requisition

1.354 - Malahat Fire Protection	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Payment to Cowichan Valley Regional District	61,172	61,172	62,400	-	-	62,400	63,650	64,920	66,220	67,540
Other Operating Expenses	2,642	2,642	3,201	-	-	3,201	3,265	3,330	3,396	3,464
TOTAL COSTS	**63,814**	**63,814**	**65,601**	**-**	**-**	**65,601**	**66,915**	**68,250**	**69,616**	**71,004**
*Percentage Increase over prior year						2.8%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(4)	(4)	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(4)**	**(4)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
REQUISITION	**(63,810)**	**(63,810)**	**(65,601)**	**-**	**-**	**(65,601)**	**(66,915)**	**(68,250)**	**(69,616)**	**(71,004)**
*Percentage increase over prior year Requisition						2.8%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Durrance Road Fire Protection

EAC REVIEW

OCTOBER 2021

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 $4,122.

FUNDING:

Parcel Tax

1.355 - Durrance Road Fire Protection	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
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	270	270	219	-	-	219	221	224	227	230
TOTAL OPERATING COSTS	**2,770**	**2,770**	**2,719**	**-**	**-**	**2,719**	**2,721**	**2,724**	**2,727**	**2,730**
*Percentage Increase over prior year						-1.8%	0.1%	0.1%	0.1%	0.1%
CAPITAL / RESERVE										
Transfer to Operating Reserve	220	220	301	-	-	301	299	300	301	300
TOTAL COSTS	**2,990**	**2,990**	**3,020**	**-**	**-**	**3,020**	**3,020**	**3,024**	**3,028**	**3,030**
*Percentage Increase over prior year						1.0%	0.0%	0.1%	0.1%	0.1%
FUNDING SOURCES (REVENUE)										
REQUISITION - PARCEL TAX	**(2,990)**	**(2,990)**	**(3,020)**	**-**	**-**	**(3,020)**	**(3,020)**	**(3,024)**	**(3,028)**	**(3,030)**
*Percentage increase over prior year Requisition						1.0%	0.0%	0.0%	0.1%	0.1%

Reserve Schedule

Reserve Fund: 1.355 Durrance road Fire Protection - Operating Reserve Fund - Bylaw 4146

Reserve established to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105400	2021	2022	2023	2024	2025	2026
Beginning Balance		2,211	2,452	2,753	3,052	3,352	3,653
Transfer from Op Budget		220	301	299	300	301	300
Planned Payments		-	-	-	-	-	-
Interest Income		21					
Ending Balance $		**2,452**	**2,753**	**3,052**	**3,352**	**3,653**	**3,953**

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

2022 Budget

East Sooke Fire Protection

EAC REVIEW

OCTOBER 2021

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, 2013) states "greater of $550,000 or $1.310 / $1,000" of actual assessments. To a maximum of $866,151.

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Salaries and Wages	15,030	17,326	75,330	-	-	75,330	76,840	78,380	79,950	81,550
Travel - Vehicles	32,850	37,086	33,510	-	-	33,510	34,180	34,870	35,570	36,280
Insurance	7,170	5,299	5,625	-	-	5,625	5,855	6,090	6,340	6,600
Contract for Service/Legal Expenses	10,320	10,748	10,520	-	-	10,520	10,740	10,960	11,180	11,410
Maintenance	6,110	9,954	11,730	-	-	11,730	11,960	12,200	12,450	12,700
Staff Training	18,860	13,732	19,240	-	-	19,240	19,620	20,010	20,410	20,820
Internal Allocations	9,603	9,603	11,367	-	-	11,367	11,594	11,826	12,063	12,304
Operating - Supplies	35,790	26,954	29,160	-	-	29,160	29,740	30,340	30,950	31,570
Contingency	15,000	2,000	15,300	-	-	15,300	15,610	15,920	16,240	16,560
Operating - Other	37,630	39,478	39,100	-	-	39,100	39,880	40,670	41,480	42,300
TOTAL FIRE DEP OPERATING COSTS	**188,363**	**172,180**	**250,882**	**-**	**-**	**250,882**	**256,019**	**261,266**	**266,633**	**272,094**
*Percentage Increase over prior year						33.2%	2.0%	2.0%	2.1%	2.0%
TOTAL COMMUNITY HALL OPERATING COSTS	45,678	19,053	55,213	-	-	55,213	25,140	25,640	26,150	26,670
TOTAL OPERATING COSTS	**234,041**	**191,233**	**306,095**	**-**	**-**	**306,095**	**281,159**	**286,906**	**292,783**	**298,764**
Percentage Increase over prior year										
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	126,970	133,970	95,000	-	-	95,000	96,900	98,838	100,815	102,834
TOTAL CAPITAL / RESERVES	**126,970**	**133,970**	**95,000**	**-**	**-**	**95,000**	**96,900**	**98,838**	**100,815**	**102,834**
DEBT SERVICING										
MFA Debt Reserve Fund	500	500	450	-	-	450	450	450	450	450
Principal Payment	97,959	97,959	97,959	-	-	97,959	97,959	97,959	97,959	97,959
Interest Payment	57,150	57,150	57,150	-	-	57,150	57,150	57,150	57,150	57,150
TOTAL DEBT SERVICING	**155,609**	**155,609**	**155,559**	**-**	**-**	**155,559**	**155,559**	**155,559**	**155,559**	**155,559**
TOTAL COSTS	**516,620**	**480,812**	**556,654**	**-**	**-**	**556,654**	**533,618**	**541,303**	**549,157**	**557,157**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	30,563	(30,563)	-	-	(30,563)	-	-	-	-
Balance c/fwd from 2020 to 2021	(21,058)	(21,058)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(56,010)	(46,827)	(45,000)	-	-	(45,000)	(45,900)	(46,820)	(47,760)	(48,720)
MFA Debt Reserve Fund Earning	(500)	(500)	(450)	-	-	(450)	(450)	(450)	(450)	(450)
Provincial Grant-Safe Restart	(10,890)	(10,890)	-	-	-	-	-	-	-	-
Rental Revenue	(20,930)	(24,620)	(24,650)	-	-	(24,650)	(25,140)	(25,640)	(26,150)	(26,670)
Other Income	(1,040)	(1,288)	(1,060)	-	-	(1,060)	(1,080)	(1,100)	(1,120)	(1,140)
TOTAL REVENUE	**(110,428)**	**(74,620)**	**(101,723)**	**-**	**-**	**(101,723)**	**(72,570)**	**(74,010)**	**(75,480)**	**(76,980)**
REQUISITION	**(406,192)**	**(406,192)**	**(454,931)**	**-**	**-**	**(454,931)**	**(461,048)**	**(467,293)**	**(473,677)**	**(480,177)**
*Percentage increase over prior year Requisition						12.0%	1.3%	1.4%	1.4%	1.4%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.357 East Sooke Fire		Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE									
Buildings		B	$10,000	$55,000	$0	$0	$0	$0	$55,000
Equipment		E	$11,000	$27,044	$16,295	$16,551	$19,512	$41,578	$120,980
Land		L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures		S	$0	$0	$0	$0	$0	$0	$0
Vehicles		V	$0	$150,000	$0	$160,000	$0	$0	$310,000
			$21,000	**$232,044**	**$16,295**	**$176,551**	**$19,512**	**$41,578**	**$485,980**
SOURCE OF FUNDS									
Capital Funds on Hand		Cap	$11,000	$11,000	$0	$0	$0	$0	$11,000
Debenture Debt (New Debt Only)		Debt	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		ERF	$0	$166,044	$16,295	$176,551	$19,512	$41,578	$419,980
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	$10,000	$55,000	$0	$0	$0	$0	$55,000
			$21,000	**$232,044**	**$16,295**	**$176,551**	**$19,512**	**$41,578**	**$485,980**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.357

Service Name: East Sooke Fire

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
17-05	Replacement	Turn out Gear	Turn out Gear	$51,702	E	ERF	$0	$12,544	$12,795	$13,051	$13,312	$13,578	$65,280
18-01	Replacement	Tender 2	Tender 2 Replacement	$150,000	V	ERF	$0	$150,000	$0	$0	$0	$0	$150,000
19-01	Replacement	Squad Car	Replace Squad Car 1999 Vehicle	$160,000	V	ERF	$0	$0	$0	$160,000	$0	$0	$160,000
20-01	Replacement	Fire Hall Energy Renovation	Propane conversion; The installation of the fuel lines, equipment and the tank.	$30,000	E	Cap	$7,000	$7,000	$0	$0	$0	$0	$7,000
21-02	Replacement	Roof for training area	Roof snow guards	$14,000	E	Cap	$4,000	$4,000	$0	$0	$0	$0	$4,000
21-03	Replacement	Extrication gear	Replacement of extrication gear (jaws of life)	$23,000	E	ERF	$0	$0	$0	$0	$0	$23,000	$23,000
21-04	Replacement	Landscaping	ESVFD yard	$10,000	B	Res	$10,000	$10,000	$0	$0	$0	$0	$10,000
21-05	Replacement	Roof seal replacement	Roof seal replacement	$5,000	E	ERF	$0	$0	$0	$0	$0	$5,000	$5,000
22-01	Replacement	Pagers	Replacement of old pagers	$10,500	E	ERF	$0	$3,500	$3,500	$3,500	$0	$0	$10,500
22-02	Replacement	Hoses	Replacement of structure fire hoses	$6,200	E	ERF	$0	$0	$0	$0	$6,200	$0	$6,200
22-03	New	SPU Completion	Structure Protection Unit completion	$45,000	B	Res	$0	$45,000	$0	$0	$0	$0	$45,000
			GRAND TOTAL	**$505,402**			**$21,000**	**$232,044**	**$16,295**	**$176,551**	**$19,512**	**$41,578**	**$485,980**

Service: 1.357 East Sooke Fire

Project Number	17-05	**Capital Project Title**	Turn out Gear	**Capital Project Description**	Turn out Gear
Project Rationale	Replacement of 4 sets of turnout gear. Turnout gear expires after 10 years.				

Project Number	18-01	**Capital Project Title**	Tender 2	**Capital Project Description**	Tender 2 Replacement
Project Rationale	Replacement for our 1998 Tender 2 . The plan is to replace the vehicle with a used 10-year old truck.				

Project Number	19-01	**Capital Project Title**	Squad Car	**Capital Project Description**	Replace Squad Car 1999 Vehicle
Project Rationale	Replacement for our 1999 Squad1 (FR vehicle)				

Project Number	20-01	**Capital Project Title**	Fire Hall Energy Renovation	**Capital Project Description**	Propane conversion; The installation of the fuel lines, equipment and the tank.
Project Rationale	Propane conversion; The installation of the fuel lines, equipment and the tank.				

Project Number	21-03	**Capital Project Title**	Extrication gear	**Capital Project Description**	Replacement of extrication gear (jaws of life)
Project Rationale	Replacement of extrication gear (jaws of life)				

Project Number	21-05	**Capital Project Title**	Roof seal replacement	**Capital Project Description**	Roof seal replacement
Project Rationale	Replacement of Roof seals (recommended every 5 years)				

Project Number	21-04	**Capital Project Title**	Landscaping	**Capital Project Description**	ESVFD yard
Project Rationale	New station. Landscape around it needs to be set up.				

Project Number	22-01	**Capital Project Title**	Pagers	**Capital Project Description**	Replacement of old pagers
Project Rationale	Replacement of old and defective pagers				

Project Number	22-02	**Capital Project Title**	Hoses	**Capital Project Description**	Replacement of structure fire hoses
Project Rationale	Replacement of structure fire hoses				

Project Number	21-02	**Capital Project Title**	Roof for training area	**Capital Project Description**	Roof snow guards
Project Rationale	Installation of snow guards for safety				

Project Number	22-03	**Capital Project Title**	SPU Completion	**Capital Project Description**	Structure Protection Unit completion
Project Rationale	To complete the East sooke's existing SPU to a full Type 2 unit to BCWS standards.				

East Sooke Fire Protection
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	30,835	20,835	20,835	20,835	20,835	20,835
Equipment Replacement Fund	521,227	405,183	485,788	408,075	489,378	550,634
Total	**552,062**	**426,018**	**506,623**	**428,910**	**510,213**	**571,469**

Reserve Schedule

Reserve Fund: 1.357 East Sooke Fire Protection - Capital Reserve Fund - Bylaw 3400

Reserve established for expenditures for or in respect of capital projects, construction, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or payment of debt.

Reserve Cash Flow

Fund:	1079	Estimated	Budget				
Fund Centre:	101309	2021	2022	2023	2024	2025	2026
Beginning Balance		24,485	30,835	20,835	20,835	20,835	20,835
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(14,000)	(55,000)	-	-	-	-
Transfer from ERF		20,000	45,000	-	-	-	-
Interest Income		350					
Ending Balance $		**30,835**	**20,835**	**20,835**	**20,835**	**20,835**	**20,835**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		417,897	521,227	405,183	485,788	408,075	489,378
Transfer from Ops Budget		126,970	95,000	96,900	98,838	100,815	102,834
Planned Purchase		(3,640)	(166,044)	(16,295)	(176,551)	(19,512)	(41,578)
Transfer to CRF		(20,000)	(45,000)	-	-	-	-
Interest Income		-					
Ending Balance $		**521,227**	**405,183**	**485,788**	**408,075**	**489,378**	**550,634**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Fire

EAC REVIEW

OCTOBER 2021

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 $281,651.

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries, Wages, Benefits	35,800	35,800	36,510	-	-	36,510	37,240	37,980	38,740	39,510
Labour Charge Out Alloc	-	-	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-	-	-
Materials and Supplies	25,510	25,510	17,600	-	-	17,600	17,950	18,300	18,670	19,040
Repairs and Maintenance	2,320	2,320	2,360	-	-	2,360	2,410	2,460	2,510	2,560
Utilities	13,470	13,470	13,750	-	-	13,750	14,030	14,310	14,600	14,900
Grant and Other Contrib	-	-	-	-	-	-	-	-	-	-
Allocations	5,401	5,401	6,029	-	-	6,029	6,150	6,273	6,398	6,526
Other Operating Expense	46,330	46,330	47,500	-	-	47,500	48,530	49,570	50,650	51,740
TOTAL OPERATING COSTS	**128,831**	**128,831**	**123,749**	**-**	**-**	**123,749**	**126,310**	**128,893**	**131,568**	**134,276**
*Percentage Increase over prior year						-3.9%	2.1%	2.0%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	24,660	24,660	25,000	-	-	25,000	25,000	25,000	25,000	25,000
TOTAL CAPITAL / RESERVES	**24,660**	**24,660**	**25,000**	**-**	**-**	**25,000**	**25,000**	**25,000**	**25,000**	**25,000**
TOTAL FIRE OPERATING COSTS	**153,491**	**153,491**	**148,749**	**-**	**-**	**148,749**	**151,310**	**153,893**	**156,568**	**159,276**
Debt Charges	2,908	2,908	2,908	-	-	2,908	2,908	2,908	10	10
TOTAL COSTS	**156,399**	**156,399**	**151,657**	**-**	**-**	**151,657**	**154,218**	**156,801**	**156,578**	**159,286**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(934)	(934)	(934)	-	-	(934)	(934)	(934)	(934)	(934)
Provincial Grants-Safe Restart	(8,260)	(8,260)	-	-	-	-	-	-	-	-
User Charge	(59,230)	(59,230)	(60,410)	-	-	(60,410)	(61,600)	(62,830)	(63,000)	(63,500)
Other Revenue	(210)	(210)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	**(68,634)**	**(68,634)**	**(61,554)**	**-**	**-**	**(61,554)**	**(62,744)**	**(63,974)**	**(64,144)**	**(64,644)**
REQUISITION	**(87,765)**	**(87,765)**	**(90,103)**	**-**	**-**	**(90,103)**	**(91,474)**	**(92,827)**	**(92,434)**	**(94,642)**
*Percentage increase over prior year Requisition						2.7%	1.5%	1.5%	-0.4%	2.4%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.358 Port Renfrew Fire	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$10,000	$10,000	$0	$0	$0	$0	$10,000
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
		$10,000	**$10,000**	**$0**	**$0**	**$0**	**$0**	**$10,000**
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	$10,000	$10,000	$0	$0	$0	$0	$10,000
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	$0	$0	$0	$0	$0	$0
		$10,000	**$10,000**	**$0**	**$0**	**$0**	**$0**	**$10,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.358

Service Name: Port Renfrew Fire

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	Replacement	Repelling package	Repelling package	$10,000	E	ERF	$10,000	$10,000	$0	$0	$0	$0	$10,000
			GRAND TOTAL	**$10,000**			**$10,000**	**$10,000**	**$0**	**$0**	**$0**	**$0**	**$10,000**

Port Renfrew Fire
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	47,129	47,129	47,129	47,129	47,129	47,129
Equipment Replacement Fund	151,084	166,084	191,084	216,084	241,084	266,084
Total	**198,213**	**213,213**	**238,213**	**263,213**	**288,213**	**313,213**

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Capital Reserve Fund - Bylaw 2702

Surplus money from the operation may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund:	1089	Estimated	Budget				
Fund Centre:	102161	2021	2022	2023	2024	2025	2026
Beginning Balance		46,689	47,129	47,129	47,129	47,129	47,129
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		440					
Ending Balance $		**47,129**	**47,129**	**47,129**	**47,129**	**47,129**	**47,129**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		126,424	151,084	166,084	191,084	216,084	241,084
Transfer from Ops Budget		24,660	25,000	25,000	25,000	25,000	25,000
Planned Purchase		-	(10,000)	-	-	-	-
Interest Income		-					
Ending Balance $		**151,084**	**166,084**	**191,084**	**216,084**	**241,084**	**266,084**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

Shirley Fire Protection

EAC REVIEW

OCTOBER 2021

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 $282,254.

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Honoraria	8,440	8,440	8,610	-	-	8,610	8,780	8,960	9,140	9,320
Travel - Vehicles	6,040	6,040	6,160	-	-	6,160	6,280	6,410	6,540	6,670
Insurance	7,380	7,380	7,800	-	-	7,800	8,050	8,300	8,560	8,830
Maintenance	9,770	9,770	9,970	-	-	9,970	10,170	10,370	10,570	10,790
Staff Development	6,870	6,870	7,010	-	-	7,010	7,150	7,290	7,440	7,590
Internal Allocations	3,973	3,973	4,159	-	-	4,159	4,242	4,327	4,414	4,502
Operating - Supplies	28,980	28,980	22,220	-	-	22,220	22,670	23,130	23,600	24,070
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	15,930	15,930	16,210	-	-	16,210	16,520	16,830	17,150	17,480
TOTAL OPERATING COSTS	**100,383**	**100,383**	**95,139**	**-**	**-**	**95,139**	**96,862**	**98,617**	**100,414**	**102,252**
*Percentage Increase over prior year						-5.2%	1.8%	1.8%	1.8%	1.8%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	35,910	35,910	36,000	-	-	36,000	36,000	36,000	36,000	36,000
Transfer to Capital Reserve Fund	25,060	25,060	25,000	-	-	25,000	25,000	25,000	25,000	25,000
TOTAL CAPITAL / RESERVES	**60,970**	**60,970**	**61,000**	**-**	**-**	**61,000**	**61,000**	**61,000**	**61,000**	**61,000**
TOTAL COSTS	**161,353**	**161,353**	**156,139**	**-**	**-**	**156,139**	**157,862**	**159,617**	**161,414**	**163,252**
FUNDING SOURCES (REVENUE)										
Provincial Grants-Safe Restart	(7,200)	(7,200)	-	-	-	-	-	-	-	-
Interest Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(7,400)**	**(7,400)**	**(200)**	**-**	**-**	**(200)**	**(200)**	**(200)**	**(200)**	**(200)**
REQUISITION	**(153,953)**	**(153,953)**	**(155,939)**	**-**	**-**	**(155,939)**	**(157,662)**	**(159,417)**	**(161,214)**	**(163,052)**
*Percentage increase over prior year Requisition						1.3%	1.1%	1.1%	1.1%	1.1%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.360 Shirley Fire Department	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$10,000	$0	$0	$0	$0	$10,000
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	**$10,000**	**$0**	**$0**	**$0**	**$0**	**$10,000**
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	$10,000	$0	$0	$0	$0	$10,000
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	$0	$0	$0	$0	$0	$0
		$0	**$10,000**	**$0**	**$0**	**$0**	**$0**	**$10,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.360
Service Name: Shirley Fire Department

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	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
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	103,770	128,770	153,770	178,770	203,770	228,770
Equipment Replacement Fund	260,519	286,519	322,519	358,519	394,519	430,519
Total	**364,289**	**415,289**	**476,289**	**537,289**	**598,289**	**659,289**

Reserve Schedule

Reserve Fund: 1.360Shirley Fire Protection - Capital Reserve Fund - Bylaw 2938

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

Reserve Cash Flow

Fund:	1062	Estimated	Budget				
Fund Centre:	101701	2021	2022	2023	2024	2025	2026
Beginning Balance		77,974	103,770	128,770	153,770	178,770	203,770
Transfer from Ops Budget		25,060	25,000	25,000	25,000	25,000	25,000
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		736					
Ending Balance $		**103,770**	**128,770**	**153,770**	**178,770**	**203,770**	**228,770**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		234,609	260,519	286,519	322,519	358,519	394,519
Transfer from Ops Budget		35,910	36,000	36,000	36,000	36,000	36,000
Planned Purchase		(10,000)	(10,000)	-	-	-	-
Interest Income		-					
Ending Balance $		**260,519**	**286,519**	**322,519**	**358,519**	**394,519**	**430,519**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Electoral Area Fire Services

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST	2022			FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Contract for Services	80,330	61,330	15,640	-	70,270	85,910	87,630	16,270	16,600	16,930
Staff Training & Development	5,110	5,110	5,210	-	-	5,210	5,310	5,420	5,530	5,640
Software Licenses	11,607	11,607	11,840	-	-	11,840	12,080	12,320	12,570	12,820
Allocation to Finance & Corp	9,244	9,244	9,414	-	-	9,414	9,602	9,794	9,990	10,190
Allocation to Emergency Coordination	74,862	74,862	76,359	-	-	76,359	77,886	79,443	81,033	82,653
Contingency	4,060	2,030	2,070	-	-	2,070	2,110	2,150	2,190	2,230
Operating - Other	3,060	3,060	3,120	-	5,000	8,120	8,280	2,160	2,200	2,240
TOTAL OPERATING COSTS	**188,273**	**167,243**	**123,653**	**-**	**75,270**	**198,923**	**202,898**	**127,557**	**130,113**	**132,703**
*Percentage Increase over prior year						5.7%	2.0%	-37.1%	2.0%	2.0%
CAPITAL / RESERVE										
Equipment Purchases	7,370	3,685	3,760	-	-	3,760	3,840	3,920	4,000	4,080
Transfer to Operating Reserve Fund	11,647	17,362	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	**19,017**	**21,047**	**3,760**	**-**	**-**	**3,760**	**3,840**	**3,920**	**4,000**	**4,080**
TOTAL COSTS	**207,290**	**188,290**	**127,413**	**-**	**75,270**	**202,683**	**206,738**	**131,477**	**134,113**	**136,783**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(65,000)	(46,000)	-	-	(55,270)	(55,270)	(54,018)	-	-	-
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(65,100)**	**(46,100)**	**(100)**	**-**	**(55,270)**	**(55,370)**	**(54,118)**	**(100)**	**(100)**	**(100)**
REQUISITION	**(142,190)**	**(142,190)**	**(127,313)**	**-**	**(20,000)**	**(147,313)**	**(152,620)**	**(131,377)**	**(134,013)**	**(136,683)**
*Percentage increase over prior year Requisition						3.6%	3.6%	-13.9%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.369 Electoral Area Fire Services	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$156,300	$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
		$156,300	**$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	$156,300	$156,300	$0	$0	$0	$0	$156,300
		$156,300	**$156,300**	**$0**	**$0**	**$0**	**$0**	**$156,300**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.369

Service Name: Electoral Area Fire Services

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-01	Study	Structure Protection Unit (Sprinkler trailer)	Provision of capacity to protect infrastructure and structures from wildfire	$156,300	E	Res	$156,300	$156,300	$0	$0	$0	$0	$156,300
			GRAND TOTAL	**$156,300**			**$156,300**	**$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	2021	2022	2023	2024	2025	2026
Beginning Balance		316,689	285,016	73,446	19,428	19,428	19,428
Transfer from Ops Budget		11,647	-	-	-	-	-
Transfer to Ops Budget		(46,000)	(55,270)	(54,018)	-	-	-
Planned Expenditures		-	(156,300)	-	-	-	-
Interest Income		2,680					
Ending Balance $		**285,016**	**73,446**	**19,428**	**19,428**	**19,428**	**19,428**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Emergency Program (JDF)

EAC REVIEW

OCTOBER 2021

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)	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Travel Expense	4,970	4,722	5,070	-	-	5,070	5,170	5,270	5,380	5,490
Contract for Services	22,080	20,976	22,500	-	-	22,500	22,950	23,410	23,880	24,360
Neighbourhood Program	1,450	1,379	1,480	-	-	1,480	1,510	1,540	1,570	1,600
Emergency Social Services	5,160	4,904	5,270	-	-	5,270	5,380	5,490	5,610	5,730
Staff Training & Development	2,980	2,831	3,040	-	-	3,040	3,100	3,160	3,220	3,280
Supplies	9,080	8,627	4,160	-	-	4,160	4,240	4,320	4,410	4,500
Allocations	12,935	12,935	13,773	-	-	13,773	14,053	14,341	14,633	14,932
Other Operating Expenses	18,290	17,425	17,640	-	-	17,640	18,010	18,390	18,770	19,160
TOTAL OPERATING COSTS	**76,945**	**73,799**	**72,933**	**-**	**-**	**72,933**	**74,413**	**75,921**	**77,473**	**79,052**
*Percentage Increase over prior year						-5.2%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	4,000	7,740	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVE	**4,000**	**7,740**	**4,000**	**-**	**-**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**
Building Borrowing Repayment to Facilities Reserve	11,880	11,286	11,880	-	-	11,880	11,880	11,880	11,880	11,880
TOTAL COSTS	**92,825**	**92,825**	**88,813**	**-**	**-**	**88,813**	**90,293**	**91,801**	**93,353**	**94,932**
FUNDING SOURCES (REVENUE)										
Estimated Balance C/FW from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance C/FW from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(6,122)	(6,122)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
Revenue - Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(6,222)**	**(6,222)**	**(220)**	**-**	**-**	**(220)**	**(220)**	**(220)**	**(220)**	**(220)**
REQUISITION	**(86,603)**	**(86,603)**	**(88,593)**	**-**	**-**	**(88,593)**	**(90,073)**	**(91,581)**	**(93,133)**	**(94,712)**
*Percentage increase over prior year Requisition						2.3%	1.7%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.370 JDF Emergency Program		Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE									
Buildings		B	$0	$0	$0	$0	$0	$0	$0
Equipment		E	$0	$11,710	$7,470	$0	$0	$0	$19,180
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	**$11,710**	**$7,470**	**$0**	**$0**	**$0**	**$19,180**
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	$11,710	$7,470	$0	$0	$0	$19,180
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	$0	$0	$0	$0	$0	$0
			$0	**$11,710**	**$7,470**	**$0**	**$0**	**$0**	**$19,180**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.370

Service Name: JDF Emergency Program

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-01	Replacement	Portable generators	Portable generators	$20,080	E	ERF	$0	$5,070	$5,170	$0	$0	$0	$10,240
20-01	New	In-reach devices	In-reach devices	$3,940	E	ERF	$0	$3,940	$0	$0	$0	$0	$3,940
20-02	Replacement	Computer	Computer	$5,000	E	ERF	$0	$2,700	$2,300	$0	$0	$0	$5,000
			GRAND TOTAL	**$29,020**			**$0**	**$11,710**	**$7,470**	**$0**	**$0**	**$0**	**$19,180**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		77,183	76,213	68,503	65,033	69,033	73,033
Transfer from Ops Budget		4,000	4,000	4,000	4,000	4,000	4,000
Expenditues		(4,970)	(11,710)	(7,470)	-	-	-
Interest Income		-					
Ending Balance $		**76,213**	**68,503**	**65,033**	**69,033**	**73,033**	**77,033**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

Search and Rescue (JDF)

EAC REVIEW

OCTOBER 2021

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 $224,121.

FUNDING:

Requisition

1.377 - Search and Rescue (JDF)	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Contract for Services	8,190	8,190	8,350	-	-	8,350	8,520	8,690	8,860	9,040
Building Rent	23,090	23,090	23,550	-	-	23,550	24,020	24,500	24,990	25,490
Staff Training & Development	16,420	8,190	16,750	-	-	16,750	17,090	17,430	17,780	18,140
Supplies	11,700	17,700	11,930	-	-	11,930	12,160	12,410	12,660	12,920
Allocations	3,689	3,689	4,244	-	-	4,244	4,329	4,415	4,504	4,594
Other Operating Expenses	21,790	25,388	22,250	-	-	22,250	22,720	23,190	23,670	24,160
TOTAL OPERATING COSTS	**84,879**	**86,247**	**87,074**	**-**	**-**	**87,074**	**88,839**	**90,635**	**92,464**	**94,344**
*Percentage Increase over prior year						2.6%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	2,500	-	-	2,500	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVE	**-**	**-**	**2,500**	**-**	**-**	**2,500**	**4,000**	**4,000**	**4,000**	**4,000**
TOTAL COSTS	**84,879**	**86,247**	**89,574**	**-**	**-**	**89,574**	**92,839**	**94,635**	**96,464**	**98,344**
FUNDING SOURCES (REVENUE)										
Estimated Balance CFW from 2021 to 2022	-	(1,468)	1,468	-	-	1,468	-	-	-	-
Balance CFW from 2020 to 2021	4,465	4,465	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(91)	(91)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	(20,590)	(20,490)	(21,000)	-	-	(21,000)	(21,420)	(21,850)	(22,280)	(22,720)
TOTAL REVENUE	**(16,216)**	**(17,584)**	**(19,622)**	**-**	**-**	**(19,622)**	**(21,510)**	**(21,940)**	**(22,370)**	**(22,810)**
REQUISITION	**(68,663)**	**(68,663)**	**(69,952)**	**-**	**-**	**(69,952)**	**(71,329)**	**(72,695)**	**(74,094)**	**(75,534)**
*Percentage increase over prior year Requisition						1.9%	2.0%	1.9%	1.9%	1.9%

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	2021	2022	2023	2024	2025	2026
Beginning Balance		27,116	27,116	29,616	33,616	37,616	41,616
Transfer from Ops Budget		-	2,500	4,000	4,000	4,000	4,000
Expenditues		-	-	-	-	-	-
Interest Income		-					
Ending Balance $		**27,116**	**29,616**	**33,616**	**37,616**	**41,616**	**45,616**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

EA - Community Parks (JDF)

EAC REVIEW

OCTOBER 2021

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 $329,590.
(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)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries & Wages	96,264	75,480	97,316	-	-	97,316	99,349	101,428	103,554	105,718
Contract for Services	20,340	28,796	20,750	-	-	20,750	21,170	21,590	22,020	22,460
Vehicles	5,090	14,894	5,190	-	-	5,190	5,290	5,400	5,510	5,620
Supplies	8,140	9,410	8,300	-	-	8,300	8,470	8,640	8,810	8,990
Allocations	30,109	30,109	31,365	-	-	31,365	31,995	32,635	33,286	33,949
Other Operating Expenses	18,150	17,231	11,170	-	-	11,170	11,410	11,650	11,890	12,140
TOTAL OPERATING COSTS	**178,093**	**175,920**	**174,091**	**-**	**-**	**174,091**	**177,684**	**181,343**	**185,070**	**188,877**
*Percentage Increase over prior year						-2.2%	2.1%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	12,000	16,383	12,000	-	-	12,000	12,000	12,000	12,000	12,000
Transfer to Equipment Replacement Fund	8,000	8,000	8,000	-	-	8,000	8,000	8,000	8,000	8,000
TOTAL CAPITAL / RESERVES	**20,000**	**24,383**	**20,000**	**-**	**-**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**
TOTAL COSTS	**198,093**	**200,303**	**194,091**	**-**	**-**	**194,091**	**197,684**	**201,343**	**205,070**	**208,877**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(268)	(268)	(270)	-	-	(270)	(280)	(270)	(280)	(290)
Provincial Grants-Safe Restart	(7,140)	(7,140)	-	-	-	-	-	-	-	-
Revenue - Other	(510)	(2,720)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
TOTAL REVENUE	**(7,918)**	**(10,128)**	**(790)**	**-**	**-**	**(790)**	**(810)**	**(810)**	**(830)**	**(850)**
REQUISITION	**(190,175)**	**(190,175)**	**(193,301)**	**-**	**-**	**(193,301)**	**(196,874)**	**(200,533)**	**(204,240)**	**(208,027)**
*Percentage increase over prior year Requisition						1.6%	1.8%	1.9%	1.8%	1.9%
AUTHORIZED POSITIONS										
Salaried FTE	0.42	0.42	0.42			0.42	0.42	0.42	0.42	0.42

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.405 JDF EA Community Parks & Recrea	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$0	$0	$0	$0	$0	$0
Land	L	$50,000	$50,000	$50,000	$0	$0	$0	$100,000
Engineered Structures	S	$30,000	$215,000	$0	$0	$0	$0	$215,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$80,000	**$265,000**	**$50,000**	**$0**	**$0**	**$0**	**$315,000**
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	$80,000	$265,000	$50,000	$0	$0	$0	$315,000
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$0	$0	$0	$0	$0	$0
		$80,000	**$265,000**	**$50,000**	**$0**	**$0**	**$0**	**$315,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.405

Service Name: JDF EA Community Parks & Recreation

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	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	$50,000	$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	S	Grant	$30,000	$60,000	$0	$0	$0	$0	$60,000
22-01	New	Coppermine - Tennis Court Resurfacing	Resurfacing of the existing tennis court with the addition of basketball backboards, line painting, fence repair, tennis backboard, new nets, pickleball	$65,000	S	Grant	$0	$65,000	$0	$0	$0	$0	$65,000
22-02	New	Chubb Rd - Dock Installation	Install dock system at Chubb Rd on Kemp Lake	$50,000	S	Grant	$0	$50,000	$0	$0	$0	$0	$50,000
22-03	New	Community Planning	Creation of a long term strategic plan for JDF EA	$40,000	S	Grant	$0	$40,000	$0	$0	$0	$0	$40,000
			GRAND TOTAL	**$335,000**			**$80,000**	**$265,000**	**$50,000**	**$0**	**$0**	**$0**	**$315,000**

EA - Community Parks (JDF)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	604,273	616,273	628,273	640,273	652,273	664,273
Equipment Replacement Fund	109,650	117,650	125,650	133,650	141,650	149,650
Total	**713,924**	**733,924**	**753,924**	**773,924**	**793,924**	**813,924**

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Capital Reserve Fund - Bylaw 1133

Pursuant to Section 686 of the Municipal Act the Regional District may, by by-law approved by the Minister of Municipal Affairs, dispose of any portion of land dedicated to the Public for the purpose of a park by subdivision plan deposited in the Land Titles Office, and provide that the proceeds shall be placed in a reserve fund for the purpose of acquiring other lands suitable for park purposes within the Sooke Electoral Area.

Reserve Cash Flow

Fund:	1034	Estimated	Budget				
Fund Centre:	101378	2021	2022	2023	2024	2025	2026
Beginning Balance		586,733	604,273	616,273	628,273	640,273	652,273
Transfer from Ops Budget		12,000	12,000	12,000	12,000	12,000	12,000
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income*		5,540					
Ending Balance $		**604,273**	**616,273**	**628,273**	**640,273**	**652,273**	**664,273**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		101,650	109,650	117,650	125,650	133,650	141,650
Transfer from Parks Ops Budget		8,000	8,000	8,000	8,000	8,000	8,000
Expenditues		-	-	-	-	-	-
Interest Income		-					
Ending Balance $		**109,650**	**117,650**	**125,650**	**133,650**	**141,650**	**149,650**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

EA - Community Recreation (JDF)

EAC REVIEW

OCTOBER 2021

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 $115,765.

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)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries & Wages	43,722	43,632	44,214	-	-	44,214	45,132	46,082	47,043	48,026
Recreation Programs	15,000	15,000	14,300	-	-	14,300	14,590	14,880	15,180	15,480
Maintenance	4,070	1,770	4,150	-	-	4,150	4,230	4,310	4,400	4,490
Utilities & fuel	6,100	6,640	6,220	-	-	6,220	6,340	6,460	6,590	6,720
Supplies	910	250	930	-	-	930	950	970	990	1,010
Allocations	11,424	11,424	12,584	-	-	12,584	12,837	13,095	13,360	13,631
Other Operating Expenses	7,300	3,780	7,730	-	-	7,730	7,940	8,150	8,370	8,600
TOTAL OPERATING COSTS	**88,526**	**82,496**	**90,128**	**-**	**-**	**90,128**	**92,019**	**93,947**	**95,933**	**97,957**
*Percentage Increase over prior year						1.8%	2.1%	2.1%	2.1%	2.1%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	10,164	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	**-**	**10,164**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL COSTS	**88,526**	**92,660**	**90,128**	**-**	**-**	**90,128**	**92,019**	**93,947**	**95,933**	**97,957**
FUNDING SOURCES (REVENUE)										
Provincial Grant	(3,982)	(3,982)	-	-	-	-	-	-	-	-
Rentals	(16,018)	(20,142)	(20,400)	-	-	(20,400)	(20,810)	(21,230)	(21,650)	(22,080)
Revenue - Other	(216)	(226)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	**(20,216)**	**(24,350)**	**(20,620)**	**-**	**-**	**(20,620)**	**(21,030)**	**(21,450)**	**(21,870)**	**(22,300)**
REQUISITION	**(68,310)**	**(68,310)**	**(69,508)**	**-**	**-**	**(69,508)**	**(70,989)**	**(72,497)**	**(74,063)**	**(75,657)**
*Percentage increase over prior year Requisition						1.8%	2.1%	2.1%	2.2%	2.2%
AUTHORIZED POSITIONS Salaried FTE	0.18	0.18	0.18			0.18	0.18	0.18	0.18	0.18

CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Refuse Disposal

EAC REVIEW

OCTOBER 2021

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 $1,705,387.

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Contract for Services	25,170	25,170	26,000	-	-	26,000	26,520	27,050	27,590	28,140
Contracts	47,520	47,520	49,220	-	-	49,220	50,200	51,210	52,230	53,280
Allocations	3,867	3,867	4,037	-	-	4,037	4,118	4,200	4,284	4,370
Electricity	1,150	1,150	1,170	-	-	1,170	1,190	1,210	1,230	1,250
Other Operating Expenses	3,030	2,811	3,070	-	-	3,070	3,130	3,190	3,250	3,320
TOTAL OPERATING COSTS	**80,737**	**80,518**	**83,497**	**-**	**-**	**83,497**	**85,158**	**86,860**	**88,584**	**90,360**
*Percentage Increase over prior year						3.4%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	2,000	4,179	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVES	**6,000**	**8,179**	**6,000**	**-**	**-**	**6,000**	**6,000**	**6,000**	**6,000**	**6,000**
TOTAL COSTS	**86,737**	**88,697**	**89,497**	**-**	**-**	**89,497**	**91,158**	**92,860**	**94,584**	**96,360**
Internal Recovery	(15,590)	(15,590)	(17,000)	-	-	(17,000)	(17,340)	(17,687)	(18,041)	(18,402)
NET COSTS	**71,147**	**73,107**	**72,497**	**-**	**-**	**72,497**	**73,818**	**75,173**	**76,543**	**77,958**
FUNDING SOURCES (REVENUE)										
Sale - Recyclables	(4,000)	(6,000)	(4,000)	-	-	(4,000)	(4,080)	(4,162)	(4,245)	(4,330)
Recovery Cost	(33,439)	(33,439)	(34,248)	-	-	(34,248)	(34,677)	(35,314)	(35,957)	(36,622)
Grants in Lieu of Taxes	(334)	(334)	(334)	-	-	(334)	(334)	(334)	(334)	(334)
Other Revenue	(50)	(10)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	**(37,823)**	**(39,783)**	**(38,632)**	**-**	**-**	**(38,632)**	**(39,141)**	**(39,860)**	**(40,586)**	**(41,336)**
REQUISITION	**(33,324)**	**(33,324)**	**(33,865)**	**-**	**-**	**(33,865)**	**(34,677)**	**(35,313)**	**(35,957)**	**(36,622)**
*Percentage increase over prior year Requisition						1.6%	2.4%	1.8%	1.8%	1.8%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.523 Port Renfrew Refuse Disposal	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$25,000	$0	$0	$0	$0	$25,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$25,000**	**$0**	**$0**	**$0**	**$0**	**$25,000**
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	$25,000	$0	$0	$0	$0	$25,000
		$0	**$25,000**	**$0**	**$0**	**$0**	**$0**	**$25,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.523

Service Name: Port Renfrew Refuse Disposal

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-02	Renewal	Fencing	Replace aged site fencing	$48,000	S	Res	$0	$25,000	$0	$0	$0	$0	$25,000
			GRAND TOTAL	$48,000			$0	$25,000	$0	$0	$0	$0	$25,000

Service:	1.523	Port Renfrew Refuse Disposal

Project Number	19-02	Capital Project Title	Fencing	Capital Project Description	Replace aged site fencing
Project Rationale	Fencing for the transfer station.				

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	54,984	33,984	37,984	41,984	45,984	49,984
Equipment Replacement Fund	39,222	41,222	43,222	45,222	47,222	49,222
Total	**94,206**	**75,206**	**81,206**	**87,206**	**93,206**	**99,206**

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Capital Reserve Fund - Bylaw 2665

The capital Reserve Fund established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them, and extension or renewal of existing capital works.

Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund:	1021	Estimated	Budget				
Fund Centre:	101365	2021	2022	2023	2024	2025	2026
Beginning Balance		73,400	54,984	33,984	37,984	41,984	45,984
Transfer from Ops Budget		4,000	4,000	4,000	4,000	4,000	4,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(23,000)	(25,000)	-	-	-	-
Interest Income*		584					
Ending Balance $		**54,984**	**33,984**	**37,984**	**41,984**	**45,984**	**49,984**

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

The Equipment Replacement Fund established for the purpose of vehicle and equipment replacement.
Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.
ERF Group: PTRENREF.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101448	2021	2022	2023	2024	2025	2026
Beginning Balance		37,222	39,222	41,222	43,222	45,222	47,222
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,000
Transfer from Cap Fund		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		-					
Ending Balance $		39,222	41,222	43,222	45,222	47,222	49,222

CAPITAL REGIONAL DISTRICT

2022 Budget

Emergency Comm - CREST (JDF)

EAC REVIEW

OCTOBER 2021

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)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Payments to CREST	110,982	110,982	113,148	-	-	113,148	115,410	117,720	120,070	122,470
Allocations	2,064	2,064	2,387	-	-	2,387	2,434	2,483	2,533	2,583
Other Operating Expenses	6,290	6,857	7,700	-	-	7,700	7,840	7,980	8,130	8,280
TOTAL OPERATING COSTS	**119,336**	**119,903**	**123,235**	**-**	**-**	**123,235**	**125,684**	**128,183**	**130,733**	**133,333**
*Percentage Increase over prior year						3.3%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated balance C/fwd from 2021 to 2022	-	(567)	567	-	-	567	-	-	-	-
Balance C/fwd from 2020 to 2021	2,134	2,134	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(151)	(151)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
Revenue-Other	(70)	(70)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	**1,913**	**1,346**	**347**	**-**	**-**	**347**	**(220)**	**(220)**	**(220)**	**(220)**
REQUISITION	**(121,249)**	**(121,249)**	**(123,582)**	**-**	**-**	**(123,582)**	**(125,464)**	**(127,963)**	**(130,513)**	**(133,113)**
*Percentage increase over prior year Requisition						1.9%	1.5%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Water

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $1,683,478.

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:

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	BUDGET REQUEST 2022 ONGOING	BUDGET REQUEST 2022 ONE-TIME	BUDGET REQUEST 2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Repairs & Maintenance	8,560	8,500	8,730	-	-	8,730	8,900	9,070	9,250	9,430
Allocations - Operations	77,724	77,724	79,280	-	-	79,280	80,870	82,490	84,140	85,820
Allocations - Other	9,054	9,054	8,932	-	-	8,932	9,089	9,256	9,425	9,597
Electricity	4,680	4,680	4,770	-	-	4,770	4,870	4,970	5,070	5,170
Supplies	3,090	4,670	3,310	-	-	3,310	3,370	3,430	3,490	3,550
Other Operating Expenses	4,000	10,086	5,084	-	13,000	18,084	5,210	5,340	5,470	6,100
TOTAL OPERATING COSTS	**107,108**	**114,714**	**110,106**	**-**	**13,000**	**123,106**	**112,309**	**114,556**	**116,845**	**119,667**
*Percentage Increase over prior year						14.9%	-8.8%	2.0%	2.0%	2.4%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	2,000	2,000	2,000	-	-	2,000	5,000	5,000	5,000	5,000
Transfer to Capital Reserve Fund	12,000	4,375	20,000	-	-	20,000	30,000	25,000	5,000	15,000
MFA Debt Reserve Fund	-	-	-	-	-	-	500	4,500	-	2,000
Interest Payments	-	-	-	-	-	-	-	4,713	14,500	15,950
Principal Payments	-	-	-	-	-	-	-	2,839	28,394	28,394
TOTAL DEBT / RESERVES	**14,000**	**6,375**	**22,000**	**-**	**-**	**22,000**	**35,500**	**42,052**	**52,894**	**66,344**
TOTAL COSTS	**121,108**	**121,089**	**132,106**	**-**	**13,000**	**145,106**	**147,809**	**156,608**	**169,739**	**186,011**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	-	-	(4,000)	(4,000)	-	-	-	(500)
User Charges	(60,009)	(60,200)	(65,508)	-	(4,500)	(70,008)	(73,355)	(77,749)	(84,310)	(92,191)
Other Revenue	(1,083)	(873)	(1,090)	-	-	(1,090)	(1,100)	(1,110)	(1,120)	(1,130)
TOTAL REVENUE	**(61,092)**	**(61,073)**	**(66,598)**	**-**	**(8,500)**	**(75,098)**	**(74,455)**	**(78,859)**	**(85,430)**	**(93,821)**
REQUISITION - PARCEL TAX	**(60,016)**	**(60,016)**	**(65,508)**	**-**	**(4,500)**	**(70,008)**	**(73,354)**	**(77,749)**	**(84,309)**	**(92,190)**
*Percentage increase over prior year										
User Fees			**9.2%**			16.7%	4.8%	6.0%	8.4%	9.3%
Requisition			**9.2%**			16.6%	4.8%	6.0%	8.4%	9.3%
Combined			**9.2%**			**16.7%**	**4.8%**	**6.0%**	**8.4%**	**9.3%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.650 Port Renfrew Water	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$10,000	$10,000	$260,000	$10,000	$10,000	$300,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$1,638,918	$200,000	$0	$200,000	$2,038,918
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$10,000**	**$1,648,918**	**$460,000**	**$10,000**	**$210,000**	**$2,338,918**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$50,000	$450,000	$0	$200,000	$700,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$1,573,918	$0	$0	$0	$1,573,918
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$10,000	$25,000	$10,000	$10,000	$10,000	$65,000
		$0	**$10,000**	**$1,648,918**	**$460,000**	**$10,000**	**$210,000**	**$2,338,918**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.650

Service Name: Port Renfrew Water

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	$85,000	E	Res	$0	$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
22-01	Replacement	Alternative Approval Process	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program	$15,000	S	Res	$0	$0	$15,000	$0	$0	$0	$15,000
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.	$1,623,918	S	Grant	$0	$0	$1,573,918	$0	$0	$0	$1,573,918
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service		S	Debt	$0	$0	$50,000	$0	$0	$0	$50,000
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	$250,000	E	Debt	$0	$0	$0	$250,000	$0	$0	$250,000
			GRAND TOTAL	**$2,373,918**			**$0**	**$10,000**	**$1,648,918**	**$460,000**	**$10,000**	**$210,000**	**$2,338,918**

Service:	2.650	Port Renfrew Water

Project Number	20-01	**Capital Project Title**	Hydrant Replacement Program	**Capital Project Description**	Hydrants are reaching their end of life and require replacement.
Project Rationale	The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.				

Project Number	22-01	**Capital Project Title**	Alternative Approval Process	**Capital Project Description**	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program
Project Rationale	A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.				

Project Number	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.
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.				

Project Number	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.
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, approximately 1 km of pipe.				

Service:	2.650	Port Renfrew Water

Project Number	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
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
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	4,041	2,041	7,041	12,041	17,041	21,541
Capital Reserve Fund	75,936	85,936	90,936	105,936	100,936	105,936
Total	**79,978**	**87,978**	**97,978**	**117,978**	**117,978**	**127,478**

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - 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: 105536	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	2,021	4,041	2,041	7,041	12,041	17,041
Transfer from Ops Budget	2,000	2,000	5,000	5,000	5,000	5,000
Transfer to Ops Budget	-	(4,000)	-	-	-	(500)
Interest Income	20					
Ending Balance $	**4,041**	**2,041**	**7,041**	**12,041**	**17,041**	**21,541**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund - Bylaw 2577

The Capital Reserve Fund established for general capital services and facilities in the Port Renfrew Water Supply and Port Renfrew Sewer System local service area to be used for capital expenditures for the utilities, and redemption of debentures issued for the utilities.

Reserve Cash Flow

Fund: 1026 / Fund Centre: 101370	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	80,799	75,936	85,936	90,936	105,936	100,936
Transfer from Ops Budget	4,375	20,000	30,000	25,000	5,000	15,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(10,000)	(10,000)	(25,000)	(10,000)	(10,000)	(10,000)
Interest Income*	763					
Ending Balance $	**75,936**	**85,936**	**90,936**	**105,936**	**100,936**	**105,936**

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

2022 Budget

Wilderness Mountain Water

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $227,007.

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

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Contract for Services	900	100	900	-	-	900	920	940	960	980
Allocations	9,187	9,187	9,700	-	-	9,700	9,889	10,083	10,290	10,500
Electricity	6,470	6,600	6,700	-	-	6,700	6,830	6,970	7,110	7,250
Supplies	22,160	29,010	23,860	-	-	23,860	24,340	24,830	25,320	25,830
Labour Charges	69,970	65,500	70,000	-	10,000	80,000	71,900	76,830	74,280	75,770
Insurance	1,250	1,250	1,460	-	-	1,460	1,530	1,600	1,680	1,760
Other Operating Expenses	10,940	8,844	10,970	-	-	10,970	11,180	11,390	11,610	11,840
TOTAL OPERATING COSTS	**120,877**	**120,491**	**123,590**	**-**	**10,000**	**133,590**	**126,589**	**132,643**	**131,250**	**133,930**
*Percentage Increase over prior year			2.24%			10.5%	-5.2%	4.8%	-1.1%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	-	-	25,000	-	-	25,000	25,000	25,000	25,000	25,000
Transfer to Operating Reserve Fund	5,000	6,523	6,000	-	-	6,000	6,000	6,000	6,000	6,000
MFA Debt Reserve Fund	80	80	70	-	-	70	5,070	70	70	70
MFA Debt Principal	14,033	14,033	14,033	-	-	14,033	14,033	42,428	42,428	42,428
MFA Debt Interest	9,554	9,554	9,554	-	-	9,554	13,179	24,054	24,054	24,054
TOTAL DEBT / RESERVES	**28,667**	**30,190**	**54,657**	**-**	**-**	**54,657**	**63,282**	**97,552**	**97,552**	**97,552**
TOTAL COSTS	**149,544**	**150,681**	**178,247**	**-**	**10,000**	**188,247**	**189,871**	**230,195**	**228,802**	**231,482**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	(10,000)	(10,000)	(500)	(4,000)	-	-
Balance c/fwd from 2020 to 2021	(2,932)	(2,932)	-	-	-	-	-	-	-	-
User Charges	(69,442)	(70,239)	(90,386)	-	-	(90,386)	(100,491)	(116,763)	(119,370)	(122,050)
Sale - Water	(17,520)	(17,760)	(17,760)	-	-	(17,760)	(17,760)	(17,760)	(17,760)	(17,760)
Other Revenue	(130)	(230)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	**(90,024)**	**(91,161)**	**(108,266)**	**-**	**(10,000)**	**(118,266)**	**(118,871)**	**(138,643)**	**(137,250)**	**(139,930)**
REQUISITION - PARCEL TAX	**(59,520)**	**(59,520)**	**(69,981)**	**-**	**-**	**(69,981)**	**(71,000)**	**(91,552)**	**(91,552)**	**(91,552)**
*Percentage increase over prior year										
User Charge						30.2%	11.2%	16.2%	2.2%	2.2%
Water Sale						1.4%	0.0%	0.0%	0.0%	0.0%
Requisition						17.6%	1.5%	28.9%	0.0%	0.0%
Combined						**21.6%**	**6.2%**	**19.5%**	**1.2%**	**1.2%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.691 Wilderness Mountain Water Servic	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$65,000	$500,000	$0	$0	$0	$565,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$65,000**	**$500,000**	**$0**	**$0**	**$0**	**$565,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$500,000	$0	$0	$0	$500,000
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	$65,000	$0	$0	$0	$0	$65,000
		$0	**$65,000**	**$500,000**	**$0**	**$0**	**$0**	**$565,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.691

Service Name: Wilderness Mountain Water Service

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-01	New	Alternative Approval Process	Undertake an Alternative Approval Process to borrow funds for water treatment plant upgrades.	$15,000	S	Res	$0	$15,000	$0	$0	$0	$0	$15,000
22-02	New	Water Treatment Plant Conceptual Design	Conceptually design the water treatment plant upgrades	$50,000	S	Res	$0	$50,000	$0	$0	$0	$0	$50,000
23-01	New	Water Treatment Plant Upgrades	Water Treatment Plant Upgrades	$500,000	S	Debt	$0	$0	$500,000	$0	$0	$0	$500,000
			GRAND TOTAL	**$565,000**			**$0**	**$65,000**	**$500,000**	**$0**	**$0**	**$0**	**$565,000**

Wilderness Mountain Reserves
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	8,195	4,195	9,695	11,695	17,695	23,695
Capital Reserve Fund	46,590	6,590	31,590	56,590	81,590	106,590
Total	**54,785**	**10,785**	**41,285**	**68,285**	**99,285**	**130,285**

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	**Estimated**	**Budget**				
Fund Centre: 105540	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance	1,657	8,195	4,195	9,695	11,695	17,695
Transfer from Ops Budget	6,523	6,000	6,000	6,000	6,000	6,000
Transfer to Ops Budget	-	(10,000)	(500)	(4,000)	-	-
Planned Maintenance Activity		Reservoir Cleaning and Inspection	PRV Maintenance	Distribution System Flushing, Valve Exercising		
Interest Income*	15					
Ending Balance $	**8,195**	**4,195**	**9,695**	**11,695**	**17,695**	**23,695**

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 Water - Capital Reserve Fund - Bylaw 3535

The capital Reserve Fund established to provide for capital expenditures for or in respect of capital projects, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or related debt servicing payments.

Surplus monies from the operation of the Wilderness Mountain Water Service may be paid from time to time into the Reserve Fund.

Reserve Cash Flow

Fund:	1075	Estimated	Budget				
Fund Centre:	101994	2021	2022	2023	2024	2025	2026
Beginning Balance		50,130	46,590	6,590	31,590	56,590	81,590
Transfer from Ops Budget		-	25,000	25,000	25,000	25,000	25,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(4,000)	(65,000)	-	-	-	-
Interest Income*		460					
Ending Balance $		**46,590**	**6,590**	**31,590**	**56,590**	**81,590**	**106,590**

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

2022 Budget

Port Renfrew Sewer

EAC REVIEW

OCTOBER 2021

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 $583,265.

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:

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Grit Disposal	9,250	9,250	9,441	-	-	9,441	9,625	9,801	9,990	10,127
Electricity	6,820	6,400	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Supplies	2,440	2,440	2,580	-	-	2,580	2,630	2,680	2,730	2,780
Allocations - Operations	56,791	60,740	57,925	-	-	57,925	59,080	60,265	61,471	62,697
Allocations - Other	16,097	16,097	17,224	-	-	17,224	17,477	17,806	18,139	18,478
Other Operating Expenses	9,430	11,027	10,290	-	-	10,290	10,500	10,710	10,930	11,160
TOTAL OPERATING COSTS	**100,828**	**105,954**	**104,360**	**-**	**-**	**104,360**	**106,352**	**108,442**	**110,580**	**112,712**
*Percentage Increase over prior year			3.5%			3.5%	1.9%	2.0%	2.0%	1.9%
DEBT / RESERVES										
Transfer to Capital Reserve	13,000	8,934	18,000	-	-	18,000	18,000	18,000	18,000	18,000
Transfer to Operating Reserve	2,000	2,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
MFA Debt Reserve Fund	-	-	-	-	-	-	1,500	13,500	4,000	-
MFA Debt Principal	-	-	-	-	-	-	-	4,680	46,830	59,318
MFA Debt Interest	-	-	-	-	-	-	1,238	16,088	52,800	62,700
TOTAL DEBT / RESERVES	**15,000**	**10,934**	**22,000**	**-**	**-**	**22,000**	**24,738**	**56,268**	**125,630**	**144,018**
TOTAL COSTS	**115,828**	**116,888**	**126,360**	**-**	**-**	**126,360**	**131,090**	**164,710**	**236,210**	**256,730**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	2,202	2,202	-	-	-	-	-	-	-	-
User Charges	(57,309)	(57,309)	(62,595)	-	-	(62,595)	(64,915)	(81,715)	(117,455)	(127,705)
Grants in Lieu of Taxes	(1,115)	(1,115)	(1,140)	-	-	(1,140)	(1,160)	(1,180)	(1,200)	(1,220)
Other Revenue	(150)	(1,210)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
Provincial Grants	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(56,372)**	**(57,432)**	**(63,835)**	**-**	**-**	**(63,835)**	**(66,175)**	**(82,995)**	**(118,755)**	**(129,025)**
REQUISITION - PARCEL TAX	**(59,456)**	**(59,456)**	**(62,525)**	**-**	**-**	**(62,525)**	**(64,915)**	**(81,715)**	**(117,455)**	**(127,705)**
*Percentage increase over prior year										
User Fees						9.2%	3.7%	25.9%	43.7%	8.7%
Requisition						5.2%	3.8%	25.9%	43.7%	8.7%
Combined						**7.2%**	**3.8%**	**25.9%**	**43.7%**	**8.7%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	3.850 Port Renfrew Sewer	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$75,000	$150,000	$1,350,000	$400,000	$0	$1,975,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$75,000**	**$150,000**	**$1,350,000**	**$400,000**	**$0**	**$1,975,000**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$0	$0	$150,000	$1,350,000	$400,000	$0	$1,900,000
Equipment Replacement Fund	ERF	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	Grant	$0	$60,000	$0	$0	$0	$0	$60,000
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	**$75,000**	**$150,000**	**$1,350,000**	**$400,000**	**$0**	**$1,975,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 3.850

Service Name: Port Renfrew Sewer

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-01	Replacement	Genset Upgrade	A new genset is required to provide standy power for the whole WWTP.	$60,000	S	Grant	$0	$60,000	$0	$0	$0	$0	$60,000
22-02	Renewal	Alternative Approval Process	Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases)	$15,000	S	Res	$0	$15,000	$0	$0	$0	$0	$15,000
23-01	Replacement	Phase 1 - System Renewal - Outfall and Sewer Replacement	Design and 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	$150,000	$1,350,000	$0	$0	$1,500,000
25-01	Renewal	Phase 2 - System Renewal - New WWTP and Pump Station	Design 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 (design completed in 2025, construction is anticipated to start in 2027).	$400,000	S	Debt	$0	$0	$0	$0	$400,000	$0	$400,000
			GRAND TOTAL	**$1,975,000**			**$0**	**$75,000**	**$150,000**	**$1,350,000**	**$400,000**	**$0**	**$1,975,000**

Service:	3.850	Port Renfrew Sewer

Project Number	22-01	**Capital Project Title**	Genset Upgrade	**Capital Project Description**	A new genset is required to provide standy power for the whole WWTP.
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.				

Project Number	22-02	**Capital Project Title**	Alternative Approval Process	**Capital Project Description**	Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).
Project Rationale	Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).				

Project Number	23-01	**Capital Project Title**	Phase 1 - System Renewal - Outfall and Sewer Replacement	**Capital Project Description**	Design and 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
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 approvals in 2023, and install the outfall/sewers in 2024.				

Project Number	25-01	**Capital Project Title**	Phase 2 - System Renewal - New WWTP and Pump Station	**Capital Project Description**	Design 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 (design completed in 2025,
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 2027 or when grants and funds from developers are received.				

Port Renfrew Sewer
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	2,328	6,328	10,328	14,328	18,328	22,328
Capital Reserve Fund	10,542	13,542	31,542	49,542	67,542	85,542
Total	**12,869**	**19,869**	**41,869**	**63,869**	**85,869**	**107,869**

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - 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: 105537	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	21	2,328	6,328	10,328	14,328	18,328
Transfer from Ops Budget	2,000	4,000	4,000	4,000	4,000	4,000
Transfer from ERF	305	-	-	-	-	-
Transfer to Ops Budget	-	-	-	-	-	-
Interest Income	2					
Ending Balance $	**2,328**	**6,328**	**10,328**	**14,328**	**18,328**	**22,328**

Assumptions/Background:

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 / Fund Centre: 101388	Estimated 2021	Budget 2022	2023	2024	2025	2026
Beginning Balance	21,548	10,542	13,542	31,542	49,542	67,542
Transfer from Ops Budget	8,934	18,000	18,000	18,000	18,000	18,000
Transfer to Cap Fund	(20,000)	(15,000)	-	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Interest Income	60					
Ending Balance $	**10,542**	**13,542**	**31,542**	**49,542**	**67,542**	**85,542**

Assumptions/Background:

Transfer as much as operating budget will allow.

Appendix B-1: Requisition Summary (SSI)

	Electoral Area Salt Spring Island	2022	Cost per Avg. Res Asst/ Parcel	2021	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.010	Legislative & General Government	337,980	50.44	277,690	41.45	60,289	9.00	21.71%
1.101	G.I.S.	3,847	0.57	2,076	0.31	1,771	0.26	85.27%
1.224	Community Health - Homeless Sec.	19,807	2.96	19,053	2.84	754	0.11	3.95%
1.280	Regional Parks	494,387	73.79	353,593	52.77	140,794	21.01	39.82%
1.280A	Regional Parks - Land Acquisition	2,559	0.38	128,879	19.24	(126,319)	(18.85)	-98.01%
1.309	Climate Action and Adaptation	14,138	2.11	13,469	2.01	669	0.10	4.97%
1.310	Land Banking & Housing	46,213	6.90	42,793	6.39	3,420	0.51	7.99%
1.324	Regional Planning Service	38,123	5.69	37,376	5.58	748	0.11	2.00%
1.335	Geo-Spatial Referencing System	5,070	0.76	5,242	0.78	(173)	(0.03)	-3.29%
1.374	Regional Emergency Program Support	3,873	0.58	3,798	0.57	76	0.01	2.00%
1.375	Hazardous Material Incident Response	9,495	1.42	9,309	1.39	186	0.03	2.00%
1.911	Call Answer	4,720	0.70	4,105	0.61	615	0.09	14.99%
1.921	Regional CREST Contribution	44,612	6.66	43,755	6.53	858	0.13	1.96%
21.ALL	Feasibility Study Reserve Fund - ALL	-	-	4,818	0.72	(4,818)	(0.72)	-100.00%
	Total Regional	**$1,024,825**	**$152.96**	**$945,955**	**$141.18**	**$78,869**	**$11.77**	**8.34%**
1.230	Traffic Safety Commission	2,426	0.36	2,378	0.35	47	0.01	1.99%
1.311	Regional Housing Trust Fund	33,308	4.97	34,896	5.21	(1,588)	(0.24)	-4.55%
1.313	Animal Care Services	126,657	18.90	122,374	18.26	4,283	0.64	3.50%
1.913	Fire Dispatch	72,138	10.77	90,881	13.56	(18,743)	(2.80)	-20.62%
	Total Sub-Regional	**$234,529**	**$35.00**	**$250,529**	**$37.39**	**($16,000)**	**($2.39)**	**-6.39%**
1.103	Elections	28,323	4.23	10,811	1.61	17,512	2.61	161.98%
1.104	U.B.C.M.	5,193	0.78	3,385	0.51	1,808	0.27	53.40%
1.318	Building Inspection	201,453	30.07	194,078	28.97	7,375	1.10	3.80%
1.320	Noise Control	17,628	2.63	17,259	2.58	369	0.06	2.14%
1.322	Nuisances & Unsightly Premises	23,553	3.52	22,940	3.42	613	0.09	2.67%
1.372	Electoral Area Emergency Program	65,609	9.79	64,323	9.60	1,286	0.19	2.00%
	Total Joint Electoral Area	**$341,759**	**$51.01**	**$312,796**	**$46.69**	**$28,963**	**$4.32**	**9.26%**
1.111	Electoral Area Admin Exp-SSI	517,459	77.23	517,576	77.25	(117)	(0.02)	-0.02%
1.116	Grants in Aid - Salt Spring Island	50,052	7.47	50,052	7.47	-	-	0.00%
1.124	SSI Economic Development Commission	98,232	14.66	77,008	11.49	21,224	3.17	27.56%
1.141	Salt Spring Island Public Library	663,579	99.04	661,352	98.71	2,227	0.33	0.34%
1.236	Salt Spring Island Fernwood Dock	25,677	4.63	31,283	5.64	(5,606)	(1.01)	-17.92%
1.238A	Community Transit (S.S.I.)	197,332	29.45	182,252	27.20	15,080	2.25	8.27%
1.238B	Community Transportation (S.S.I.)	171,036	25.53	170,232	25.41	804	0.12	0.47%
1.299	Salt Spring Island Arts	120,120	17.93	118,512	17.69	1,608	0.24	1.36%
1.316	SSI House Numbering	9,567	1.43	9,458	1.41	109	0.02	1.15%
1.342	SSI Livestock Injury Compensation	3,150	0.47	-	-	3,150	0.47	0.00%
1.371	S.S.I. Emergency Program	127,913	19.09	127,913	19.09	-	-	0.00%
1.378	SSI Search and Rescue	24,955	3.72	23,336	3.48	1,619	0.24	6.94%
1.455	Salt Spring Island Community Parks	458,070	68.37	417,511	62.31	40,559	6.05	9.71%
1.458	Salt Spring Island Community Rec	54,580	8.15	53,511	7.99	1,069	0.16	2.00%
1.459	Salt Spring Island Park, Land & Rec Prog	1,547,913	231.03	1,468,919	219.24	78,994	11.79	5.38%
1.535	Stormwater Quality Management - S.S.I.	27,940	4.17	27,500	4.10	440	0.07	1.60%
1.925	Emergency Comm - Crest - S.S.I.	145,874	21.77	141,771	21.16	4,103	0.61	2.89%
3.705	S.S.I. Liquid Waste Disposal	375,745	67.94	356,696	64.50	19,049	3.44	5.34%
	Total SSI Electoral Area	**$4,619,194**	**$702.08**	**$4,434,882**	**$674.14**	**$184,312**	**$27.94**	**4.14%**
	Total Capital Regional District	**$6,220,307**	**$941.04**	**$5,944,162**	**$899.40**	**$276,144**	**$41.64**	**4.63%**
CRHD	Capital Regional Hospital District	846,378	126.32	900,244	$134.36	(53,866)	(8.04)	-5.98%
	Total CRD and CRHD	**$7,066,685**	**$1,067.37**	**$6,844,407**	**$1,033.76**	**$222,278**	**$33.60**	**3.25%**
	Average residential assessment - 2021	**$741,764**		**$741,764**				

Major Impacts (changes > +/- $1.00)

Change in Cost per Average Household

	$ Change	% of Total Increase
REGIONAL		
Legislative & General Government	9.00	0.87%
Regional Parks	21.01	2.03%
Regional Parks - Land Acquisition	(18.85)	-1.82%
SUB-REGIONAL		
Fire Dispatch	(2.80)	-0.27%
JOINT EA		
Elections	2.61	0.25%
Building Inspection	1.10	0.11%
SSI EA		
SSI Economic Development Commission	3.17	0.31%
Salt Spring Island Fernwood Dock	(1.01)	-0.10%
Community Transit (S.S.I.)	2.25	0.22%
Salt Spring Island Community Parks	6.05	0.59%
Salt Spring Island Park, Land & Rec Prog	11.79	1.14%
S.S.I. Liquid Waste Disposal**	3.44	0.33%
Capital Regional Hospital District	(8.04)	-0.78%
Other (changes < +/- $1.00)	3.87	0.37%
Total	**$33.60**	**3.25%**

	Salt Spring Island Local/Specified/Defined Services	2022	Cost per Avg. Res Asst/ Parcel	2021	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.234	Salt Spring Island Street Lighting	25,912	3.97	22,527	3.45	3,385	0.52	15.03%
2.620	SSI Highland Water System	30,861	127.88	31,119	128.95	(258)	(1.07)	-0.83%
2.621	Highland / Fernwood Water - SSI	75,000	237.06	75,000	237.06	-	-	0.00%
2.624	Beddis Water	74,960	575.88	73,470	564.43	1,490	11.45	2.03%
2.626	Fulford Water	47,500	490.16	37,500	386.97	10,000	103.19	26.67%
2.628	Cedar Lane Water	15,000	426.69	10,024	285.14	4,976	141.55	49.64%
2.660	Fernwood Water	14,427	192.21	13,493	179.76	934	12.44	6.92%
3.755	Regional Source Control - Maliview Estates / Ganges Sewer	6,395	15.04	6,270	*14.75*	125	0.29	2.00%
3.810	Ganges Sewer	58,140	146.74	57,000	143.86	1,140	2.88	2.00%
3.820	Maliview Estates Sewer System	4,760	50.49	4,670	49.54	90	0.95	1.93%
	Total Local/Specified/Defined Services	**352,955**		**331,073**		**21,882**		

Appendix B-2

Salt Spring Island - Operating Budget Highlights - Gross Expenditure (+/- 2.0% and +/- $20,000)

JDF Services +/- 2.0% and +/- $20,000	Gross Expenditure 2022	Gross Expenditure 2021	Changes $	Changes %	Main Budget Driver
1.124 - SSI Economic Development Commission	100,822	132,588	(31,766)	-24.0%	• One-time initiative in 2021 for Economic Development Officer(EDO) - funded by COVID 19 Safe Restart grant and external contribution
1.455 - Salt Spring Island - Community Parks	1,009,096	975,615	33,481	3.4%	• IBC 6c-1.3 Crime Prevention in Community Parks for Bylaw Enforcement • Increased transfer to Capital Reserve Fund (CRF) to fund capital program
1.459 - Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	1,988,640	1,759,079	229,561	13.1%	• Increase auxiliary staffing for Aquatic Program Workers $133k • IBC 13a-1.5: SSI Community Centre for additional recreation program $130k • Decrease in debt servicing cost due to debt retirement in 2021 $(28k)
1.535 - Stormwater Quality Management - S.S.I.	47,970	27,528	20,442	74.3%	• One-time project in 2022 for Option Analysis on island-wide drinking water and wastewater protection - funded by Operating Reserve Fund (ORF
3.705 - S.S.I. Liquid Waste Disposal	991,525	897,276	94,249	10.5%	• Sludge hauling costs $80k due to increase in volume and rate • Increased transfer to Capital Reserve Fund (CRF) to fund capital program $10k
Total Salt Spring Island Electoral Area	**4,138,053**	**3,792,086**	**345,967**	**9.1%**	
2.626 - Fulford Water	248,329	207,368	40,961	19.8%	• Increased transfer to Capital Reserve Fund (CRF) to fund capital program
3.810 - Ganges Sewer	1,085,199	1,059,376	25,823	2.4%	• Cyclical maintenance program for Outfall Inspection in 2022 $10k - funded by ORF • Increased transfer to Operating Reserve Fund (ORF) $2k
Total Local/Specified/Defined Area	**1,333,528**	**1,266,744**	**66,784**	**5.3%**	
Other (Services not meeting criteria above)	4,350,682	4,368,141	(17,459)	-0.4%	
Total Salt Spring Island	**9,822,263**	**9,426,971**	**395,292**	**4.2%**	

Appendix B-3

Salt Spring Islands 2022 Major Capital Projects ≥ $100,000

SERVICE AREA	$('000)	FUNDING SOURCE
Planning & Development		
1.238B SSI Community Transportation		
Construction Program for Pathway Network	220	Grants, Reserve
Recreation & Cultural Services		
1.455 SSI Community Parks		
Centennial Park upgrades	600	Grants
1.459 SSI Park Land & Rec		
Sport Field Development	450	Grants, Reserve
Expand or upgrade Trail Network and parking	100	Grants, Reserve
Design and construction of a new park maintenance facility	100	Reserves
Recreation Centre Expansion	1,203	Grants, Reserve
Water		
2.621 Highland/Fernwood Water		
Construct new intake and screen	110	Grants, Reserve
Sewer		
3.810 Ganges Sewer		
Construction of WWTP Chemical storage, lab, crew room facilities	200	Reserves
Aeration system improvement construction	100	Grants
3.820 Maliview Estates Sewer		
Upgrade current RBC process WWTP to MBBR process	300	Debt

Total Projects ≥ $100K	3,383
Total Projects < $100K	2,194
Total 2022 Capital Projects	5,577

Appendix B-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SSI
2022

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	11,080					11,080			11,080				11,080
1.141	SSI Public Library			120,000			120,000				110,000	10,000		120,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				47,500		47,500					47,500		47,500
1.238A	Community Transit (SSI)						-							-
1.238B	Community Transportation (SSI)				445,000		445,000				260,000	185,000		445,000
1.318	Building Inspection	35,032					35,032			35,032				35,032
1.455	SSI Community Parks	85,000	170,000		750,000		1,005,000			55,000	730,000	150,000	70,000	1,005,000
1.458	SSI Community Recreation	5,000			30,000		35,000			5,000		30,000		35,000
1.459	SSI Park Land & Rec Programs	70,000		1,427,735	450,000	200,002	2,147,737			70,000	1,542,862	534,875		2,147,737
2.620	Highland Water (SSI)				98,792		98,792	98,792						98,792
2.621	Highland & Fernwood Water (SSI)	64,000			140,000		204,000				140,000	64,000		204,000
2.622	Cedars of Tuam Water (SSI)	5,000			5,000		10,000					10,000		10,000
2.624	Beddis Water (SSI)	30,000					30,000					30,000		30,000
2.626	Fulford Water (SSI)	38,000			190,000		228,000				70,000	148,000	10,000	228,000
2.628	Cedar Lane Water (SSI)				30,000		30,000					30,000		30,000
3.705	SSI Septage / Composting				152,500		152,500				75,000	77,500		152,500
3.810	Ganges Sewer Utility (SSI)	190,000			487,500		677,500				140,000	537,500		677,500
3.820	Maliview Sewer Utility (SSI)				300,000		300,000		300,000					300,000
TOTAL		**533,112**	**170,000**	**1,547,735**	**3,126,292**	**200,002**	**5,577,141**	**98,792**	**300,000**	**176,112**	**3,067,862**	**1,854,375**	**80,000**	**5,577,141**

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 SSI Arts

1.316 Building Numbering

1.342 Livestock Injury Compensation

1.371 Emergency Program

1.378 Search and Rescue

Appendix B-5: SSI Service Budgets

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

2022 BUDGET

Elections

EAC REVIEW

OCTOBER 2021

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.

Change in Budget 2021 to 2022 Service: 1.103 Elections	Total Expenditure	Comments
2021 Budget	**25,070**	Non-election year, budget is soley for ORF transfer
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:		
Electoral Area Elections Expenditure:	122,500	EA Election Costs
	40,000	IBC-15d-2 EA Elections - To contract a Chief Election Officer (CEO) to coordinate the EA elections
Islands Trust	74,900	Island Trust Election - Full recovery from Island Trust
Other	462	
Total Other Changes	237,862	
2022 Budget	**262,932**	
% expense increase from 2021:	***948.8%***	
% Requisition increase from 2021 (if applicable):	***162.0%***	*Requisition funding is 27.6% of service revenue*

Overall 2021 Budget Performance
(expected variance to budget and surplus treatment)

No major variance is expected. Any minor variance will be adjusted to the ORF transfer at year end.

1.103 - Elections	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Electoral Area Elections	-	-	122,500	-	40,000	162,500	-	-	-	175,895
Islands Trust	-	-	74,900	-	-	74,900	-	-	-	81,074
Allocations and Insurance	37	37	32	-	-	32	32	32	32	32
TOTAL OPERATING COSTS	**37**	**37**	**197,432**	**-**	**40,000**	**237,432**	**32**	**32**	**32**	**257,001**
*Percentage Increase over prior year										
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	25,033	25,033	25,500	-	-	25,500	45,000	45,000	45,000	45,000
TOTAL COSTS	**25,070**	**25,070**	**222,932**	**-**	**40,000**	**262,932**	**45,032**	**45,032**	**45,032**	**302,001**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	(122,457)	-	-	(122,457)	-	-	-	(175,895)
Recovery from Islands Trust	-	-	(74,900)	-	-	(74,900)	-	-	-	(81,074)
Other Income	(66)	(66)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	**(66)**	**(66)**	**(197,427)**	**-**	**-**	**(197,427)**	**(70)**	**(70)**	**(70)**	**(257,039)**
REQUISITION	**(25,004)**	**(25,004)**	**(25,505)**	**-**	**(40,000)**	**(65,505)**	**(44,962)**	**(44,962)**	**(44,962)**	**(44,962)**
*Percentage increase over prior year Requisition			2.0%			162.0%	-31.4%	0.0%	0.0%	0.0%

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	2021	2022	2023	2024	2025	2026
Beginning Balance		76,873	102,647	5,690	50,690	95,690	140,690
Transfer from Op Budget		25,033	25,500	45,000	45,000	45,000	45,000
Transfer to Op Budget		-	(122,457)	-	-	-	(175,895)
Transfer from ERF		41	-	-	-	-	-
Interest Income		700	-	-	-	-	-
Ending Balance $		**102,647**	**5,690**	**50,690**	**95,690**	**140,690**	**9,795**

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

2022 Budget

UBCM

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Membership Fee	12,893	11,748	12,945	-	-	12,945	13,198	13,461	13,724	13,998
TOTAL COSTS	**12,893**	**11,748**	**12,945**	**-**	**-**	**12,945**	**13,198**	**13,461**	**13,724**	**13,998**
*Percentage Increase over prior year						0.4%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	1,145	(1,145)	-	-	(1,145)	-	-	-	-
Balance c/fwd from 2020 to 2021	(5,169)	(5,169)	-	-	-	-	-	-	-	-
Other Revenue	(97)	(97)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(5,266)**	**(4,121)**	**(1,245)**	**-**	**-**	**(1,245)**	**(100)**	**(100)**	**(100)**	**(100)**
REQUISITION	**(7,627)**	**(7,627)**	**(11,700)**	**-**	**-**	**(11,700)**	**(13,098)**	**(13,361)**	**(13,624)**	**(13,898)**
*Percentage increase over prior year Requisition						53.4%	11.9%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Building Inspection

EAC Review

OCTOBER 2021

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), Amendment 3780 (2011), and Amendment 4403 (2021). 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:

Not stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2021 to 2022 Service: 1.318 Building Inspection	Total Expenditure	Comments
2021 Budget	**1,653,290**	
Change in Salaries:		
Base salary change	6,603	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(768)	
0.5 FTE Administrative Clerk	38,204	2022 IBC: 11c-2 Building Inspection Information Services
Total Change in Salaries	44,039	
Other Changes:		
Standard Overhead Allocation	17,580	Increase due to 2021 operating cost increase and 4th year of new OH model implementation
Building Occupancy Allocation	41,952	Increased due to office space change, facility reserve contributions, loss revenue from rental and extended rental space for temporary swing office space
Human Resources Allocation	5,178	New Corporate Safety Resources
Bylaw Enforcement Labour Charge Out	5,000	Cost recovery from Bylaw services to issue building fines for building infractions
Real Estate Services Labour Charge Out	3,000	Labour charges from Real Estates Services to review land covenants
Staff Training and Development	4,500	Increased required training for Building Inspectors for WETT Certification
Transfer to Equipment Replacement Fund	10,000	Increase ERF contribution to fund 7 new workstations at Fisgard office and vehicle replacement
Other	4,895	
Total Other Changes	92,105	
2022 Budget	**1,789,434**	
% Expense increase from 2021:	***8.2%***	
% Requisition increase from 2021:	***3.8%***	*Requisition funding is 25.4% of service revenue*

Overall 2021 Budget Performance
(expected variance to budget and surplus treatment)

Permit fee revenues are projected at $180,859 (17.75%) higher than budget as we have experienced higher permit fee revenue in 2021. Total expenditures are projected at $75,990 (-4.7%) lower than budget mainly due to staff vacancies. $256,849 surplus in 2021 is projected to be balanced on increased transfers to the Operating Reserve Fund ($182,849) and Equipment Replacement Fund ($74,000).

1.318 - Building Inspection	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries & Wages	1,151,316	1,088,446	1,157,151	38,204	-	1,195,355	1,220,911	1,247,014	1,273,685	1,300,932
Telecommunications	35,890	35,890	36,610	-	-	36,610	37,340	38,090	38,850	39,630
Legal Expenses	10,390	10,390	10,600	-	-	10,600	10,810	11,030	11,250	11,480
Building Rent	34,450	34,450	34,880	-	-	34,880	35,610	36,350	37,110	37,860
Supplies	16,380	16,380	16,700	-	-	16,700	17,040	17,380	17,720	18,080
Allocations	225,494	227,634	298,869	-	-	298,869	303,484	309,401	315,451	321,620
Other Operating Expenses	146,070	130,810	153,120	-	-	153,120	156,220	159,410	162,660	165,960
TOTAL OPERATING COSTS	**1,619,990**	**1,544,000**	**1,707,930**	**38,204**	**-**	**1,746,134**	**1,781,415**	**1,818,675**	**1,856,726**	**1,895,562**
*Percentage Increase over prior year						7.8%	2.0%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	10,000	84,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Operating Reserve Fund	-	182,849	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**10,000**	**266,849**	**20,000**	**-**	**-**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	**1,653,290**	**1,834,149**	**1,751,230**	**38,204**	**-**	**1,789,434**	**1,824,715**	**1,861,975**	**1,900,026**	**1,938,862**
Internal Recoveries	(29,486)	(29,486)	(30,076)	-	-	(30,076)	(30,678)	(31,290)	(31,916)	(32,555)
TOTAL COSTS LESS INTERNAL RECOVERIES	**1,623,804**	**1,804,663**	**1,721,154**	**38,204**	**-**	**1,759,358**	**1,794,037**	**1,830,685**	**1,868,110**	**1,906,307**
FUNDING SOURCES (REVENUE)						8.3%	2.0%	2.0%	2.0%	2.0%
Transfer from Operating Reserve Fund	(126,400)	(126,400)	(63,668)	-	-	(63,668)	(56,280)	(49,695)	(42,697)	(35,245)
Permit Fees Revenue	(1,019,141)	(1,200,000)	(1,200,000)	-	-	(1,200,000)	(1,224,000)	(1,248,480)	(1,273,450)	(1,298,920)
Contract Revenue	(36,781)	(36,781)	(37,510)	-	-	(37,510)	(38,250)	(39,020)	(39,800)	(40,590)
Grants in Lieu of Taxes	(1,656)	(1,656)	(1,690)	-	-	(1,690)	(1,720)	(1,750)	(1,790)	(1,830)
Revenue - Other	(2,562)	(2,562)	(2,610)	-	-	(2,610)	(2,660)	(2,710)	(2,760)	(2,820)
TOTAL REVENUE	**(1,186,540)**	**(1,367,399)**	**(1,305,478)**	**-**	**-**	**(1,305,478)**	**(1,322,910)**	**(1,341,655)**	**(1,360,497)**	**(1,379,405)**
REQUISITION	**(437,264)**	**(437,264)**	**(415,676)**	**(38,204)**	**-**	**(453,880)**	**(471,127)**	**(489,030)**	**(507,613)**	**(526,902)**
*Percentage increase over prior year Requisition			-4.9%	8.7%		3.8%	3.8%	3.8%	3.8%	3.8%
AUTHORIZED POSITIONS Salaried FTE	9.7		9.7	0.5		10.2	10.2	10.2	10.2	10.2

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.318 Building Inspection		Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE									
Buildings		B	$0	$0	$0	$0	$0	$0	$0
Equipment		E	$0	$78,900	$6,000	$5,500	$4,500	$6,000	$100,900
Land		L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures		S	$0	$0	$0	$0	$0	$0	$0
Vehicles		V	$0	$0	$50,000	$0	$0	$50,000	$100,000
			$0	**$78,900**	**$56,000**	**$5,500**	**$4,500**	**$56,000**	**$200,900**
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	$78,900	$56,000	$5,500	$4,500	$56,000	$200,900
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	$0	$0	$0	$0	$0	$0
			$0	**$78,900**	**$56,000**	**$5,500**	**$4,500**	**$56,000**	**$200,900**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.318

Service Name: Building Inspection

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	$90,000	V	ERF	$0	$0	$50,000	$0	$0	$50,000	$100,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	$5,000	E	ERF	$0	$8,600	$6,000	$5,500	$4,500	$6,000	$30,600
22-01	Replacement	Phone System	Salt Spring Island phone system replacement	$16,000	E	ERF	$0	$16,000	$0	$0	$0	$0	$16,000
22-02	New	New Furniture - Fisgard	7 furniture workstations for Fisgard department move to new location (Starbucks)	$50,000	E	ERF	$0	$50,000	$0	$0	$0	$0	$50,000
22-03	New	Microfiche Computer	New pc and monitor for microfiche reader used for FOI requests at Fisgard	$1,300	E	ERF	$0	$1,300	$0	$0	$0	$0	$1,300
22-04	Replacement	JDF Printer	Replacement of shared printer	$3,000	E	ERF	$0	$3,000	$0	$0	$0	$0	$3,000
			GRAND TOTAL	**$165,300**			**$0**	**$78,900**	**$56,000**	**$5,500**	**$4,500**	**$56,000**	**$200,900**

Service:	1.318	Building Inspection

Project Number	18-01	**Capital Project Title**	Vehicle Replacement	**Capital Project Description**	Vehicle Replacement
Project Rationale	Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections.				

Project Number	19-01	**Capital Project Title**	Computer Replacement	**Capital Project Description**	Replacement of Computer equipment
Project Rationale	As per IT's replacement schedule for department computers.				

Project Number	22-01	**Capital Project Title**	Phone System	**Capital Project Description**	Salt Spring Island phone system replacement
Project Rationale	Replace 20 year-old phone system that is antiquated, has insufficient number of phones lines and no voicemail. Telus has advised parts are no longer available.				

Project Number	22-02	**Capital Project Title**	New Furniture - Fisgard	**Capital Project Description**	7 furniture workstations for Fisgard department move to new location (Starbucks)
Project Rationale	Department has been reassigned to a new locaton on the first floor at Fisgard and advised that new furniture is required to fit the dimensions of the new area.				

Project Number	22-03	**Capital Project Title**	Microfiche Computer	**Capital Project Description**	New pc and monitor for microfiche reader used for FOI requests at Fisgard
Project Rationale	Add new pc for microfiche reader used for FOI requests at Fisgard. Volume of FOI's have substantially increased that a stand-alone pc is required.				

Project Number	22-04	**Capital Project Title**	JDF Printer	**Capital Project Description**	Replacement of shared printer
Project Rationale	Building Inspection JDF office shares a printer with the Planning Department. Expected replacement of printer in 2022.				

Building Inspection
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	247,741	184,073	127,793	78,098	35,401	156
Equipment Replacement Fund	106,605	47,705	11,705	26,205	41,705	5,705
Total	**354,346**	**231,778**	**139,498**	**104,303**	**77,106**	**5,861**

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:	**105544**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		189,592	247,741	184,073	127,793	78,098	35,401
Transfer from Ops Budget		182,849	-	-	-	-	-
Expenditures		(126,400)	(63,668)	(56,280)	(49,695)	(42,697)	(35,245)
Interest Income		1,700					
Ending Balance $		**247,741**	**184,073**	**127,793**	**78,098**	**35,401**	**156**

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**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		77,605	106,605	47,705	11,705	26,205	41,705
Transfer from Ops Budget		84,000	20,000	20,000	20,000	20,000	20,000
Planned Purchase		(55,000)	(78,900)	(56,000)	(5,500)	(4,500)	(56,000)
Interest Income		-					
Ending Balance $		**106,605**	**47,705**	**11,705**	**26,205**	**41,705**	**5,705**

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

2022 BUDGET

NOISE CONTROL

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Legal	6,900	6,900	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	2,304	2,304	2,597	-	-	2,597	2,646	2,696	2,747	2,798
Internal Time Charges	29,876	29,876	30,474	-	-	30,474	31,068	31,673	32,290	32,921
Other Operating Expenses	60	80	50	-	-	50	50	50	50	50
TOTAL OPERATING COSTS	**39,140**	**39,160**	**40,021**	**-**	**-**	**40,021**	**40,804**	**41,599**	**42,407**	**43,239**
*Percentage Increase over prior year						2.3%	2.0%	1.9%	1.9%	2.0%
Transfer to Operating Reserve Fund	-	30	-	-	-	-	-	-	-	-
TOTAL COSTS	**39,140**	**39,190**	**40,021**	**-**	**-**	**40,021**	**40,804**	**41,599**	**42,407**	**43,239**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(155)	(155)	(155)	-	-	(155)	(155)	(155)	(155)	(155)
Revenue - Other	(100)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	**(255)**	**(305)**	**(305)**	**-**	**-**	**(305)**	**(305)**	**(305)**	**(305)**	**(305)**
REQUISITION	**(38,885)**	**(38,885)**	**(39,716)**	**-**	**-**	**(39,716)**	**(40,499)**	**(41,294)**	**(42,102)**	**(42,934)**
*Percentage increase over prior year Requisition						2.1%	2.0%	2.0%	2.0%	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	2021	2022	2023	2024	2025	2026
Beginning Balance		8,977	9,061	9,061	9,061	9,061	9,061
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		84					
Ending Balance $		**9,061**	**9,061**	**9,061**	**9,061**	**9,061**	**9,061**

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

2022 BUDGET

Nuisance & Unsightly Premises

EAC REVIEW

OCTOBER 2021

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Legal	2,085	2,085	2,130	-	-	2,130	2,170	2,210	2,250	2,300
Allocations	2,825	2,825	3,240	-	-	3,240	3,301	3,365	3,429	3,494
Internal Time Charges	46,750	46,750	47,685	-	-	47,685	48,615	49,562	50,528	51,515
Other Operating Expenses	330	330	320	-	-	320	320	320	320	320
TOTAL OPERATING COSTS	**51,990**	**51,990**	**53,375**	**-**	**-**	**53,375**	**54,406**	**55,457**	**56,527**	**57,629**
*Percentage Increase over prior year						2.7%	1.9%	1.9%	1.9%	1.9%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL COSTS	**51,990**	**51,990**	**53,375**	**-**	**-**	**53,375**	**54,406**	**55,457**	**56,527**	**57,629**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(206)	(206)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(306)**	**(306)**	**(310)**	**-**	**-**	**(310)**	**(310)**	**(310)**	**(310)**	**(310)**
REQUISITION	**(51,684)**	**(51,684)**	**(53,065)**	**-**	**-**	**(53,065)**	**(54,096)**	**(55,147)**	**(56,217)**	**(57,319)**
*Percentage increase over prior year Requisition						2.7%	1.9%	1.9%	1.9%	2.0%

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	2021	2022	2023	2024	2025	2026
Beginning Balance		2,234	2,256	2,256	2,256	2,256	2,256
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		21					
Ending Balance $		**2,256**	**2,256**	**2,256**	**2,256**	**2,256**	**2,256**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 BUDGET

Electora Area Emergency Planning Coordination

EAC REVIEW

OCTOBER 2021

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 - Electora Area Emergency Planning Coordination	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries	532,583	511,000	538,896	-	-	538,896	550,487	562,330	574,420	586,772
Contract for Services	-	-	-	-	-	-	-	-	-	-
Travel Expenses	1,820	1,000	1,860	-	-	1,860	1,900	1,940	1,980	2,020
Telecommunications	6,810	6,810	6,950	-	-	6,950	7,090	7,230	7,370	7,520
Staff Training & Development	1,620	1,620	1,650	-	-	1,650	1,680	1,710	1,740	1,770
Supplies	2,010	2,010	2,050	-	-	2,050	2,090	2,130	2,170	2,210
Allocations	59,170	59,170	62,608	-	-	62,608	63,862	65,141	66,440	67,769
Other Operating Expenses	8,630	8,630	8,750	-	-	8,750	8,930	9,110	9,290	9,470
TOTAL OPERATING COSTS	**612,643**	**590,240**	**622,764**	**-**	**-**	**622,764**	**636,039**	**649,591**	**663,410**	**677,531**
*Percentage Increase over prior year						1.7%	2.1%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	22,693	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	7,324	7,324	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	**7,324**	**30,017**	**7,500**	**-**	**-**	**7,500**	**7,500**	**7,500**	**7,500**	**7,500**
TOTAL COSTS	**619,967**	**620,257**	**630,264**	**-**	**-**	**630,264**	**643,539**	**657,091**	**670,910**	**685,031**
Internal Recoveries	(459,671)	(459,671)	(468,860)	-	-	(468,860)	(478,240)	(487,801)	(497,561)	(507,510)
OPERATING COSTS LESS INTERNAL RECOVERIES	**160,296**	**160,586**	**161,404**	**-**	**-**	**161,404**	**165,299**	**169,290**	**173,349**	**177,521**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(14,486)	(14,486)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	(12,674)	-	-	(12,674)	(10,639)	(8,460)	(6,099)	(3,601)
Grants in Lieu of Taxes	(578)	(578)	(590)	-	-	(590)	(600)	(610)	(620)	(630)
Revenue - Other	(310)	(600)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
TOTAL REVENUE	**(15,374)**	**(15,664)**	**(13,584)**	**-**	**-**	**(13,584)**	**(11,569)**	**(9,410)**	**(7,069)**	**(4,591)**
REQUISITION	**(144,922)**	**(144,922)**	**(147,820)**	**-**	**-**	**(147,820)**	**(153,730)**	**(159,880)**	**(166,280)**	**(172,930)**
*Percentage increase over prior year Requisition						2.0%	4.0%	4.0%	4.0%	4.0%
AUTHORIZED POSITIONS										
Salaried FTE	4.0		4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.372 Emergency Planning Coordination	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$0	$0	$2,500	$0	$0	$2,500
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	**$0**	**$0**	**$2,500**	**$0**	**$0**	**$2,500**
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	$0	$0	$2,500	$0	$0	$2,500
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	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$0**	**$2,500**	**$0**	**$0**	**$2,500**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.372

Service Name: Emergency Planning Coordination

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	$2,500	E	ERF	$0	$0	$0	$2,500	$0	$0	$2,500
			GRAND TOTAL	**$2,500**			**$0**	**$0**	**$0**	**$2,500**	**$0**	**$0**	**$2,500**

Electora Area Emergency Planning Coordination
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	59,344	46,670	36,031	27,571	21,472	17,871
Equipment Replacement Fund	7,494	14,994	22,494	27,494	34,994	42,494
Total	**66,838**	**61,664**	**58,525**	**55,065**	**56,466**	**60,365**

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to to enable one-time programs and to cover unforeseen emergency response costs.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105545	2021	2022	2023	2024	2025	2026
Beginning Balance		36,311	59,344	46,670	36,031	27,571	21,472
Transfer from Ops Budget		22,693	-	-	-	-	-
Transfer to Ops Budget		-	(12,674)	(10,639)	(8,460)	(6,099)	(3,601)
Interest Income		340					
Ending Balance $		**59,344**	**46,670**	**36,031**	**27,571**	**21,472**	**17,871**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101985	2021	2022	2023	2024	2025	2026
Beginning Balance		2,670	7,494	14,994	22,494	27,494	34,994
Transfer from Op Budget		7,324	7,500	7,500	7,500	7,500	7,500
Planned Purchase		(2,500)	-	-	(2,500)	-	-
Interest Income		-					
Ending Balance $		**7,494**	**14,994**	**22,494**	**27,494**	**34,994**	**42,494**

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2022 Budget

Admin Expenditures (SSI)

EAC REVIEW

OCTOBER 2021

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 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 Salt Spring Island

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition and internal allocation

1.111 - Admin Expenditures (SSI) Director & Management	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Director Admin	101,718	81,668	86,837	-	15,000	101,837	88,594	90,386	92,218	94,070
Management Services	900,180	876,254	886,608	-	-	886,608	917,396	924,539	959,084	964,089
TOTAL OPERATING COSTS	**1,001,898**	**957,922**	**973,445**	**-**	**15,000**	**988,445**	**1,005,990**	**1,014,925**	**1,051,302**	**1,058,159**
*Percentage Increase over prior year						-1.3%	1.8%	0.9%	3.6%	0.7%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	5,500	26,761	500	-	-	500	5,500	5,500	5,500	5,500
TOTAL CAPITAL / RESERVES	**5,500**	**26,761**	**500**	**-**	**-**	**500**	**5,500**	**5,500**	**5,500**	**5,500**
TOTAL COSTS	**1,007,398**	**984,683**	**973,945**	**-**	**15,000**	**988,945**	**1,011,490**	**1,020,425**	**1,056,802**	**1,063,659**
Labour Recovery	(240,729)	(240,729)	(245,510)	-	-	(245,510)	(254,613)	(258,104)	(266,025)	(269,270)
Internal Allocations	(199,482)	(196,817)	(205,206)	-	-	(205,206)	(215,574)	(213,770)	(225,822)	(222,691)
TOTAL RECOVERIES	**(440,211)**	**(437,546)**	**(450,716)**	**-**	**-**	**(450,716)**	**(470,187)**	**(471,874)**	**(491,847)**	**(491,961)**
COSTS LESS INTERNAL RECOVERIES	**567,187**	**547,137**	**523,229**	**-**	**15,000**	**538,229**	**541,303**	**548,551**	**564,955**	**571,698**
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from 2021 to 2022	-	20,050	(5,050)	-	(15,000)	(20,050)	-	-	-	-
Balance C/F from 2020 to 2021	(37,102)	(37,102)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(399)	(399)	(400)	-	-	(400)	(370)	(380)	(390)	(400)
Provincial Grant	(11,800)	(11,800)	-	-	-	-	-	-	-	-
Other Income	(310)	(310)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
TOTAL REVENUE	**(49,611)**	**(29,561)**	**(5,770)**	**-**	**(15,000)**	**(20,770)**	**(700)**	**(720)**	**(740)**	**(760)**
REQUISITION	**(517,576)**	**(517,576)**	**(517,459)**	**-**	**-**	**(517,459)**	**(540,603)**	**(547,831)**	**(564,215)**	**(570,938)**
*Percentage increase over prior year Requisition						0.0%	4.5%	1.3%	3.0%	1.2%
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	2021		BUDGET REQUEST	2022			FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries and Wages	55,772	55,772	55,829	-	-	55,829	56,964	58,124	59,310	60,510
Contract for Services	15,000	-	-	-	15,000	15,000	-	-	-	-
Allocations	11,936	11,936	11,843	-	-	11,843	12,080	12,322	12,568	12,820
Travel & Training	5,550	5,000	5,660	-	-	5,660	5,770	5,890	6,010	6,130
Building Rental	6,840	6,840	7,045	-	-	7,045	7,190	7,330	7,480	7,630
Operating - Other	6,620	2,120	6,460	-	-	6,460	6,590	6,720	6,850	6,980
TOTAL OPERATING COSTS	**101,718**	**81,668**	**86,837**	**-**	**15,000**	**101,837**	**88,594**	**90,386**	**92,218**	**94,070**
*Percentage Increase over prior year						0.1%	-13.0%	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	**102,218**	**82,168**	**87,337**	**-**	**15,000**	**102,337**	**89,094**	**90,886**	**92,718**	**94,570**
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from 2021 to 2022	-	20,050	(5,050)	-	(15,000)	(20,050)	-	-	-	-
Balance C/F from 2020 to 2021	(15,000)	(15,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(69)	(69)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Other Income	(310)	(310)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
TOTAL REVENUE	**(15,379)**	**4,671**	**(5,440)**	**-**	**(15,000)**	**(20,440)**	**(400)**	**(410)**	**(420)**	**(430)**
REQUISITION	**(86,839)**	**(86,839)**	**(81,897)**	**-**	**-**	**(81,897)**	**(88,694)**	**(90,476)**	**(92,298)**	**(94,140)**
*Percentage increase over prior year Requisition						-5.7%	8.3%	2.0%	2.0%	2.0%

1.111 - Admin Expenditures (SSI) Management Services	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries and Wages	705,780	696,000	697,281	-	-	697,281	712,288	727,610	743,264	759,256
Allocations	46,720	46,720	50,527	-	-	50,527	51,538	52,569	53,620	54,693
Vehicles & Travel	9,000	6,500	9,060	-	-	9,060	9,240	9,420	9,600	9,790
Legal Expenses	5,000	-	5,000	-	-	5,000	5,100	5,200	5,300	5,410
Staff Training, Moving & Dues	13,700	1,327	14,000	-	-	14,000	14,280	14,560	14,840	15,140
Operating - Other	119,980	125,707	110,740	-	-	110,740	124,950	115,180	132,460	119,800
TOTAL OPERATING COSTS	**900,180**	**876,254**	**886,608**	**-**	**-**	**886,608**	**917,396**	**924,539**	**959,084**	**964,089**
*Percentage Increase over prior year						-1.5%	3.5%	0.8%	3.7%	0.5%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	5,000	26,261	-	-	-	-	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	**5,000**	**26,261**	**-**	**-**	**-**	**-**	**5,000**	**5,000**	**5,000**	**5,000**
TOTAL COSTS	**905,180**	**902,515**	**886,608**	**-**	**-**	**886,608**	**922,396**	**929,539**	**964,084**	**969,089**
Labour Recovery	(240,729)	(240,729)	(245,510)	-	-	(245,510)	(254,613)	(258,104)	(266,025)	(269,270)
Internal Allocations	(199,482)	(196,817)	(205,206)	-	-	(205,206)	(215,574)	(213,770)	(225,822)	(222,691)
TOTAL RECOVERIES	**(440,211)**	**(437,546)**	**(450,716)**	**-**	**-**	**(450,716)**	**(470,187)**	**(471,874)**	**(491,847)**	**(491,961)**
COSTS LESS INTERNAL RECOVERIES	**464,969**	**464,969**	**435,892**	**-**	**-**	**435,892**	**452,209**	**457,665**	**472,237**	**477,128**
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance C/F from 2020 to 2021	(22,102)	(22,102)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(330)	(330)	(330)	-	-	(330)	(300)	(310)	(320)	(330)
Provincial Grant	(11,800)	(11,800)	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(34,232)**	**(34,232)**	**(330)**	**-**	**-**	**(330)**	**(300)**	**(310)**	**(320)**	**(330)**
REQUISITION	**(430,737)**	**(430,737)**	**(435,562)**	**-**	**-**	**(435,562)**	**(451,909)**	**(457,355)**	**(471,917)**	**(476,798)**
*Percentage increase over prior year Requisition						1.1%	3.8%	1.2%	3.2%	1.0%
FTE's	5.8	5.8	5.8			5.8	5.8	5.8	5.8	5.8

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.111 SSI Admin. Expenditures	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$11,080	$1,650	$5,400	$2,750	$8,900	$29,780
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	**$11,080**	**$1,650**	**$5,400**	**$2,750**	**$8,900**	**$29,780**
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	$11,080	$1,650	$5,400	$2,750	$8,900	$29,780
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	$0	$0	$0	$0	$0	$0
		$0	**$11,080**	**$1,650**	**$5,400**	**$2,750**	**$8,900**	**$29,780**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.111

Service Name: SSI Admin. Expenditures

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-01	Replacement	Computer	Computer Replacement - Admin 1.11	$27,300	E	ERF	$0	$8,600	$1,650	$5,400	$2,750	$8,900	$27,300
22-02	Replacement	Computer	Computer Replacement - Director	$2,480	E	ERF	$0	$2,480	$0	$0	$0	$0	$2,480
			GRAND TOTAL	**$29,780**			**$0**	**$11,080**	**$1,650**	**$5,400**	**$2,750**	**$8,900**	**$29,780**

Admin Expenditures (SSI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Equipment Replacement Funds	46,763	36,183	40,033	40,133	42,883	39,483
Total	**46,763**	**36,183**	**40,033**	**40,133**	**42,883**	**39,483**

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**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		17,053	37,104	26,024	29,374	28,974	31,224
Transfer from Ops Budget		26,261	-	5,000	5,000	5,000	5,000
Planned Purchase		(6,210)	(11,080)	(1,650)	(5,400)	(2,750)	(8,900)
Interest Income		-					
Ending Balance $		**37,104**	**26,024**	**29,374**	**28,974**	**31,224**	**27,324**

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**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		9,159	9,659	10,159	10,659	11,159	11,659
Transfer from Ops Budget		500	500	500	500	500	500
Planned Purchase		-					
Interest Income		-					
Ending Balance $		**9,659**	**10,159**	**10,659**	**11,159**	**11,659**	**12,159**

Assumptions/Background:

Office equipment, computers, and vehicle replacement

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Grant-in-Aid

EAC REVIEW

OCTOBER 2021

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:

Greater of $152,452 or $0.05 / $1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of $235,427.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.116 - SSI Grants in Aid	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	ONGOING	ONE-TIME	TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Grants in Aid	79,398	59,951	51,905	-	15,000	66,905	48,399	49,361	50,342	51,342
Allocations	2,287	2,287	2,834	-	-	2,834	2,891	2,949	3,008	3,068
Payments to 3rd parties	-	-	-	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	**81,685**	**62,238**	**54,739**	**-**	**15,000**	**69,739**	**51,290**	**52,310**	**53,350**	**54,410**
*Percentage Increase over prior year						-14.6%	-26.5%	2.0%	2.0%	2.0%
TRANSFERS										
Transfer to General Capital Funds	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**81,685**	**62,238**	**54,739**	**-**	**15,000**	**69,739**	**51,290**	**52,310**	**53,350**	**54,410**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	19,447	(4,447)	-	(15,000)	(19,447)	-	-	-	-
Balance c/fwd from 2020 to 2021	(6,398)	(6,398)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(35)	(35)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Other Grants	(25,000)	(25,000)	-	-	-	-	-	-	-	-
Other Revenue	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(31,633)**	**(12,186)**	**(4,687)**	**-**	**(15,000)**	**(19,687)**	**(240)**	**(240)**	**(240)**	**(240)**
REQUISITION	**(50,052)**	**(50,052)**	**(50,052)**	**-**	**-**	**(50,052)**	**(51,050)**	**(52,070)**	**(53,110)**	**(54,170)**
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

SSI Economic Development Commission

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $313,105.

COMMISSION:

Not less than 7 and no more than 9 members.

FUNDING:

Requisition

1.124 - SSI Economic Development Commission	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Contract for Services	15,000	15,000	15,000	10,000	-	25,000	75,500	77,010	78,550	80,120
Website Maintenance	15,000	15,000	15,000	-	-	15,000	15,000	15,000	15,000	15,000
Project Costs	60,286	52,986	20,000	-	-	20,000	28,400	20,000	20,000	20,000
Third Payment Payments	20,000	20,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Internal Allocations	9,992	9,992	11,642	-	-	11,642	12,092	12,066	12,583	12,507
Operating - Other	9,750	12,050	9,180	-	-	9,180	9,370	9,560	9,750	9,950
TOTAL OPERATING COSTS	**130,028**	**125,028**	**90,822**	**10,000**	**-**	**100,822**	**160,362**	**153,636**	**155,883**	**157,577**
*Percentage Increase over prior year						-22.5%	59.1%	-4.2%	1.5%	1.1%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	2,560	2,560	-	-	-	-	-	1,000	1,000	1,000
TOTAL COSTS	**132,588**	**127,588**	**90,822**	**10,000**	**-**	**100,822**	**160,362**	**154,636**	**156,883**	**158,577**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(20,000)	(20,000)	(2,000)	-	-	(2,000)	-	-	-	-
Grants in Lieu of Taxes	(60)	(60)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
Provincial Grants-Safe Restart	(10,000)	(10,000)	-	-	-	-	-	-	-	-
Contributions from Chamber of Commerce	(25,000)	(20,000)	-	-	-	-	-	-	-	-
Other Income	(520)	(520)	(530)	-	-	(530)	(540)	(550)	(560)	(570)
TOTAL REVENUE	**(55,580)**	**(50,580)**	**(2,590)**	**-**	**-**	**(2,590)**	**(600)**	**(610)**	**(620)**	**(630)**
REQUISITION	**(77,008)**	**(77,008)**	**(88,232)**	**(10,000)**	**-**	**(98,232)**	**(159,762)**	**(154,026)**	**(156,263)**	**(157,947)**
*Percentage increase over prior year Requisition			14.6%			27.6%	62.6%	-3.6%	1.5%	1.1%

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 2021	Budget 2022	2023	2024	2025	2026
Beginning Balance	30,181	13,021	11,021	11,021	12,021	13,021
Transfer from Ops Budget	2,560	-	-	1,000	1,000	1,000
Transfer to Ops Budget	(20,000)	(2,000)	-	-	-	-
Planned Maintenance Activity	Phase 2: Regulatory Road Map	Transfer to support core budget				
Interest Income	280					
Ending Balance $	**13,021**	**11,021**	**11,021**	**12,021**	**13,021**	**14,021**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

SSI Public Library

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $875,789.

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Contribution to Library	425,850	425,850	434,370	11,480	-	445,850	454,770	463,870	473,150	482,610
Allocations	20,217	20,217	30,138	-	-	30,138	30,741	31,356	31,983	32,622
Insurance	5,840	5,840	7,170	-	-	7,170	7,530	7,910	8,300	8,710
Other Operating Expenses	10,908	10,908	6,573	-	-	6,573	6,648	6,728	6,808	6,888
Contingency	2,520	2,520	2,500	-	-	2,500	2,500	2,500	2,500	2,500
TOTAL OPERATING COSTS	**465,335**	**465,335**	**480,751**	**11,480**	**-**	**492,231**	**502,189**	**512,364**	**522,741**	**533,330**
*Percentage Increase over prior year						5.8%	2.0%	2.0%	2.0%	2.0%
DEBT / RESERVE										
Transfer to Capital Reserve Fund	-	-	26,780	-	-	26,780	30,107	33,482	36,925	40,426
MFA Debt Reserve Fund	730	730	650	-	-	650	650	650	650	650
MFA Principal Payment	122,355	122,355	112,357	-	-	112,357	112,357	112,357	112,357	112,357
MFA Interest Payment	74,975	74,975	33,250	-	-	33,250	33,250	33,250	33,250	33,250
TOTAL DEBT / RESERVE	**198,060**	**198,060**	**173,037**	**-**	**-**	**173,037**	**176,364**	**179,739**	**183,182**	**186,683**
TOTAL COSTS	**663,395**	**663,395**	**653,788**	**11,480**	**-**	**665,268**	**678,553**	**692,103**	**705,923**	**720,013**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(513)	(513)	(513)	-	-	(513)	(513)	(513)	(513)	(513)
MFA Debt reserve fund earnings	(730)	(730)	(650)	-	-	(650)	(650)	(650)	(650)	(650)
Other Income	(800)	(800)	(526)	-	-	(526)	(540)	(550)	(560)	(570)
TOTAL REVENUE	**(2,043)**	**(2,043)**	**(1,689)**	**-**	**-**	**(1,689)**	**(1,703)**	**(1,713)**	**(1,723)**	**(1,733)**
REQUISITION	**(661,352)**	**(661,352)**	**(652,099)**	**(11,480)**	**-**	**(663,579)**	**(676,850)**	**(690,390)**	**(704,200)**	**(718,280)**
*Percentage increase over prior year Requisition						0.3%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.141 SSI Public Library		Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE									
Buildings		B	$15,000	$120,000	$0	$0	$0	$0	$120,000
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
			$15,000	**$120,000**	**$0**	**$0**	**$0**	**$0**	**$120,000**
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	$15,000	$110,000	$0	$0	$0	$0	$110,000
Donations / Third Party Funding		Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund		Res	$0	$10,000	$0	$0	$0	$0	$10,000
			$15,000	**$120,000**	**$0**	**$0**	**$0**	**$0**	**$120,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.141
Service Name: SSI Public Library

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	New	Library Interior Renovation	Library Interior Renovation	$50,000	B	Grant	$15,000	$15,000	$0	$0	$0	$0	$15,000
21-02	New	Emergency Repairs	Unforseen Emergency Repairs	$10,000	B	Res	$0	$10,000	$0	$0	$0	$0	$10,000
22-01	New	HVAC Upgrades	New A/C Unit	$95,000	B	Grant	$0	$95,000	$0	$0	$0	$0	$95,000
			GRAND TOTAL	**$155,000**			**$15,000**	**$120,000**	**$0**	**$0**	**$0**	**$0**	**$120,000**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		63,136	43,736	60,516	90,623	124,105	161,030
Transfer from Ops Budget		-	26,780	30,107	33,482	36,925	40,426
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(20,000)	(10,000)	-	-	-	-
Interest Income		600					
Ending Balance $		**43,736**	**60,516**	**90,623**	**124,105**	**161,030**	**201,456**

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

2022 Budget

SSI Street Lighting

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $34,538.

FUNDING:

Requisition

1.234 - SSI Street Lighting	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Electricity	24,648	24,400	24,900	-	-	24,900	25,400	25,910	26,430	26,960
Allocations	1,347	1,347	1,300	-	-	1,300	1,326	1,352	1,379	1,407
Other Operating Expenses	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**25,995**	**25,747**	**26,200**	**-**	**-**	**26,200**	**26,726**	**27,262**	**27,809**	**28,367**
*Percentage Increase over prior year						0.8%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	248	(248)	-	-	(248)	-	-	-	-
Balance c/fwd from 2020 to 2021	(3,428)	(3,428)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	**(3,468)**	**(3,220)**	**(288)**	**-**	**-**	**(288)**	**(40)**	**(40)**	**(40)**	**(40)**
REQUISITION	**(22,527)**	**(22,527)**	**(25,912)**	**-**	**-**	**(25,912)**	**(26,686)**	**(27,222)**	**(27,769)**	**(28,327)**
*Percentage increase over prior year Requisition						15.0%	3.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Fernwood Dock (SSI)

EAC REVIEW

OCTOBER 2021

Service: 1.236 SSI Small Craft Harbour (Fernwood Dock) **Committee: Salt Spring Island Parks & 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 $235,427.

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)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Repairs & Maintenance	9,150	2,500	3,500	-	-	3,500	3,570	3,640	3,710	3,780
Insurance	3,244	3,244	3,220	-	-	3,220	3,380	3,550	3,720	3,900
Supplies	745	725	760	-	-	760	770	780	790	800
Allocations	3,846	6,346	6,177	-	-	6,177	6,460	6,740	7,030	7,330
Other Operating Expenses	2,158	1,400	2,190	-	-	2,190	2,230	2,270	2,310	2,350
TOTAL OPERATING COSTS	**19,143**	**14,215**	**15,847**	**-**	**-**	**15,847**	**16,410**	**16,980**	**17,560**	**18,160**
*Percentage Increase over prior year						-17.2%	3.6%	3.5%	3.4%	3.4%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	12,310	17,238	10,000	-	-	10,000	9,950	9,900	9,850	9,790
TOTAL CAPITAL / RESERVE	**12,310**	**17,238**	**10,000**	**-**	**-**	**10,000**	**9,950**	**9,900**	**9,850**	**9,790**
TOTAL COSTS	**31,453**	**31,453**	**25,847**	**-**	**-**	**25,847**	**26,360**	**26,880**	**27,410**	**27,950**
FUNDING SOURCES (REVENUE)										
Interest Income	(130)	(130)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
Grants in Lieu of Taxes	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	**(170)**	**(170)**	**(170)**	**-**	**-**	**(170)**	**(170)**	**(170)**	**(170)**	**(170)**
REQUISITION - PARCEL TAX	**(31,283)**	**(31,283)**	**(25,677)**	**-**	**-**	**(25,677)**	**(26,190)**	**(26,710)**	**(27,240)**	**(27,780)**
*Percentage increase over prior year Requisition						-17.9%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.236 SSI Small Craft Harbour (Fernwood	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$2,500	$47,500	$150,000	$0	$0	$0	$197,500
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$2,500	**$47,500**	**$150,000**	**$0**	**$0**	**$0**	**$197,500**
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	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	Grant	$0	$0	$50,000	$0	$0	$0	$50,000
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$2,500	$47,500	$100,000	$0	$0	$0	$147,500
		$2,500	**$47,500**	**$150,000**	**$0**	**$0**	**$0**	**$197,500**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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*

Total Project Budget
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.
Other = Project is not driven by one of the other options provided.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.236

Service Name: SSI Small Craft Harbour (Fernwood Dock)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-02	Renewal	Painting and Repairs	Paint and replace rotten deck boards, float rail and antisplip gangway.	$45,000	S	Res	$0	$45,000	$0	$0	$0	$0	$45,000
21-01	Renewal	Rub Boards	Replace rub boards as identified in 2019 condition assessment	$2,500	S	Res	$2,500	$2,500	$0	$0	$0	$0	$2,500
22-01	New	Anticipated work from 2019 inspection	Replace and repair damaged sections	$100,000	S	Res	$0	$0	$100,000	$0	$0	$0	$100,000
22-01	Renewal	Anticipated work from 2019 inspection	Replace and repair damaged sections	$50,000	S	Grant	$0	$0	$50,000	$0	$0	$0	$50,000
			GRAND TOTAL	$197,500			$2,500	$47,500	$150,000	$0	$0	$0	$197,500

Service:	1.236	SSI Small Craft Harbour (Fernwood Dock)

Project Number	21-02	**Capital Project Title**	Painting and Repairs	**Capital Project Description**	Paint and replace rotten deck boards, float rail and antisplip gangway.
Project Rationale	Repairs and maintenance identified in 2020 dock instpection report				

Project Number	21-01	**Capital Project Title**	Rub Boards	**Capital Project Description**	Replace rub boards as identified in 2019 condition assessment
Project Rationale	Replacement of rub boards as recommended in 2019 assessment report				

Project Number	22-01	**Capital Project Title**	Anticipated work from 2019 inspection	**Capital Project Description**	Replace and repair damaged sections
Project Rationale	Anticipated work from 2019 condition assessment report				

Reserve Schedule

Reserve Fund: 1.236 Fernwood Dock (SSI) - Capital Reserve Fund - Bylaw 3808

Reserve established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

Reserve Cash Flow

Fund:	1080	Estimated	Budget				
Fund Centre:	102111	2021	2022	2023	2024	2025	2026
Beginning Balance		168,345	176,743	139,243	49,193	59,093	68,943
Transfer from Ops Budget		12,310	10,000	9,950	9,900	9,850	9,790
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(5,500)	(47,500)	(100,000)	-	-	-
Interest Income		1,588					
Ending Balance $		**176,743**	**139,243**	**49,193**	**59,093**	**68,943**	**78,733**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Community Transit (SSI)

EAC REVIEW

OCTOBER 2021

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

Commission: SSI Community Transit & Transportation

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 $71,750 or $0.026 / $1,000 of actual assessed value of land and improvements. To a maximum of $357,849.

COMMISSION:

Salt Spring Island Community Transit & Transportation Commission.

FUNDING:

The transit service is funded by Transit Fare Revenue and requisition.

1.238A - Community Transit (SSI)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Gross Municipal Obligation	420,259	405,451	448,618	26,339	-	474,957	489,647	499,440	509,429	519,618
Allocations	21,216	21,216	22,625	-	-	22,625	23,077	23,538	24,009	24,490
Other Operating Expenses	820	820	1,000	-	-	1,000	1,050	1,100	1,150	1,200
TOTAL OPERATING COSTS	**442,295**	**427,487**	**472,243**	**26,339**	**-**	**498,582**	**513,774**	**524,078**	**534,588**	**545,308**
*Percentage Increase over prior year						12.7%	3.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	10,000	25,783	10,000	5,000	-	15,000	30,000	35,000	35,000	35,000
Transfer to Operating Reserve Fund	53,880	53,880		-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**63,880**	**79,663**	**10,000**	**5,000**	**-**	**15,000**	**30,000**	**35,000**	**35,000**	**35,000**
TOTAL COSTS	**506,175**	**507,150**	**482,243**	**31,339**	**-**	**513,582**	**543,774**	**559,078**	**569,588**	**580,308**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	(130,000)	-	-	(130,000)	(111,203)	(44,816)	(13,237)	-
Transit Pass Revenue	(126,922)	(127,897)	(147,294)	(10,232)	-	(157,526)	(189,467)	(231,813)	(236,450)	(241,178)
Safe Restart Funding Allocation (2021)	(196,310)	(196,310)	(28,044)	-	-	(28,044)	-	-	-	-
Other Income	(510)	(510)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
Grants in Lieu of Taxes	(181)	(181)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
TOTAL REVENUE	**(323,923)**	**(324,898)**	**(306,018)**	**(10,232)**	**-**	**(316,250)**	**(301,360)**	**(277,329)**	**(250,397)**	**(241,898)**
REQUISITION	**(182,252)**	**(182,252)**	**(176,225)**	**(21,107)**	**-**	**(197,332)**	**(242,414)**	**(281,749)**	**(319,191)**	**(338,410)**
*Percentage increase over prior year Requisition			-3.31%			8.3%	22.8%	16.2%	13.3%	6.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.238A Community Transit (SSI)	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$0	$40,000	$40,000	$40,000	$40,000	$160,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$40,000**	**$40,000**	**$40,000**	**$40,000**	**$160,000**
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	$5,000	$5,000	$5,000	$5,000	$20,000
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$0	$35,000	$35,000	$35,000	$35,000	$140,000
		$0	**$0**	**$40,000**	**$40,000**	**$40,000**	**$40,000**	**$160,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.238A

Service Name: Community Transit (SSI)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
23-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	$35,000	S	Res	$0	$0	$35,000	$0	$0	$0	$35,000
23-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	$5,000	S	Grant	$0	$0	$5,000	$0	$0	$0	$5,000
24-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	$35,000	S	Res	$0	$0	$0	$35,000	$0	$0	$35,000
24-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	$5,000	S	Grant	$0	$0	$0	$5,000	$0	$0	$5,000
25-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	$35,000	S	Res	$0	$0	$0	$0	$35,000	$0	$35,000
25-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	$5,000	S	Grant	$0	$0	$0	$0	$5,000	$0	$5,000
26-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	$35,000	S	Res	$0	$0	$0	$0	$0	$35,000	$35,000
26-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	$5,000	S	Grant	$0	$0	$0	$0	$0	$5,000	$5,000
			GRAND TOTAL	**$160,000**			**$0**	**$0**	**$40,000**	**$40,000**	**$40,000**	**$40,000**	**$160,000**

Community Transit (SSI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	300,256	170,256	59,053	14,237	1,000	1,000
Capital Reserve Fund	38,774	53,774	48,774	48,774	48,774	48,774
Total	**339,030**	**224,030**	**107,827**	**63,011**	**49,774**	**49,774**

Reserve Schedule

Reserve Fund: 1.238A SSI Transit - Operating Reserve Fund - Bylaw 4146

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105409	2021	2022	2023	2024	2025	2026
Beginning Balance		244,072	300,256	170,256	59,053	14,237	1,000
Transfer from Ops Budget		53,880	-	-	-	-	-
Transfer to Ops Budget		-	(130,000)	(111,203)	(44,816)	(13,237)	-
Interest Income		2,304					
Ending Balance $		**300,256**	**170,256**	**59,053**	**14,237**	**1,000**	**1,000**

Assumptions/Background:

To fund service expansions & bus leasing costs

Reserve Schedule

Reserve Fund: 1.238A 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	2021	2022	2023	2024	2025	2026
Beginning Balance		52,495	38,774	53,774	48,774	48,774	48,774
Transfer from Ops Budget		25,783	15,000	30,000	35,000	35,000	35,000
Planned Purchase		(40,000)	-	(35,000)	(35,000)	(35,000)	(35,000)
Interest Income		496					
Ending Balance $		**38,774**	**53,774**	**48,774**	**48,774**	**48,774**	**48,774**

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

2022 Budget

Community Transportation (SSI)

EAC REVIEW

OCTOBER 2021

Service: 1.238 SSI Community Transit & Transportation
1.238B Community Transportation (SSI)

Commission: SSI Community Transit & Transportation

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 of actual assesses value of land and improvements. To a maximum of $207,176.

COMMISSION:

Salt Spring Island Community Transit & Transportation Commission.

FUNDING:

Requisition

1.238B - Community Transportation (SSI)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Pathway Maintenance	6,000	6,000	-	-	-	-	-	-	-	-
Allocations	59,637	59,637	59,274	-	-	59,274	61,827	61,762	64,693	64,355
Labour Cost	8,008	8,008	8,127	13,185	-	21,312	21,848	22,220	22,756	23,131
Other Operating Expenses	1,620	1,370	1,620	-	-	1,620	1,660	1,700	1,740	1,780
TOTAL OPERATING COSTS	**75,265**	**75,015**	**69,021**	**13,185**	**-**	**82,206**	**85,335**	**85,682**	**89,189**	**89,266**
*Percentage Increase over prior year						9.2%	3.8%	0.4%	4.1%	0.1%
DEBT / RESERVE										
Transfer to Capital Reserve Fund	91,117	91,367	85,000	-	-	85,000	90,000	90,000	90,000	90,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL DEBT / RESERVES	**96,117**	**96,367**	**90,000**	**-**	**-**	**90,000**	**95,000**	**95,000**	**95,000**	**95,000**
TOTAL COSTS	**171,382**	**171,382**	**159,021**	**13,185**	**-**	**172,206**	**180,335**	**180,682**	**184,189**	**184,266**
FUNDING SOURCES (REVENUE)										
Other Income	(1,020)	(1,020)	(1,040)	-	-	(1,040)	(1,060)	(1,080)	(1,100)	(1,120)
Grants in Lieu of Taxes	(130)	(130)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
TOTAL REVENUE	**(1,150)**	**(1,150)**	**(1,170)**	**-**	**-**	**(1,170)**	**(1,190)**	**(1,210)**	**(1,230)**	**(1,250)**
REQUISITION	**(170,232)**	**(170,232)**	**(157,851)**	**(13,185)**	**-**	**(171,036)**	**(179,145)**	**(179,472)**	**(182,959)**	**(183,016)**
*Percentage increase over prior year Requisition			-7.3%			0.5%	4.7%	0.2%	1.9%	0.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.238B Community Transportation (SSI)	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$445,000	$431,500	$96,000	$106,000	$118,000	$1,196,500
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$445,000**	**$431,500**	**$96,000**	**$106,000**	**$118,000**	**$1,196,500**
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	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	Grant	$0	$260,000	$365,000	$60,000	$60,000	$80,000	$825,000
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$185,000	$66,500	$36,000	$46,000	$38,000	$371,500
		$0	**$445,000**	**$431,500**	**$96,000**	**$106,000**	**$118,000**	**$1,196,500**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
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Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.238B
Service Name: Community Transportation (SSI)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-03	New	Pathway Detailed Design and Permiting Program	Design of pathway at Merchant Mews to just south of Liesure Lane.	$20,000	S	Res	$0	$20,000	$0	$0	$0	$0	$20,000
22-04	New	Construction Program for Pathway Network	Construction of pathway at Merchant Mews to just south of Liesure Lane.	$200,000	S	Grant	$0	$200,000	$0	$0	$0	$0	$200,000
22-04			Construction of pathway at Merchant Mews to just south of Liesure Lane.	$20,000	S	Res	$0	$20,000					$20,000
22-05	New	Ganges Village Transportation Plan	Develop a Ganges Village Transportation Plan.	$60,000	S	Grant	$0	$60,000	$0	$0	$0	$0	$60,000
22-06	New	Lower Ganges Road - Barrier and Retaining Wall Modifications	Removal of barriers along Lower Ganges Road from Baker Road south.	$10,000	S	Res	$0	$10,000	$0	$0	$0	$0	$10,000
22-07	New	Lower Ganges Road - Barrier and Retaining Wall Modifications	Detailed engineering and design to demolish/replace pathway/retaining wall along Lower Ganges Road north of Baker Road.	$30,000	S	Res	$0	$30,000	$0	$0	$0	$0	$30,000
22-08	New	Lower Ganges Road - Barrier and Retaining Wall Modifications	Relocate concrete barriers along Lower Ganges Road.	$50,000	S	Res	$0	$50,000	$0	$0	$0	$0	$50,000
22-09	New	Lower Ganges Road - Barrier and Retaining Wall Modifications	Demolish/replace pathway/retaining wall.	$90,000	S	Grant	$0	$0	$90,000	$0	$0	$0	$90,000
22-09			Demolish/replace pathway/retaining wall.	$9,000	S	Res	$0	$0	$9,000	$0	$0	$0	$9,000
22-11	New	Pathway Detailed Design and Permiting Program	Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road	$30,000	S	Res	$0	$30,000		$0	$0	$0	$30,000
22-12	New	Construction Program for Pathway Network	Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road	$200,000	S	Grant	$0	$0	$200,000	$0	$0	$0	$200,000
22-12			Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road	$20,000	S	Res	$0	$0	$20,000	$0	$0	$0	$20,000
22-13	New	Pathway Detailed Design and Permiting Program	Annual program to develop detailed design and obtain permits and regulatory approvals - Kanaka from Lakeview Crescent to Aldous Road	$25,000	S	Res	$0	$25,000		$0	$0	$0	$25,000
22-14	New	Construction Program for Pathway Network	Construction of pathway network sections that has been designed in the previous year - Kanaka from Lakeview Crescent to Aldous Road	$75,000	S	Grant	$0	$0	$75,000	$0	$0	$0	$75,000
22-14			Construction of pathway network sections that has been designed in the previous year - Kanaka from Lakeview Crescent to Aldous Road	$7,500	S	Res	$0	$0	$7,500	$0	$0	$0	$7,500
23-01	New	Pathway Detailed Design and Permiting Program	Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road.	$30,000	S	Res	$0	$0	$30,000	$0	$0	$0	$30,000
23-02	New	Construction Program for Pathway Network	Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road.	$60,000	S	Grant	$0	$0	$0	$60,000	$0	$0	$60,000
23-02			Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road.	$6,000	S	Res	$0	$0	$0	$6,000	$0	$0	$6,000
24-01	New	Pathway Detailed Design and Permiting Program	Annual program to develop detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road.	$30,000	S	Res	$0	$0	$0	$30,000	$0	$0	$30,000
24-02	New	Construction Program for Pathway Network	Construction of pathway network sections that has been designed in the previous year - Whims Road from Maliview to North End Road.	$60,000	S	Grant	$0	$0	$0	$0	$60,000	$0	$60,000
24-02			Construction of pathway network sections that has been designed in the previous year - Whims Road from Maliview to North End Road.	$6,000	S	Res	$0	$0	$0	$0	$6,000	$0	$6,000
25-01	New	Annual Pathway Detailed Design and Permiting Program	Annual program to develop detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Raod to Duck Creek Park.	$40,000	S	Res	$0	$0	$0	$0	$40,000	$0	$40,000
25-02	New	Construction Program for Pathway Network	Construction of pathway network sections that has been designed in the previous year - Sunset Road from Vesuvius Bay Raod to Duck Creek Park.	$80,000	S	Grant	$0	$0	$0	$0	$0	$80,000	$80,000
25-02			Construction of pathway network sections that has been designed in the previous year - Sunset Road from Vesuvius Bay Raod to Duck Creek Park.	$8,000	S	Res	$0	$0	$0	$0	$0	$8,000	$8,000
26-01	New	Pathway Detailed Design and Permiting Program	Annual program to develop detailed design and obtain permits and regulatory approvals - Swanson Road from Atkins to Lakeside.	$30,000	S	Res	$0	$0	$0	$0	$0	$30,000	$30,000
			GRAND TOTAL	**$1,196,500**			**$0**	**$445,000**	**$431,500**	**$96,000**	**$106,000**	**$118,000**	**$1,196,500**

Community Transportation (SSI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	15,192	20,192	25,192	30,192	35,192	40,192
Pathways CRF	111,692	38,852	62,352	116,352	160,352	212,352
Sidewalks CRF	27,160	-	-	-	-	-
North Ganges Transportation Plan	6,117	6,117	6,117	6,117	6,117	6,117
Total	**160,161**	**65,161**	**93,661**	**152,661**	**201,661**	**258,661**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		10,144	15,192	20,192	25,192	30,192	35,192
Transfer from Ops Budget		5,000	5,000	5,000	5,000	5,000	5,000
Interest Income		48					
Ending Balance $		**15,192**	**20,192**	**25,192**	**30,192**	**35,192**	**40,192**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.238B Transportation (SSI) - Capital Reserve Fund - Bylaw 3943

For Pathway and Bike Lane infrastructure

Reserve Cash Flow

Fund:	1086	Estimated	Budget				
Fund Centre:	102142	2021	2022	2023	2024	2025	2026
Beginning Balance		20,229	111,692	38,852	62,352	116,352	160,352
Transfer from Ops Budget		91,367	85,000	90,000	90,000	90,000	90,000
Planned Purchase		-	(157,840)	(66,500)	(36,000)	(46,000)	(38,000)
Interest Income		95					
Ending Balance $		**111,692**	**38,852**	**62,352**	**116,352**	**160,352**	**212,352**

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 Transportation (SSI) - Capital Reserve Fund

Bylaw 3943

Reserve Cash Flow

Fund:	1086	Estimated	Budget				
Fund Centre:	102147	2021	2022	2023	2024	2025	2026
Beginning Balance		27,032	27,160	-	-	-	-
Transfer from Ops Budget			-	-	-	-	-
Planned Purchase		-	(27,160)	-	-	-	-
Interest Income		128					
Ending Balance $		**27,160**	**-**	**-**	**-**	**-**	**-**

Assumptions/Background:

Funds received from property owners for sidewalks infront of their properties

Reserve Schedule

Reserve Fund: 1.238B Transportation (SSI) - Capital Reserve Fund

Bylaw 3943

Reserve Cash Flow

Fund:	1086	Estimated	Budget				
Fund Centre:	102148	2021	2022	2023	2024	2025	2026
Beginning Balance		6,088	6,117	6,117	6,117	6,117	6,117
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Amended Planned Purchase		-	-	-	-	-	-
Interest Income		29					
Ending Balance $		**6,117**	**6,117**	**6,117**	**6,117**	**6,117**	**6,117**

Assumptions/Background:

$250,000 per year transferred from requisition in accordance with Bylaw 3956 (four years 2015-2018)

CAPITAL REGIONAL DISTRICT

2022 Budget

Salt Spring Island Arts

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $145,965.

FUNDING:

Requisition

1.299 - Salt Spring Island Arts	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Art Centre Society	81,130	81,130	82,348	-	-	82,348	98,816	98,816	98,816	98,816
Gulf Islands Community Arts Council	34,770	34,770	35,292	-	-	35,292	42,350	42,350	42,350	42,350
Allocations	2,377	2,377	2,370	-	-	2,370	2,417	2,465	2,515	2,565
Other Operating Expenses	200	200	200	-	-	200	200	200	200	200
TOTAL COSTS	**118,477**	**118,477**	**120,210**	**-**	**-**	**120,210**	**143,783**	**143,831**	**143,881**	**143,931**
*Percentage Increase over prior year						1.5%	19.6%	0.0%	0.0%	0.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	125	125	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	**35**	**35**	**(90)**	**-**	**-**	**(90)**	**(90)**	**(90)**	**(90)**	**(90)**
REQUISITION	**(118,512)**	**(118,512)**	**(120,120)**	**-**	**-**	**(120,120)**	**(143,693)**	**(143,741)**	**(143,791)**	**(143,841)**
*Percentage increase over prior year Requisition						1.4%	19.6%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

SSI Building Numbering

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Building Inspection	8,916	8,916	9,094	-	-	9,094	9,276	9,462	9,651	9,844
Allocations	514	514	473	-	-	473	482	492	501	511
Other Operating Expenses	20	20	20	-	-	20	20	20	20	20
TOTAL COSTS	**9,450**	**9,450**	**9,587**	**-**	**-**	**9,587**	**9,778**	**9,974**	**10,172**	**10,375**
*Percentage Increase over prior year						1.4%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	28	28	-	-	-	-	-	-	-	-
Other Revenue	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	**8**	**8**	**(20)**	**-**	**-**	**(20)**	**(20)**	**(20)**	**(20)**	**(20)**
REQUISITION	**(9,458)**	**(9,458)**	**(9,567)**	**-**	**-**	**(9,567)**	**(9,758)**	**(9,954)**	**(10,152)**	**(10,355)**
*Percentage increase over prior year Requisition						1.2%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

SSI Livestock Injury Compensation

EAC REVIEW

OCTOBER 2021

Service: 1.342 **SSI Livestock Injury Compensation** **Committee: Electoral Area**

DEFINITION:

The service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act.*
(Livestock Injury Compensation Service (Salt Spring Islands) Bylaw No. 1, 2021)

PARTICIPATION:

Salt Spring Islands Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.342 - SSI Livestock Injury Compensation	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Allocations	-	-	150	-	-	150	153	156	159	162
Compensation Claim Payments	-	-	3,000	-	-	3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	**-**	**-**	**3,150**	**-**	**-**	**3,150**	**3,153**	**3,156**	**3,159**	**3,162**
*Percentage Increase over prior year						N/A	0.1%	0.1%	0.1%	0.1%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
REQUISITION	**-**	**-**	**(3,150)**	**-**	**-**	**(3,150)**	**(3,153)**	**(3,156)**	**(3,159)**	**(3,162)**
*Percentage increase over prior year Requisition						N/A	0.1%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2022 Budget

SSI Emergency Program

EAC REVIEW

OCTOBER 2021

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Travel Expense	1,500	1,425	1,530	-	-	1,530	1,560	1,590	1,620	1,650
Contract for Services	79,969	75,971	78,510	-	-	78,510	80,080	81,680	83,320	84,990
Neighbourhood Program	4,400	4,180	4,490	-	-	4,490	4,580	4,670	4,760	4,850
Emergency Social Services	100	95	100	-	-	100	100	100	100	100
Building Rent	17,100	16,245	14,898	-	-	14,898	15,200	15,500	15,810	16,130
Staff Training & Development	2,000	1,900	2,040	-	-	2,040	2,080	2,120	2,160	2,200
Supplies	10,250	9,738	5,360	-	-	5,360	5,470	5,580	5,700	5,820
Allocations	4,821	4,821	6,955	-	-	6,955	7,094	7,236	7,381	7,528
Other Operating Expenses	18,960	18,094	16,220	-	-	16,220	16,580	16,950	17,320	17,710
TOTAL OPERATING COSTS	**139,100**	**132,469**	**130,103**	**-**	**-**	**130,103**	**132,744**	**135,426**	**138,171**	**140,978**
*Percentage Increase over prior year						-6.5%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	2,131	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**-**	**2,131**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL COSTS	**139,100**	**134,600**	**130,103**	**-**	**-**	**130,103**	**132,744**	**135,426**	**138,171**	**140,978**
FUNDING SOURCES (REVENUE)										
Estimated Balance C/FW from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance C/FW from 2020 to 2021	(6,000)	(6,000)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(5,000)	-	(2,000)	-	-	(2,000)	(1,500)	(1,000)	(500)	-
Grants in Lieu of Taxes	(87)	(87)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	(100)	(600)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
						-				
TOTAL REVENUE	**(11,187)**	**(6,687)**	**(2,190)**	**-**	**-**	**(2,190)**	**(1,690)**	**(1,190)**	**(690)**	**(190)**
REQUISITION	**(127,913)**	**(127,913)**	**(127,913)**	**-**	**-**	**(127,913)**	**(131,054)**	**(134,236)**	**(137,481)**	**(140,788)**
*Percentage increase over prior year Requisition						0.0%	2.5%	2.4%	2.4%	2.4%

SSI Emergency Program
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	42,334	42,334	42,334	42,334	42,334	42,334
Operating Reserve Fund	29,039	27,039	25,539	24,539	24,039	24,039
Equipment Replacement Fund	3,483	3,483	3,483	3,483	3,483	3,483
Total	**74,856**	**72,856**	**71,356**	**70,356**	**69,856**	**69,856**

Reserve Schedule

Reserve Fund: 1.371 SSI Emergency Program - Capital Reserve Fund - Bylaw 3389

Reserve established for capital expenditures for or in respect of capital projects, machinery or equipment necessary for them and extension or renewal of existing capital works.

Reserve Cash Flow

Fund:	1073	Estimated	Budget				
Fund Centre:	101949	2021	2022	2023	2024	2025	2026
Beginning Balance		41,934	42,334	42,334	42,334	42,334	42,334
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		400					
Ending Balance $		**42,334**	**42,334**	**42,334**	**42,334**	**42,334**	**42,334**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.371 SSI Emergency Program - Operating Reserve Fund - Bylaw 4146

Reserve established to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105402	2021	2022	2023	2024	2025	2026
Beginning Balance		31,628	29,039	27,039	25,539	24,539	24,039
Transfer from Ops Budget		2,131	-	-	-	-	-
Transfer to Ops Budget		(5,000)	(2,000)	(1,500)	(1,000)	(500)	-
Interest Income		280					
Ending Balance $		**29,039**	**27,039**	**25,539**	**24,539**	**24,039**	**24,039**

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**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		3,483	3,483	3,483	3,483	3,483	3,483
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		-					
Ending Balance $		**3,483**	**3,483**	**3,483**	**3,483**	**3,483**	**3,483**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

SSI Search and Rescue

EAC REVIEW

OCTOBER 2021

Service: 1.378 SSI Search and Rescue **Committee: Electoral Area**

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 $24,955.

FUNDING:

Requisition

1.378 - SSI Search and Rescue	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Transfers to SSI SAR Society	26,980	22,956	27,661	-	-	27,661	23,609	23,580	23,550	23,520
Allocations	1,323	1,323	1,415	-	-	1,415	1,443	1,472	1,502	1,532
Other Expenses	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**28,303**	**24,279**	**29,076**	**-**	**-**	**29,076**	**25,052**	**25,052**	**25,052**	**25,052**
*Percentage Increase over prior year						2.7%	-13.8%	0.0%	0.0%	0.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	4,024	(4,024)	-	-	(4,024)	-	-	-	-
Balance c/fwd from 2020 to 2021	(4,870)	(4,870)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(17)	(17)	(17)	-	-	(17)	(17)	(17)	(17)	(17)
Revenue - Other	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
						-				
TOTAL REVENUE	**(4,967)**	**(943)**	**(4,121)**	**-**	**-**	**(4,121)**	**(97)**	**(97)**	**(97)**	**(97)**
REQUISITION	**(23,336)**	**(23,336)**	**(24,955)**	**-**	**-**	**(24,955)**	**(24,955)**	**(24,955)**	**(24,955)**	**(24,955)**
*Percentage increase over prior year Requisition						6.9%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Salt Spring Island Community Parks

EAC REVIEW

OCTOBER 2021

Service: 1.455 SSI Community Parks **Committee:** Salt Spring Island Parks & 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 $706.281.

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

1.455 - Salt Spring Island Recreation - Community Parks	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Salaries	430,030	414,019	424,416	38,179	-	462,595	472,536	482,694	493,061	503,654
Maintenance, Security & Insurance	43,920	45,892	40,830	-	-	40,830	43,110	44,190	45,300	46,430
Internal Allocations	117,483	117,303	135,451	-	-	135,451	138,156	140,924	143,746	146,622
Utilities & Operating - Supplies	35,070	33,233	33,775	-	-	33,775	34,450	35,120	35,800	36,500
Contract for Services	33,100	34,911	31,150	-	-	31,150	31,770	32,400	33,040	33,700
Travel - Vehicles	17,800	28,530	25,060	-	-	25,060	25,560	26,070	26,590	27,120
Parks Maintenance Labour	186,207	200,677	208,370	-	-	208,370	193,730	197,605	201,557	205,589
Bylaw Labour	45,977	53,477	46,897	9,968	-	56,865	57,973	59,102	60,255	61,431
TOTAL OPERATING COSTS	**909,587**	**928,042**	**945,949**	**48,147**	**-**	**994,096**	**997,285**	**1,018,105**	**1,039,349**	**1,061,046**
*Percentage Increase						9.3%	0.3%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	5,090	5,090	5,000	-	-	5,000	5,000	5,500	5,500	5,500
Transfer to Capital Reserve Fund	5,000	5,000	5,000	5,000	-	10,000	10,000	15,000	15,000	15,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**10,090**	**10,090**	**10,000**	**5,000**	**-**	**15,000**	**15,000**	**20,500**	**20,500**	**20,500**
Debt	-	-	-	-	-	-	31,750	85,789	85,789	85,789
TOTAL COST	**919,677**	**938,132**	**955,949**	**53,147**	**-**	**1,009,096**	**1,044,035**	**1,124,394**	**1,145,638**	**1,167,335**
Internal Time Recovery	(356,700)	(356,700)	(397,958)	-	-	(397,958)	(387,274)	(395,166)	(403,222)	(411,445)
TOTAL COSTS NET OF RECOVERIES	**562,977**	**581,432**	**557,991**	**53,147**	**-**	**611,138**	**656,761**	**729,228**	**742,416**	**755,890**
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2020 to 2021	55,938	55,938	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Rental Income	(45,170)	(70,525)	(117,200)	-	-	(117,200)	(119,540)	(121,930)	(124,360)	(126,850)
Grants in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Provincial Grant	(125,938)	(125,938)	-	-	-	-	-	-	-	-
Other Grant	-	-	-	-	(9,968)	(9,968)	-	-	-	-
Revenue-Other	(30,296)	(23,396)	(25,900)	-	-	(25,900)	(26,020)	(26,140)	(26,270)	(26,400)
TOTAL REVENUE	(145,466)	(163,921)	(143,100)	-	(9,968)	(153,068)	(145,560)	(148,070)	(150,630)	(153,250)
REQUISITION	**(417,511)**	(18,455) **(417,511)**	**(414,891)**	**(53,147)**	**9,968**	**(458,070)**	**(511,201)**	**(581,158)**	**(591,786)**	**(602,640)**
*Percentage increase over prior year requisition						9.7%	11.6%	13.7%	1.8%	1.8%
AUTHORIZED POSITIONS:										
Salaried	4.6	4.6	4.6	0.5		5.1	5.1	5.1	5.1	5.1
User Funding	8.02%					19.18%	18.20%	16.72%	16.75%	16.78%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.455 SSI Community Parks	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$75,000	$85,000	$15,000	$5,000	$5,000	$5,000	$115,000
Land	L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	S	$0	$750,000	$1,170,000	$100,000	$85,000	$90,000	$2,195,000
Vehicles	V	$65,000	$170,000	$0	$0	$55,000	$0	$225,000
		$140,000	**$1,005,000**	**$1,185,000**	**$105,000**	**$145,000**	**$95,000**	**$2,535,000**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$0	$0	$1,000,000	$0	$0	$0	$1,000,000
Equipment Replacement Fund	ERF	$5,000	$55,000	$15,000	$5,000	$60,000	$5,000	$140,000
Grants (Federal, Provincial)	Grant	$0	$730,000	$55,000	$55,000	$55,000	$30,000	$925,000
Donations / Third Party Funding	Other	$70,000	$70,000	$0	$0	$0	$0	$70,000
Reserve Fund	Res	$65,000	$150,000	$115,000	$45,000	$30,000	$60,000	$400,000
		$140,000	**$1,005,000**	**$1,185,000**	**$105,000**	**$145,000**	**$95,000**	**$2,535,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.455

Service Name: SSI Community Parks

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-08	New	Centennial Park Upgrades	Upgrades or replacement of park features and ammenities	$800,000	S	Res	$0	$0	$75,000	$0	$0	$0	$75,000
20-08	New		Community Works Funds commited to park upgrades	$0	S	Grant	$0	$600,000	$0	$0	$0	$0	$600,000
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. CWF have been allocated to design work. 5k from reserves is required to fund CRD staff time	$1,005,000	S	Res	$0	$5,000	$0	$0	$0	$0	$5,000
20-06	New		Debt funding required for boardwalk project		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. 2022 Cusheon Lake.	$55,000	S	Res	$0	$20,000	$0	$10,000	$0	$10,000	$40,000
20-04	Replacement	Rotary Dock Replacement	Replace rotary dock	$45,000	S	Res	$0	$20,000	$0	$0	$0	$0	$20,000
20-04	Replacement		CWF/Grant required for replacement		S	Grant	$0	$25,000	$0	$0	$0	$0	$25,000
20-05	Renewal	Centennial Park Boardwalk Upgrades	Repair existing boardwalk & gazebo based on 2020 structural assessment	$150,000	S	Res	$0	$5,000	$5,000	$10,000	$5,000	$25,000	$50,000
20-05	Renewal		CWF/Grant funding required for boardwalk repairs		S	Grant	$0	$25,000	$25,000	$25,000	$25,000		$100,000
21-05	Replacement	Vehicle Replacement	Replace maintenance truck	$90,000	V	ERF	$0	$40,000	$0	$0	$55,000		$95,000
21-05	Replacement		CWF to upgrade vehicle replacement to EV		V	Grant	$0	$50,000	$0	$0	$0	$0	$50,000
19-09	Replacement	ERF for maintenance equipment	Replace maintenance equipment	$25,000	E	ERF	$5,000	$15,000	$15,000	$5,000	$5,000	$5,000	$45,000
21-06	New	New mower	New EV mower for parks	$20,000	V	Res	$20,000	$40,000	$0	$0	$0	$0	$40,000
21-08	New	New park maintenance truck	Partial funding for new EV truck. Additional funding in ParkLand CRF	$40,000	V	Res	$45,000	$40,000	$0	$0	$0	$0	$40,000
21-01	New	Linear Park Development	Trial and parking upgrades or development	$150,000	S	Res	$0	$5,000	$20,000	$25,000	$25,000	$25,000	$100,000
21-01	New		CWF/Grant funding required for trail development	$150,000	S	Grant	$0	$30,000	$30,000	$30,000	$30,000	$30,000	$150,000
21-02	New	Centennial Park Playground - Donation	Centennial Park Playground - Donation	$70,000	E	Other	$70,000	$70,000	$0	$0	$0	$0	$70,000
22-03	Renewal	Playground upgrades	Upgrade and replace gravel at Portlock and Drummond Playground	$30,000	S	Res	$0	$15,000	$15,000	$0	$0	$0	$30,000
			GRAND TOTAL	**$2,630,000**			**$140,000**	**$1,005,000**	**$1,185,000**	**$105,000**	**$145,000**	**$95,000**	**$2,535,000**

Service:	1.455	SSI Community Parks

Project Number	20-08	**Capital Project Title**	Centennial Park Upgrades	**Capital Project Description**	Upgrades or replacement of park features and ammenities
Project Rationale	Upgrades based on the 2016 Centennial Park Master Plan				

Project Number	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. CWF have been allocated to design work. 5k from reserves is required to fund CRD staff time
Project Rationale	Project is dependant on securing tenure along the foreshore				

Project Number	19-07	**Capital Project Title**	Improve Beach Accesses	**Capital Project Description**	Upgrades and improvements required for existing beach accesses on MOTI right of ways. 2022 Cusheon Lake.
Project Rationale					

Project Number	20-04	**Capital Project Title**	Rotary Dock Replacement	**Capital Project Description**	Replace rotary dock
Project Rationale	Project is dependant on securing grant funding or donations.				

Project Number	20-05	**Capital Project Title**	Centennial Park Boardwalk Upgrades	**Capital Project Description**	Repair existing boardwalk & gazebo based on 2020 structural assessment
Project Rationale	New vehicle to replace 2011 Chevy Colorado				

Project Number	19-09	**Capital Project Title**	ERF for maintenance equipment	**Capital Project Description**	Replace maintenance equipment
Project Rationale	Replacement of equipment that has reached its end of life.				

Project Number	21-06	**Capital Project Title**	New mower	**Capital Project Description**	New EV mower for parks
Project Rationale	New mower required for park maintenance. Green or electric options are to be considered.				

Project Number	21-08	**Capital Project Title**	New park maintenance truck	**Capital Project Description**	Partial funding for new EV truck. Additional funding in ParkLand CRF
Project Rationale	Additional vehicle required for park maintenance				

Project Number	21-01	**Capital Project Title**	Linear Park Development	**Capital Project Description**	Trial and parking upgrades or development
Project Rationale	Upgrade existing trail network, develop new trails, improve or expand parking				

Project Number	21-02	**Capital Project Title**	Centennial Park Playground - Donation	**Capital Project Description**	Centennial Park Playground - Donation
Project Rationale	PARC has an opportunity to be granted a one-time donation gift of up to $70,000 to add additional playground features to Centennial Park.				

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 2021	Budget 2022	2023	2024	2025	2026
1.45X - Equipment Replacement Funds	145,634	68,134	53,134	78,634	55,134	76,634
1.459 - Land Acquisition Reserve Fund	869,125	769,125	69,125	69,125	69,125	69,125
1.459 - Pool Facility Capital Reserve Fund	50,306	55,306	55,306	85,306	140,306	230,306
1.455 - Community Parks Reserve Fund	67,269	2,269	7,269	12,269	17,269	22,269
1.455/458 - Parks & Rec Reserve Funds	423,614	143,000	48,000	70,000	116,500	230,000
1.459 - 2nd Land Reserve Fund	1,392	1,392	1,392	1,392	1,392	1,392
1.455 - Community Parks Operating Reserve Fund	-	-	-	-	-	-
1.458 - Community Recreation Operating Reserve Fund	-	-	-	-	-	-
1.459 - Pool & Park Land Operating Reserve Fund	66,005	56,367	71,367	91,367	111,367	131,367
Total projected year end balance	**1,623,346**	**1,095,594**	**305,594**	**408,094**	**511,094**	**761,094**

ERF Summary

Fund: 1022 Fund Center: 101412/44/45 ERF Group: SSIPARC.ERF	Estimated 2021	Budget 2022	2023	2024	2025	2026
Beginning Balance	128,044	145,634	68,134	53,134	78,634	55,134
Planned Purchase	55,090	52,500	67,500	70,500	71,500	71,500
Transfer from Operating Budget	(37,500)	(130,000)	(82,500)	(45,000)	(95,000)	(50,000)
Interest Income	-					
Ending Balance $	**145,634**	**68,134**	**53,134**	**78,634**	**55,134**	**76,634**

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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	87,153	97,243	54,743	54,743	65,243	21,743
Transfer from Ops Budget	15,090	12,500	15,000	15,500	16,500	16,500
Expenditures (Based on Capital Plan)	(5,000)	(55,000)	(15,000)	(5,000)	(60,000)	(5,000)
Interest Income	-					
Ending Balance $	**97,243**	**54,743**	**54,743**	**65,243**	**21,743**	**33,243**

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 / Fund Centre: 101792	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	176,119	67,269	2,269	7,269	12,269	17,269
Transfer from Ops Budget	10,000	20,000	25,000	30,000	30,000	30,000
Expenditures (Based on Capital Plan)	(120,000)	(85,000)	(20,000)	(25,000)	(25,000)	(25,000)
Interest Income	1,150					
Ending Balance $	**67,269**	**2,269**	**7,269**	**12,269**	**17,269**	**22,269**

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 Fund Centre: 102030	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	21,766	46,900	6,900	11,900	16,900	36,900
Transfer from Ops Budget	20,000	25,000	25,000	25,000	25,000	25,000
Expenditures (Based on Capital Plan)	5,000	(65,000)	(20,000)	(20,000)	(5,000)	(35,000)
Interest Income	134					
Ending Balance $	**46,900**	**6,900**	**11,900**	**16,900**	**36,900**	**26,900**

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

2022 Budget

Salt Spring Island - Community Recreation

EAC REVIEW

OCTOBER 2021

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 $296,638.

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:

1.458 - Salt Spring Island - Community Recreation Programs	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	BUDGET REQUEST 2022 ONGOING	BUDGET REQUEST 2022 ONE-TIME	BUDGET REQUEST 2022 TOTAL	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025	FUTURE PROJECTIONS 2026
OPERATING COSTS										
Salaries and Wages	136,993	103,704	118,098	-	-	118,098	120,550	123,054	125,607	128,218
Recreation Programs	74,910	65,532	95,004	-	-	95,004	97,310	99,260	101,240	103,270
Internal Allocations	36,287	11,948	38,131	-	-	38,131	43,649	44,526	45,417	46,325
Travel and Insurance	6,500	6,622	6,180	-	-	6,180	6,320	6,460	6,600	6,750
Other Operating	9,630	5,213	7,390	-	-	7,390	7,550	7,710	7,870	8,030
TOTAL OPERATING COSTS	**264,320**	**193,019**	**264,803**	**-**	**-**	**264,803**	**275,379**	**281,010**	**286,734**	**292,593**
*Percentage Increase						0.2%	4.0%	2.0%	2.0%	2.0%
TOTAL COSTS	**264,320**	**193,019**	**264,803**	**-**	**-**	**264,803**	**275,379**	**281,010**	**286,734**	**292,593**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	1,335	1,335	-	-	-	-	-	-	-	-
Revenue - Fees	(170,770)	(92,544)	(210,183)	-	-	(210,183)	(214,909)	(219,340)	(223,834)	(228,433)
Grants in Lieu of Taxes	(39)	(39)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Provincial Grant	(41,335)	(48,260)	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(210,809)	(139,508)	(210,223)	**-**	**-**	(210,223)	(214,949)	(219,380)	(223,874)	(228,473)
REQUISITION	**(53,511)**	**(53,511)**	**(54,580)**	**-**	**-**	**(54,580)**	**(60,430)**	**(61,630)**	**(62,860)**	**(64,120)**
*Percentage increase over prior year requisition						2.0%	10.7%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS:										
Salaried	0.7	0.7	0.7			0.7	0.7	0.7	0.7	0.7
User Funding %						79.4%	78.0%	78.1%	78.1%	78.1%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.458 SSI Community Recreation	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$25,000
Land	L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	S	$0	$30,000	$300,000	$5,000	$0	$5,000	$340,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$35,000**	**$305,000**	**$10,000**	**$5,000**	**$10,000**	**$365,000**
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	$5,000	$5,000	$5,000	$5,000	$5,000	$25,000
Grants (Federal, Provincial)	Grant	$0	$0	$200,000	$0	$0	$0	$200,000
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$30,000	$100,000	$5,000	$0	$5,000	$140,000
		$0	**$35,000**	**$305,000**	**$10,000**	**$5,000**	**$10,000**	**$365,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.458

Service Name: SSI Community Recreation

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	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	$100,000	$0	$0	$0	$100,000
21-09	Replacement	Replace Tennis Court #2,3,4	Grant funding required for tennis court replacement	$0	S	Grant	$0	$0	$200,000	$0	$0	$0	$200,000
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	$35,000	S	Res	$0	$20,000	$0	$0	$0	$0	$20,000
22-01	Study	Skate Board Park Condition Assessment	Assess Kanaka skate board park	$5,000	S	Res	$0	$5,000	$0	$0	$0	$0	$5,000
22-02	Renewal	Bike Park Annual Repairs and Upgrades	Uprades and repiars to Lions Bike Park	$15,000	S	Res	$0	$5,000	$0	$5,000	$0	$5,000	$15,000
			GRAND TOTAL	**$380,000**			**$0**	**$35,000**	**$305,000**	**$10,000**	**$5,000**	**$10,000**	**$365,000**

Service:	1.458	SSI Community Recreation

Project Number	Capital Project Title	Capital Project Description
21-09	Replace Tennis Court #2,3,4	Tennis court replacement required to mediate drainage issues and replace cracked pads

Project Rationale The existing court seface is at the end of its life and needs to be replaced.

Project Number	Capital Project Title	Capital Project Description
19-09	Office and computer equipment	Upgrade and replace office and computer equipment

Project Rationale Equipment replacement for recreation programs and services

Project Number	Capital Project Title	Capital Project Description
21-07	Tennis Court Upgrades	Resurface tennis courts

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 2021	Budget 2022	2023	2024	2025	2026
1.45X - Equipment Replacement Funds	145,634	68,134	53,134	78,634	55,134	76,634
1.459 - Land Acquisition Reserve Fund	869,125	769,125	69,125	69,125	69,125	69,125
1.459 - Pool Facility Capital Reserve Fund	50,306	55,306	55,306	85,306	140,306	230,306
1.455 - Community Parks Reserve Fund	67,269	2,269	7,269	12,269	17,269	22,269
1.455/458 - Parks & Rec Reserve Funds	423,614	143,000	48,000	70,000	116,500	230,000
1.459 - 2nd Land Reserve Fund	1,392	1,392	1,392	1,392	1,392	1,392
1.455 - Community Parks Operating Reserve Fund	-	-	-	-	-	-
1.458 - Community Recreation Operating Reserve Fund	-	-	-	-	-	-
1.459 - Pool & Park Land Operating Reserve Fund	66,005	56,367	71,367	91,367	111,367	131,367
Total projected year end balance	**1,623,346**	**1,095,594**	**305,594**	**408,094**	**511,094**	**761,094**

ERF Summary

Fund: 1022 Fund Center: 101412/44/45 ERF Group: SSIPARC.ERF	Estimated 2021	Budget 2022	2023	2024	2025	2026
Beginning Balance	128,044	145,634	68,134	53,134	78,634	55,134
Planned Purchase	55,090	52,500	67,500	70,500	71,500	71,500
Transfer from Operating Budget	(37,500)	(130,000)	(82,500)	(45,000)	(95,000)	(50,000)
Interest Income	-					
Ending Balance $	**145,634**	**68,134**	**53,134**	**78,634**	**55,134**	**76,634**

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 Fund Centre: 101445	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	14,643	14,643	14,643	14,643	14,643	14,643
Transfer from Ops Budget	5,000	5,000	5,000	5,000	5,000	5,000
Expenditures (Based on Capital Plan)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Interest Income	-					
Ending Balance $	**14,643**	**14,643**	**14,643**	**14,643**	**14,643**	**14,643**

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	Estimated	Budget				
Fund Centre:	101786	2021	2022	2023	2024	2025	2026
Beginning Balance		141,677	133,943	109,943	15,943	16,943	23,443
Transfer from Ops Budget		6,000	6,000	6,000	6,000	6,500	6,500
Expenditures (Based on Capital Plan)		(15,000)	(30,000)	(100,000)	(5,000)	-	(5,000)
Interest Income		1,266					
Ending Balance $		**133,943**	**109,943**	**15,943**	**16,943**	**23,443**	**24,943**

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

2022 Budget

Salt Spring Island - Pool & Park Land

EAC REVIEW

OCTOBER 2021

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 $2,978,153.

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 2021 to 2022
Service: 1.459 SSI Pool and Park Land

	Total Expenditure	Comments
2021 Budget	**1,759,079**	
Change in Salaries:		
SSI Pool		
Base salary change	(26,766)	Inclusive of estimated collective agreement changes
0.25 FTE Program Assistant	14,152	IBC 13a-1.5: SSI Community Centre
Other Wages and Benefits	132,846	Increase in auxiliary staffing: Aquatic Program Workers
0.5 FTE Facility Maintenance Worker	(38,179)	Reallign budget to actual expenses by moving Facility Maintenance Worker to 1.455 SSI Parks
SSI Park Land		
Base salary change	21,154	Inclusive of estimated collective agreement changes
0.175 FTE Program Assistant	11,114	IBC 13a-1.5: SSI Community Centre
0.5 FTE Facility Maintenance Worker	28,634	
Other Wages and Benefits	1,690	Auxiliary employees
Total Change in Salaries	144,645	
Other Changes:		
SSI Pool		
Debt Charges	(27,716)	Debt retirement in 2021
Contract for Services	15,080	Pool Building Condition Assessment
Other	(271)	
SSI Park Land		
Utilities	28,622	IBC 13a-1.5: SSI Community Centre
Maintenance, Disposal & Security	22,135	
Contract for Services, Rent & Legal	13,925	
Licenses, Fees & Insurance	11,550	
Internal Allocations	18,119	Standard OH, HR, SSI Admin
Reserve Transfers	(4,241)	Transfer to ERF $(2.500), CRF $(6,741), and ORF $10,000
Other	7,713	
Total Other Changes	84,916	
2022 Budget	**1,988,640**	
% Expense increase from 2021:	***13.1%***	
% Requisition increase from 2021:	***5.4%***	*Requisition funding is 82% of service revenue*

Overall 2021 Budget Performance
(expected variance to budget and surplus treatment)

Total Operating Costs are projected at $25,936 (-1.6%) lower than budget mainly due to lower salaries and wages for the pool and lower parks maintenance labour costs. Total Revenue are projected at $12,853 (-0.8%) lower than budget primarily due to lower pool fees. We project a $13,083 surplus to be balanced on a transfer to the Pool Operating Reserve Fund which has an expected year-end balance of $35,233 before this transfer.

1.459 - Salt Spring Island - Pool & Park Land	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Pool	809,271	764,460	929,312	(38,179)	15,000	906,133	913,791	932,504	951,588	971,087
Park Land	680,782	659,955	722,711	112,727	10,000	845,438	969,510	1,003,328	1,046,871	1,063,577
TOTAL OPERATING COSTS	**1,490,053**	**1,424,415**	**1,652,023**	**74,548**	**25,000**	**1,751,571**	**1,883,301**	**1,935,832**	**1,998,459**	**2,034,664**
*Percentage Increase						17.6%	7.5%	2.8%	3.2%	1.8%
CAPITAL / RESERVES										
Transfer to Pool CRF	65,000	65,000	65,000	-	-	65,000	70,000	80,000	85,000	90,000
Transfer to Pool ERF	35,000	35,000	35,000	-	-	35,000	47,500	50,000	50,000	50,000
Transfer to Pool ORF	-	13,083	-	-	-	-	-	-	-	-
Transfer to Park, Land & Recreation CRF	126,000	126,000	119,259	-	-	119,259	160,000	162,000	166,500	168,500
Transfer to Park, Land & Recreation ERF	15,000	15,000	12,500	-	-	12,500	15,000	15,000	16,000	16,000
Transfer to Park, Land & Recreation ORF	-	17,689	-	5,000	-	5,000	15,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	**241,000**	**271,772**	**231,759**	**5,000**	**-**	**236,759**	**307,500**	**327,000**	**337,500**	**344,500**
DEBT CHARGES	28,026	28,365	310	-	-	310	146,310	506,198	506,198	506,198
TOTAL COSTS	**1,759,079**	**1,724,552**	**1,884,092**	**79,548**	**25,000**	**1,988,640**	**2,337,111**	**2,769,030**	**2,842,157**	**2,885,362**
Internal Recoveries	(96,138)	(74,464)	(100,780)	-	-	(100,780)	(102,790)	(104,860)	(106,960)	(109,100)
OPERATING LESS RECOVERIES	**1,662,941**	**1,650,088**	**1,783,312**	**79,548**	**25,000**	**1,887,860**	**2,234,321**	**2,664,170**	**2,735,197**	**2,776,262**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve	(8,500)	(8,500)	(13,083)	-	(15,000)	(28,083)	-	-	-	-
Pool Fees	(141,150)	(131,101)	(260,000)	-	-	(260,000)	(265,200)	(270,500)	(275,910)	(281,430)
Provincial Grant	(30,928)	(31,828)	-	-	-	-	-	-	-	-
Lease and Rental Income	(7,895)	(5,991)	(8,050)	(36,234)	-	(44,284)	(97,193)	(115,977)	(122,577)	(124,979)
Payments in Lieu	(1,199)	(1,199)	(1,230)	-	-	(1,230)	(1,250)	(1,270)	(1,290)	(1,310)
Revenue - Other	(4,350)	(2,550)	(5,310)	(1,040)	-	(6,350)	(9,570)	(13,996)	(14,266)	(14,549)
MFA Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(194,022)	(181,169)	(287,673)	(37,274)	(15,000)	(339,947)	(373,213)	(401,743)	(414,043)	(422,268)
REQUISITION	**(1,468,919)**	**(1,468,919)**	**(1,495,639)**	**(42,274)**	**(10,000)**	**(1,547,913)**	**(1,861,108)**	**(2,262,427)**	**(2,321,154)**	**(2,353,994)**
*Percentage increase over prior year requisition						5.4%	20.2%	21.6%	2.6%	1.4%
AUTHORIZED POSITIONS:										
Salaried	6.10	6.10	6.35	0.18		6.53	6.53	6.53	6.53	6.53
User Funding %	8.0%					13.1%	11.3%	9.8%	9.7%	9.8%

1.459 - Salt Spring Island Recreation - Swimming Pool	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Salaries & Wages	452,264	414,372	572,496	(38,179)	-	534,317	549,854	561,304	572,990	584,926
Contract for Services	4,070	4,400	4,150	-	15,000	19,150	4,230	4,310	4,400	4,490
Utilities	128,060	124,580	128,750	-	-	128,750	131,330	133,960	136,630	139,360
Supplies - Chemicals	50,940	51,000	51,960	-	-	51,960	53,000	54,060	55,140	56,240
Programs and Other Operating	59,701	62,372	64,317	-	-	64,317	65,590	66,890	68,210	69,570
Maintenance & Insurance	54,500	48,000	46,220	-	-	46,220	47,140	48,080	49,040	50,020
Internal Allocations	18,936	18,936	19,803	-	-	19,803	20,199	20,603	21,015	21,435
Parks Maintenance Labour	40,800	40,800	41,616	-	-	41,616	42,448	43,297	44,163	45,046
TOTAL OPERATING COSTS	**809,271**	**764,460**	**929,312**	(38,179)	15,000	**906,133**	**913,791**	**932,504**	**951,588**	**971,087**
*Percentage Increase						12.0%	0.8%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	65,000	65,000	65,000	-	-	65,000	70,000	80,000	85,000	90,000
Transfer to Operating Reserve Fund	-	13,083	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	35,000	35,000	35,000	-	-	35,000	47,500	50,000	50,000	50,000
DEBT CHARGES	28,026	28,365	310	-	-	310	146,310	506,198	506,198	506,198
TOTAL CAPITAL / RESERVES	**128,026**	**141,448**	**100,310**	-	-	**100,310**	**263,810**	**636,198**	**641,198**	**646,198**
TOTAL COSTS	**937,297**	**905,908**	**1,029,622**	(38,179)	15,000	**1,006,443**	**1,177,601**	**1,568,702**	**1,592,786**	**1,617,285**
Internal Recoveries	(20,440)	-	(20,850)	-	-	(20,850)	(21,270)	(21,700)	(22,130)	(22,570)
OPERATING LESS RECOVERIES	**916,857**	**905,908**	**1,008,772**	(38,179)	15,000	**985,593**	**1,156,331**	**1,547,002**	**1,570,656**	**1,594,715**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve	(8,500)	(8,500)	(13,083)	-	(15,000)	(28,083)	-	-	-	-
Revenue - Fees	(141,150)	(131,101)	(260,000)	-	-	(260,000)	(265,200)	(270,500)	(275,910)	(281,430)
Grants in Lieu of Taxes	(662)	(662)	(680)	-	-	(680)	(690)	(700)	(710)	(720)
Provincial Grant	(30,928)	(31,828)	-	-	-	-	-	-	-	-
Revenue - Other	(4,350)	(2,550)	(5,310)	-	-	(5,310)	(5,410)	(5,510)	(5,610)	(5,720)
MFA Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(185,590)	(174,641)	(279,073)	-	(15,000)	(294,073)	(271,300)	(276,710)	(282,230)	(287,870)
REQUISITION	**(731,267)**	**(731,267)**	**(729,699)**	**38,179**	**-**	**(691,520)**	**(885,031)**	**(1,270,292)**	**(1,288,426)**	**(1,306,845)**
*Percentage increase over prior year requisition						-5.4%	28.0%	43.5%	1.4%	1.4%
AUTHORIZED POSITIONS:										
Salaried	4.1	4.1	4.35	-0.50		3.85	3.85	3.85	3.85	3.85
User Funding %	15.1%					25.8%	22.5%	17.2%	17.3%	17.4%
User Funding excluding debt %	15.5%					25.8%	25.7%	25.5%	25.4%	25.3%

1.459 - Salt Spring Island - Park Land	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	BUDGET REQUEST 2022 ONGOING	BUDGET REQUEST 2022 ONE-TIME	BUDGET REQUEST 2022 TOTAL	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025	FUTURE PROJECTIONS 2026
OPERATING COSTS										
Salaries & Wages	256,590	259,280	279,434	39,748	-	319,182	378,220	386,301	394,554	402,980
Allocation to SSI Admin	132,744	135,510	140,051	-	-	140,051	147,108	145,933	154,134	152,063
Maintenance, Disposal & Security	24,200	23,354	24,985	21,350	-	46,335	68,200	86,364	104,541	106,631
Utilities	27,890	29,615	30,825	25,687	-	56,512	82,815	84,483	86,181	87,910
Contract for Services, Rent & Legal	31,040	29,877	32,465	2,500	10,000	44,965	38,110	38,860	39,632	40,416
Recreation Programs	-	-	-	-	-	-	-	-	-	-
Advertsing, Promotion & Planning	7,250	5,000	6,250	3,000	-	9,250	10,380	10,590	10,802	11,015
Internal Allocations	75,438	75,447	76,308	9,942	-	86,250	93,276	95,980	98,722	100,693
Travel & Training	6,360	2,500	5,560	-	-	5,560	5,670	5,780	5,890	6,000
Licences, Fees & Insurance	15,510	19,429	22,060	5,000	-	27,060	27,860	28,810	29,792	30,806
Supplies & Other	13,620	11,812	12,830	5,500	-	18,330	24,090	24,570	25,054	25,543
Parks Maintenance Labour	87,750	65,741	89,505	-	-	89,505	91,296	93,123	94,986	96,886
Bylaw Labour	2,390	2,390	2,438	-	-	2,438	2,485	2,534	2,583	2,634
TOTAL OPERATING COSTS	**680,782**	**659,955**	**722,711**	**112,727**	**10,000**	**845,438**	**969,510**	**1,003,328**	**1,046,871**	**1,063,577**
*Percentage Increase						24.2%	14.7%	3.5%	4.3%	1.6%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	15,000	15,000	12,500	-	-	12,500	15,000	15,000	16,000	16,000
Transfer to Capital Reserve Fund - Pool	-	-	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund - Parkland	126,000	126,000	119,259	-	-	119,259	160,000	162,000	166,500	168,500
Transfer to Operating Reserve Fund - Parkland	-	17,689	-	5,000	-	5,000	15,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	141,000	158,689	131,759	**5,000**	**-**	**136,759**	190,000	197,000	202,500	204,500
Debt Servicing	-	-	-	-	-		-	-	-	-
TOTAL COSTS	**821,782**	**818,644**	**854,470**	**117,727**	**10,000**	**982,197**	**1,159,510**	**1,200,328**	**1,249,371**	**1,268,077**
Internal Recoveries	(75,698)	(74,464)	(79,930)	-	-	(79,930)	(81,520)	(83,160)	(84,830)	(86,530)
OPERATING LESS RECOVERIES	**746,084**	**744,180**	**774,540**	**117,727**	**10,000**	**902,267**	**1,077,990**	**1,117,168**	**1,164,541**	**1,181,547**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	-	-	-	-	-	-	-	-	-	-
Lease Income	-	-	-	(20,729)	-	(20,729)	(49,750)	(59,203)	(64,675)	(65,919)
Rental Income	(7,895)	(5,991)	(8,050)	(15,505)	-	(23,555)	(47,443)	(56,774)	(57,902)	(59,060)
Grants in Lieu of Taxes	(537)	(537)	(550)	-	-	(550)	(560)	(570)	(580)	(590)
Revenue - Other	-	-	-	(1,040)	-	(1,040)	(4,160)	(8,486)	(8,656)	(8,829)
TOTAL REVENUE	(8,432)	(6,528)	(8,600)	(37,274)	-	(45,874)	(101,913)	(125,033)	(131,813)	(134,398)
REQUISITION	**(737,652)**	**(737,652)**	**(765,940)**	**(80,453)**	**(10,000)**	**(856,393)**	**(976,077)**	**(992,135)**	**(1,032,728)**	**(1,047,149)**
*Percentage increase over prior year requisition			3.8%			16.1%	14.0%	1.6%	4.1%	1.4%
AUTHORIZED POSITIONS:										
Salaried	2.0	2.0	2.0	0.68		2.68	2.68	2.68	2.68	2.68
User Funding %	1.0%					2.4%	4.1%	4.7%	4.6%	4.7%

1.455 / 1.458 / 1.459 / 1.236 Salt Spring Island Recreation - All Service Areas	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	BUDGET REQUEST 2022 ONGOING	BUDGET REQUEST 2022 ONE-TIME	BUDGET REQUEST 2022 TOTAL	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025	FUTURE PROJECTIONS 2026
OPERATING COSTS										
Swimming Pool	809,271	764,460	929,312	(38,179)	15,000	906,133	913,791	932,504	951,588	971,087
Park Land	680,782	659,955	722,711	112,727	10,000	845,438	969,510	1,003,328	1,046,871	1,063,577
Community Recreation	264,320	193,019	264,803	-	-	264,803	275,379	281,010	286,734	292,593
Community Parks	909,587	928,042	945,949	48,147	-	994,096	997,285	1,018,105	1,039,349	1,061,046
Fernwood Dock	19,143	14,215	15,847	-	-	15,847	16,410	16,980	17,560	18,160
TOTAL OPERATING COSTS	**2,683,103**	**2,559,691**	**2,878,622**	**122,695**	**25,000**	**3,026,317**	**3,172,375**	**3,251,927**	**3,342,102**	**3,406,463**
*Percentage Increase						12.8%	4.8%	2.5%	2.8%	1.9%
CAPITAL / RESERVE										
Swimming Pool	100,000	113,083	100,000	-	-	100,000	117,500	130,000	135,000	140,000
Park Land	141,000	158,689	131,759	5,000	-	136,759	190,000	197,000	202,500	204,500
Community Parks	10,090	10,090	10,000	5,000	-	15,000	15,000	20,500	20,500	20,500
Fernwood Dock	12,310	17,238	10,000	-	-	10,000	9,950	9,900	9,850	9,790
DEBT CHARGES	28,026	28,365	310	-	-	310	178,060	591,987	591,987	591,987
TOTAL CAPITAL / RESERVES	291,426	327,465	252,069	10,000	-	262,069	510,510	949,387	959,837	966,777
TOTAL COSTS	**2,974,529**	**2,887,156**	**3,130,691**	**132,695**	**25,000**	**3,288,386**	**3,682,885**	**4,201,314**	**4,301,939**	**4,373,240**
Internal Recoveries	(452,838)	(431,164)	(498,738)	-	-	(498,738)	(490,064)	(500,026)	(510,182)	(520,545)
OPERATING LESS RECOVERIES	**2,521,691**	**2,455,992**	**2,631,953**	**132,695**	**25,000**	**2,789,648**	**3,192,821**	**3,701,288**	**3,791,757**	**3,852,695**
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2020 to 2021	57,273	57,273	-	-	-	-	-	-	-	-
Swimming Pool	(185,590)	(174,641)	(279,073)	-	(15,000)	(294,073)	(271,300)	(276,710)	(282,230)	(287,870)
Park Land	(8,432)	(6,528)	(8,600)	(37,274)	-	(45,874)	(101,913)	(125,033)	(131,813)	(134,398)
Community Recreation	(212,144)	(140,843)	(210,223)	-	-	(210,223)	(214,949)	(219,380)	(223,874)	(228,473)
Community Parks	(201,404)	(219,859)	(143,100)	-	(9,968)	(153,068)	(145,560)	(148,070)	(150,630)	(153,250)
Fernwood Dock	(170)	(170)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
TOTAL REVENUE	(550,467)	(484,768)	(641,166)	(37,274)	(24,968)	(703,408)	(733,892)	(769,363)	(788,717)	(804,161)
REQUISITION	**(1,971,224)**	**(1,971,224)**	**(1,990,787)**	**(95,421)**	**(32)**	**(2,086,240)**	**(2,458,929)**	**(2,931,925)**	**(3,003,040)**	**(3,048,534)**
*Percentage increase over prior year requisition			1.0%			5.8%	17.9%	19.2%	2.4%	1.5%
AUTHORIZIED POSITIONS: Salaried	11.4	11.4	11.65	0.68		12.33	12.33	12.33	12.33	12.33

1.236 - Fernwood Dock (SSI)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Repairs & Maintenance	9,150	2,500	3,500	-	-	3,500	3,570	3,640	3,710	3,780
Insurance	3,244	3,244	3,220	-	-	3,220	3,380	3,550	3,720	3,900
Supplies	745	725	760	-	-	760	770	780	790	800
Allocations	3,846	6,346	6,177	-	-	6,177	6,460	6,740	7,030	7,330
Other Operating Expenses	2,158	1,400	2,190	-	-	2,190	2,230	2,270	2,310	2,350
	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	**19,143**	**14,215**	**15,847**	**-**	**-**	**15,847**	**16,410**	**16,980**	**17,560**	**18,160**
*Percentage Increase over prior year						-17.2%	3.6%	3.5%	3.4%	3.4%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	12,310	17,238	10,000	-	-	10,000	9,950	9,900	9,850	9,790
TOTAL CAPITAL / RESERVE	**12,310**	**17,238**	**10,000**	**-**	**-**	**10,000**	**9,950**	**9,900**	**9,850**	**9,790**
TOTAL COSTS	**31,453**	**31,453**	**25,847**	**-**	**-**	**25,847**	**26,360**	**26,880**	**27,410**	**27,950**
FUNDING SOURCES (REVENUE)										
Interest Income	(130)	(130)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
Grants in Lieu of Taxes	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	**(170)**	**(170)**	**(170)**	**-**	**-**	**(170)**	**(170)**	**(170)**	**(170)**	**(170)**
REQUISITION - PARCEL TAX	**(31,283)**	**(31,283)**	**(25,677)**	**-**	**-**	**(25,677)**	**(26,190)**	**(26,710)**	**(27,240)**	**(27,780)**
*Percentage increase over prior year Requisition						-17.9%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.459 SSI Park Land & Rec Programs	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$1,427,735	$8,215,000	$2,625,000	$55,000	$25,000	$12,347,735
Equipment	E	$0	$70,000	$62,500	$35,000	$40,000	$40,000	$247,500
Land	L	$0	$200,002	$700,000	$0	$100,000	$0	$1,000,002
Engineered Structures	S	$0	$450,000	$90,000	$50,000	$0	$0	$590,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$2,147,737**	**$9,067,500**	**$2,710,000**	**$195,000**	**$65,000**	**$14,185,237**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$0	$0	$8,000,000	$2,500,000	$0	$0	$10,500,000
Equipment Replacement Fund	ERF	$0	$70,000	$62,500	$35,000	$30,000	$40,000	$237,500
Grants (Federal, Provincial)	Grant	$0	$1,542,862	$75,000	$25,000	$25,000	$25,000	$1,692,862
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$534,875	$930,000	$150,000	$140,000	$0	$1,754,875
		$0	**$2,147,737**	**$9,067,500**	**$2,710,000**	**$195,000**	**$65,000**	**$14,185,237**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or preliminmary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.459

Service Name: SSI Park Land & Rec Programs

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-10	New	Sport Field Development	Develop additional sports fields for youth and adults	$550,000	S	Res	$0	$150,000	$90,000	$0	$0	$0	$240,000
20-10	New	Sport Field Development	CWF/Grant required to complete sports field development and upgrades.		S	Grant	$0	$300,000	$0	$0	$0	$0	$300,000
19-12	New	Expand or upgrade Trail Network and parking	Upgrade Drake Road to Bishops walk Trail	$100,000	L	Res	$0	$9,875	$0	$0	$0	$0	$9,875
19-12	New	Expand or upgrade Trail Network and parking	Grant funding secured to fund Bishops whal trail	$90,127	L	Grant	$0	$90,127	$0	$0	$0	$0	$90,127
19-13	New	Purchase Additional Parkland	The purchase of additional parkland for community parks, trails, water front accesses and sportsfields	$750,000	L	Res	$0	$50,000	$700,000	$0	$0	$0	$750,000
22-02	Study	Firehall Acquisition	Complete business case, assesments and associated fees for Fire Hall acquisition	$50,000	L	Res	$0	$50,000	$0	$0	$0	$0	$50,000
19-14	Renewal	Portlock Park Upgrades	Community consultation, conceptual designs, detailed designs and construction	$2,650,000	L	Res	$0	$0	$0	$0	$100,000	$0	$100,000
19-14	Renewal	Portlock Park Upgrades	Grant funding required to upgrade portlock park		B	Grant	$0	$0	$50,000	$0		$0	$50,000
19-14	Renewal	Portlock Park Upgrades	Grant/Debt funding required for Portlock Park		B	Debt	$0	$0	$0	$2,500,000	$0	$0	$2,500,000
20-14	New	Park Maintenance Facility	Fesability study, design and construction of a new park maintenance facility.	$335,000	B	Res	$0	$100,000	$70,000	$100,000	$0	$0	$270,000
25-01	Replacement	Life Rings	Replace four life rings at waterfront access points	$10,000	E	Res	$0	$0	$0	$0	$10,000	$0	$10,000
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	$0	$0	$0	$0	$0	$0
18-01	Renewal	Repairs to Pool Building	CWF/Grant required for pool upgrades		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	$30,000	B	Res	$0	$5,000	$0	$0	$0	$0	$5,000
20-02	Renewal	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	$0	$0	$0	$0	$0	$0	$0
20-02	Renewal	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	$0	$0	$0	$0	$0	$0	$0
21-01	New	Recreation Centre Expansion	Facility expansion for Multipurpose Room and additional funding for bus	$1,202,735	B	Res	$0	$75,000	$0	$0	$0	$0	$75,000
21-01	New	Recreation Centre Expansion	Approved grant for MP room and Bus		B	Grant	$0	$832,735	$0	$0	$0	$0	$832,735
21-01	New	Recreation Centre Expansion	CWF for MP room construction		B	Grant	$0	$295,000	$0	$0	$0	$0	$295,000
21-02	New	Pool expansion	Funding & designs for public referendum for pool expansion	$95,000	B	Res	$0	$50,000	$45,000	$0	$0	$0	$95,000
21-02	New	Pool expansion	Debt funding required for leisure pool expansion	$8,000,000	B	Debt	$0	$0	$8,000,000	$0	$0	$0	$8,000,000
20-03	Replacement	Replace Pool Flooring	Replacement of pool lobby flooring and re-grouting of pool tile bottom	$25,000	B	Res	$0	$0	$25,000	$0	$0	$0	$25,000
22-04	Renewal	Upgrade Pool Parking Lot	Upgrade existing gravel lot to capped, paved or permeable surface.	$30,000	S	Res	$0	$0	$0	$50,000	$0	$0	$50,000
19-15	Replacement	Pool equipment replacements	Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator	$241,215	E	ERF	$0	$30,000	$22,500	$35,000	$30,000	$40,000	$157,500
21-04	New	EV Charger	EV charger at the pool.	$5,000	B	Res	$0	$5,000	$0	$0	$0	$0	$5,000
25-01	Replacement	Replace pool expansion joints	New caulking in pool basin	$10,000	B	Res	$0	$0	$0	$0	$10,000	$0	$10,000
25-02	Replacement	Rainbow Road Dog Park	Upgrade or relocate dog park	$20,000	B	Res	$0	$0	$0	$0	$20,000	$0	$20,000
22-05	Replacement	Pool Changeroom Lockers	Replace lockers in mens and family changerooms	$80,000	E	ERF	$0	$40,000	$40,000	$0	$0	$0	$80,000
22-06	New	New EV Maintenance Truck	Partial funding to purchase new EV vehicle. Comm parks CRF has additional funding	$40,000	B	Res	$0	$40,000	$0	$0	$0	$0	$40,000
			GRAND TOTAL	**$14,715,577**			**$0**	**$2,147,737**	**$9,067,500**	**$2,710,000**	**$195,000**	**$65,000**	**$14,185,237**

Service:	1.459	SSI Park Land & Rec Programs

Project Number	20-10	**Capital Project Title**	Sport Field Development	**Capital Project Description**	Develop additional sports fields for youth and adults
Project Rationale	Limited playing field options on Salt Spring Island				

Project Number	19-12	**Capital Project Title**	Expand or upgrade Trail Network and parking	**Capital Project Description**	Upgrade Drake Road to Bishops walk Trail
Project Rationale	Upgrades to existing trail required to address drainage issues				

Project Number	19-13	**Capital Project Title**	Purchase Additional Parkland	**Capital Project Description**	The purchase of additional parkland for community parks, trails, water front accesses and sportsfields
Project Rationale	Additional parkland required to build additional sports fields				

Project Number	19-14	**Capital Project Title**	Portlock Park Upgrades	**Capital Project Description**	Community consultation, conceptual designs, detailed designs and construction
Project Rationale	Upgrades to existing infrastructure that is at or near its end of lif				

Project Number	20-14	**Capital Project Title**	Park Maintenance Facility	**Capital Project Description**	Fesability study, design and construction of a new park maintenance facility.
Project Rationale					

Project Number	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.
Project Rationale	Capital improvements to pool building				

Project Number	20-01	**Capital Project Title**	Pool site master plan	**Capital Project Description**	A site master plan is required prior to a facility expansion
Project Rationale	Master plan to inform future capital improvements				

Project Number	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.
Project Rationale	A condition assessment of the Rainbow Road pool found the electrical infrastructure in a state of urgent repair and replacement.				

Project Number	21-01	**Capital Project Title**	Recreation Centre Expansion	**Capital Project Description**	Facility expansion for Multipurpose Room and additional funding for bus
Project Rationale	Facility expansion to meet growing community needs				

Project Number	21-02	**Capital Project Title**	Pool expansion	**Capital Project Description**	Funding & designs for public referendum for pool expansion
Project Rationale					

Project Number	20-03	**Capital Project Title**	Replace Pool Flooring	**Capital Project Description**	Replacement of pool lobby flooring and re-grouting of pool tile bottom
Project Rationale	Lobby flooring is reaching end of useful life				

Project Number	22-04	**Capital Project Title**	Upgrade Pool Parking Lot	**Capital Project Description**	Upgrade existing gravel lot to capped, paved or permeable surface.
Project Rationale					

Project Number	19-15	**Capital Project Title**	Pool equipment replacements	**Capital Project Description**	Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator
Project Rationale					

Project Number	21-04	**Capital Project Title**	EV Charger	**Capital Project Description**	EV charger at the pool.
Project Rationale					

Project Number	25-01	**Capital Project Title**	Replace pool expansion joints	**Capital Project Description**	New caulking in pool basin
Project Rationale					

Project Number	25-02	**Capital Project Title**	Rainbow Road Dog Park	**Capital Project Description**	Upgrade or relocate dog park
Project Rationale					

Project Number	22-05	**Capital Project Title**	Pool Changeroom Lockers	**Capital Project Description**	Replace lockers in mens and family changerooms
Project Rationale					

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 2021	Budget 2022	2023	2024	2025	2026
1.45X - Equipment Replacement Funds	145,634	68,134	53,134	78,634	55,134	76,634
1.459 - Land Acquisition Reserve Fund	869,125	769,125	69,125	69,125	69,125	69,125
1.459 - Pool Facility Capital Reserve Fund	50,306	55,306	55,306	85,306	140,306	230,306
1.455 - Community Parks Reserve Fund	67,269	2,269	7,269	12,269	17,269	22,269
1.455/458 - Parks & Rec Reserve Funds	423,614	143,000	48,000	70,000	116,500	230,000
1.459 - 2nd Land Reserve Fund	1,392	1,392	1,392	1,392	1,392	1,392
1.455 - Community Parks Operating Reserve Fund	-	-	-	-	-	-
1.458 - Community Recreation Operating Reserve Fund	-	-	-	-	-	-
1.459 - Pool & Park Land Operating Reserve Fund	66,005	56,367	71,367	91,367	111,367	131,367
Total projected year end balance	**1,623,346**	**1,095,594**	**305,594**	**408,094**	**511,094**	**761,094**

ERF Summary

Fund: 1022 Fund Center: 101412/44/45 ERF Group: SSIPARC.ERF	Estimated 2021	Budget 2022	2023	2024	2025	2026
Beginning Balance	128,044	145,634	68,134	53,134	78,634	55,134
Planned Purchase	55,090	52,500	67,500	70,500	71,500	71,500
Transfer from Operating Budget	(37,500)	(130,000)	(82,500)	(45,000)	(95,000)	(50,000)
Interest Income	-					
Ending Balance $	**145,634**	**68,134**	**53,134**	**78,634**	**55,134**	**76,634**

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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	46,449	53,949	18,949	3,949	18,949	38,949
Transfer from Ops Budget	35,000	35,000	47,500	50,000	50,000	50,000
Expenditures (Based on Capital Plan)	(27,500)	(70,000)	(62,500)	(35,000)	(30,000)	(40,000)
Interest Income	-					
Ending Balance $	**53,949**	**18,949**	**3,949**	**18,949**	**38,949**	**48,949**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		860,825	869,125	769,125	69,125	69,125	69,125
Transfer from Ops Budget		-	-	-	-	-	-
Cash in Lieu							
Expenditures (Based on Capital Plan)		-	(100,000)	(700,000)	-	-	-
Interest Income		8,300					
Ending Balance $		**869,125**	**769,125**	**69,125**	**69,125**	**69,125**	**69,125**

Assumptions/Background:

Fund balance to provide for the purchase of land for the purpose of community parks, trails or beach accesses.

Reserve Schedule

1.459 - Salt Spring Island Pool

Bylaw 3686

Reserve Cash Flow

Fund: 1078 / Fund Centre: 102045	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	228,346	50,306	55,306	55,306	85,306	140,306
Transfer from Ops Budget	65,000	65,000	70,000	80,000	85,000	90,000
Transfer from Cap Fund	-	-	-	-	-	-
Expenditures (Based on Capital Plan)	(245,000)	(60,000)	(70,000)	(50,000)	(30,000)	-
Interest Income	1,960					
Ending Balance $	**50,306**	**55,306**	**55,306**	**85,306**	**140,306**	**230,306**

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	Estimated	Budget				
Fund Centre:	101603	2021	2022	2023	2024	2025	2026
Beginning Balance		176,351	242,771	26,157	20,157	36,157	56,157
Transfer from Ops Budget		110,000	83,259	114,000	116,000	120,000	122,000
Transfer from Cap Fund		-	-	-	-	-	-
Expenditures (Based on Capital Plan)		(45,000)	(299,873)	(120,000)	(100,000)	(100,000)	-
Interest Income		1,420					
Ending Balance $		**242,771**	**26,157**	**20,157**	**36,157**	**56,157**	**178,157**

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	Estimated	Budget				
Fund Centre:	101898	2021	2022	2023	2024	2025	2026
Beginning Balance		1,380	1,392	1,392	1,392	1,392	1,392
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures (Based on Capital Plan)		-	-	-	-	-	-
Interest Income		12					
Ending Balance $		**1,392**	**1,392**	**1,392**	**1,392**	**1,392**	**1,392**

Assumptions/Background:

Reserve Schedule

1.459 - Pool & Park Land Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105550	2021	2022	2023	2024	2025	2026
Beginning Balance		40,000	66,005	56,367	71,367	91,367	111,367
Transfer from Ops Budget		30,772	5,000	15,000	20,000	20,000	20,000
Expenditures		(4,861)	(15,000)	-	-	-	-
Interest Income		94	362				
Ending Balance $		**66,005**	**56,367**	**71,367**	**91,367**	**111,367**	**131,367**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Storm Water Quality Management (SSI)

EAC REVIEW

OCTOBER 2021

Service: 1.535 SSI Stormwater Quality Management **Committee: Electoral Area Services**

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:

Greater of $34,365 or $0.0078 / $1,000 on actual assessed value of land and improvements. To a maximum of $36,750.

FUNDING:

Requisition

1.535 - Storm Water Quality Management (SSI)	2021 BOARD BUDGET	2021 ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Contract for Services & Consulting	16,498	19,499	16,830	-	20,000	36,830	17,160	17,510	17,860	18,210
Allocations	10,390	7,899	10,480	-	-	10,480	10,690	10,904	11,122	11,344
Other Operating Expenses	640	130	660	-	-	660	670	680	690	700
TOTAL OPERATING COSTS	**27,528**	**27,528**	**27,970**	**-**	**20,000**	**47,970**	**28,520**	**29,094**	**29,672**	**30,254**
*Percentage Increase over prior year						74.3%	-40.5%	2.0%	2.0%	2.0%
CAPITAL/RESERVE										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**27,528**	**27,528**	**27,970**	**-**	**20,000**	**47,970**	**28,520**	**29,094**	**29,672**	**30,254**
*Percentage Increase over prior year						74.3%	-40.5%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	-	-	(20,000)	(20,000)	-	-	-	-
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)**	**-**	**(20,000)**	**(20,030)**	**(30)**	**(30)**	**(30)**	**(30)**
REQUISITION	**(27,500)**	**(27,500)**	**(27,940)**	**-**	**-**	**(27,940)**	**(28,490)**	**(29,064)**	**(29,642)**	**(30,224)**
*Percentage increase over prior year Requisition						1.6%	2.0%	2.0%	2.0%	2.0%

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	Estimated	Budget				
Fund Centre:	105529	2021	2022	2023	2024	2025	2026
Beginning Balance		53,385	53,895	33,895	33,895	33,895	33,895
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	(20,000)	-	-	-	-
Interest Income*		510					
Ending Balance $		**53,895**	**33,895**	**33,895**	**33,895**	**33,895**	**33,895**

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

2022 Budget

Emergency Comm - CREST (SSI)

EAC REVIEW

OCTOBER 2021

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)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Payments to CREST	139,694	139,694	142,952	-	-	142,952	145,810	148,730	151,700	154,730
Allocations	1,811	1,811	2,842	-	-	2,842	2,899	2,957	3,016	3,076
Other Operating Expenses	600	400	400	-	-	400	400	400	400	400
TOTAL COSTS	**142,105**	**141,905**	**146,194**	**-**	**-**	**146,194**	**149,109**	**152,087**	**155,116**	**158,206**
*Percentage Increase over prior year						2.9%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	200	(200)	-	-	(200)	-	-	-	-
Balance c/fwd from 2020 to 2021	(215)	(215)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
Revenue-Other	(69)	(69)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	**(334)**	**(134)**	**(320)**	**-**	**-**	**(320)**	**(120)**	**(120)**	**(120)**	**(120)**
REQUISITION	**(141,771)**	**(141,771)**	**(145,874)**	**-**	**-**	**(145,874)**	**(148,989)**	**(151,967)**	**(154,996)**	**(158,086)**
*Percentage increase over prior year Requisition						2.9%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Highland Water System (SSI)

EAC REVIEW

OCTOBER 2021

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 a maximum of $766,196.

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)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Allocations	394	394	103	-	-	103	105	107	109	111
TOTAL OPERATING COSTS	**394**	**394**	**103**	**-**	**-**	**103**	**105**	**107**	**109**	**111**
*Percentage Increase over prior year						-73.9%	1.9%	1.9%	1.9%	1.8%
DEBT										
MFA Debt Principal	20,010	20,010	20,010	-	-	20,010	20,010	20,010	7,525	7,525
MFA Debt Interest	10,748	10,748	10,748	-	-	10,748	10,748	10,748	5,123	5,123
MFA Debt Reserve Fund	120	120	110	-	-	110	110	110	110	110
TOTAL DEBT	**30,878**	**30,878**	**30,868**	**-**	**-**	**30,868**	**30,868**	**30,868**	**12,758**	**12,758**
TOTAL COSTS	**31,272**	**31,272**	**30,971**	**-**	**-**	**30,971**	**30,973**	**30,975**	**12,867**	**12,869**
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2020 to 2021	(33)	(33)	-	-	-	-	-	-	-	-
Other Income	(120)	(120)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
TOTAL REVENUE	**(153)**	**(153)**	**(110)**	**-**	**-**	**(110)**	**(110)**	**(110)**	**(110)**	**(110)**
REQUISITION - PARCEL TAX	**(31,119)**	**(31,119)**	**(30,861)**	**-**	**-**	**(30,861)**	**(30,863)**	**(30,865)**	**(12,757)**	**(12,759)**
*Percentage increase over prior year Requisition						-0.8%	0.0%	0.0%	-58.7%	0.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.620 Highland Water (SSI)	Carry Forward from 2021	2022	2023	2024	2025	2026	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		$98,792	$98,792	$0	$0	$0	$0	$98,792
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$98,792	**$98,792**	**$0**	**$0**	**$0**	**$0**	**$98,792**
SOURCE OF FUNDS								
Capital Funds on Hand		$98,792	$98,792	$0	$0	$0	$0	$98,792
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
		$98,792	**$98,792**	**$0**	**$0**	**$0**	**$0**	**$98,792**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.620

Service Name: Highland Water (SSI)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
16-01	Renewal	Infrastructure Upgrades (Valve Distribution)	Middle & Upper Reservoir Repairs	$122,442	S	Cap	$98,792	$98,792	$0	$0	$0	$0	$98,792
			GRAND TOTAL	**$122,442**			**$98,792**	**$98,792**	**$0**	**$0**	**$0**	**$0**	**$98,792**

Service:	2.620	Highland Water (SSI)

Project Number	16-01	Capital Project Title	Infrastructure Upgrades (Valve Distribution)	Capital Project Description	Middle & Upper Reservoir Repairs
Project Rationale	These funds are reserved for Highland only upgrade/repairs/replacement. The middle reservoir needs an access hatch and a replacement of a failed outlet piping and it has also recently starts to leak. The upper reservoir has been leaking and needs to be replaced. The fund is reserved for the repair of Middle reservoir and the planning, option analysis and the design of Upper Reservoir replacement.				

CAPITAL REGIONAL DISTRICT

2022 Budget

Highland/Fernwood Water (SSI)

EAC REVIEW

OCTOBER 2021

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 $519,156.

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)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Sludge Hauling Contract	9,150	9,150	9,330	-	-	9,330	9,520	9,710	9,900	10,100
Waste Sludge Disposal	12,500	14,500	14,500	-	-	14,500	14,790	15,065	15,239	15,532
Repairs & Maintenance	8,880	7,890	9,050	-	27,000	36,050	29,220	29,410	9,600	9,790
Allocations	20,944	20,944	19,870	-	-	19,870	20,295	20,614	21,073	21,389
Water Testing	13,470	13,650	13,740	-	-	13,740	14,010	14,290	14,580	14,870
Electricity	20,390	20,960	20,800	-	-	20,800	21,220	21,640	22,070	22,510
Supplies	22,720	27,600	23,170	-	-	23,170	23,630	24,100	24,580	25,060
Labour Charges	172,553	228,103	183,174	-	-	183,174	186,907	190,602	194,478	198,315
Other Operating Expenses	17,400	15,790	18,220	-	-	18,220	18,650	19,090	19,550	20,020
TOTAL OPERATING COSTS	**298,007**	**358,587**	**311,854**	**-**	**27,000**	**338,854**	**338,242**	**344,521**	**331,070**	**337,586**
*Percentage Increase over prior year						13.7%	-0.2%	1.9%	-3.9%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	48,250	48,250	50,000	-	-	50,000	50,000	20,000	20,000	20,000
Transfer to Operating Reserve Fund	19,710	19,710	30,000	-	-	30,000	20,000	20,000	20,000	20,000
MFA Debt Principal	24,971	24,971	26,841	-	-	26,841	26,841	72,556	110,351	110,351
MFA Debt Interest	18,445	16,250	7,350	-	-	7,350	19,023	48,820	66,945	66,945
MFA Debt Reserve Fund	5,040	140	130	-	-	130	8,180	12,630	130	130
TOTAL DEBT / RESERVES	**116,416**	**109,321**	**114,321**	**-**	**-**	**114,321**	**124,044**	**174,006**	**217,426**	**217,426**
TOTAL COSTS	**414,423**	**467,908**	**426,175**	**-**	**27,000**	**453,175**	**462,286**	**518,527**	**548,496**	**555,012**
FUNDING SOURCES (REVENUE)										
Estimated Deficit C/ FW from 2021 to 2022	-	(61,485)	61,485	-	-	61,485	-	-	-	-
Balance C/FW from 2020 to 2021	100,918	100,918	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	(27,000)	(27,000)	(20,000)	(20,000)	-	-
Sales - Water	(60,000)	(52,000)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
User Charges	(379,591)	(379,591)	(351,910)	-	-	(351,910)	(305,026)	(359,727)	(408,125)	(413,040)
Other Revenue	(750)	(750)	(750)	-	-	(750)	(760)	(770)	(780)	(790)
TOTAL REVENUE	**(339,423)**	**(392,908)**	**(351,175)**	**-**	**(27,000)**	**(378,175)**	**(385,786)**	**(440,497)**	**(468,905)**	**(473,830)**
REQUISITION - PARCEL TAX	**(75,000)**	**(75,000)**	**(75,000)**	**-**	**-**	**(75,000)**	**(76,500)**	**(78,030)**	**(79,591)**	**(81,182)**
*Percentage increase over prior year										
Sales						0.0%	0.0%	0.0%	0.0%	0.0%
User Fee						-7.3%	-13.3%	17.9%	13.5%	1.2%
Requisition						0.0%	2.0%	2.0%	2.0%	2.0%
Combined						**-5.4%**	**-9.3%**	**12.7%**	**10.0%**	**1.2%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.621 Highland & Fernwood Water (SSI)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$64,000	$240,000	$45,000	$40,000	$0	$389,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$490,000	$140,000	$765,000	$1,500,000	$0	$0	$2,405,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$490,000	**$204,000**	**$1,005,000**	**$1,545,000**	**$40,000**	**$0**	**$2,794,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$390,000	$0	$805,000	$1,250,000	$0	$0	$2,055,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$100,000	$140,000	$200,000	$250,000	$0	$0	$590,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$64,000	$0	$45,000	$40,000	$0	$149,000
		$490,000	**$204,000**	**$1,005,000**	**$1,545,000**	**$40,000**	**$0**	**$2,794,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.621

Service Name: Highland & Fernwood Water (SSI)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-01	Replacement	Replace intake	Construct new intake and screen	$110,000	S	Grant	$100,000	$100,000	$0	$0	$0	$0	$100,000
19-01	Replacement	Replace intake			S	Res	$0	$10,000	$0	$0	$0	$0	$10,000
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	$0	$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	Construction to replace existing leaking upper reservoir	$665,000	S	Debt	$390,000	$0	$465,000	$0	$0	$0	$465,000
21-03					S	Grant	$0	$0	$200,000	$0	$0	$0	$200,000
21-04	New	Water main replacement strategy and detailed design	Conduct watermain replacement assessment and develop a phased replacement strategy and design drawings and specs	$100,000	S	Debt	$0	$0	$100,000	$0	$0	$0	$100,000
23-01	New	Initial phase of Water main replacement	Engineering and construction of replacement/renewal of failing water main for high priority areas	$1,250,000	S	Debt	$0	$0	$0	$1,250,000	$0	$0	$1,250,000
23-01				$250,000	S	Grant	$0	$0	$0	$250,000	$0	$0	$250,000
22-03	New	Safety Improvements for the WTF	Design and installation of eyewash, safe access platform, roof access hatch	$40,000	E	Grant	$0	$40,000	$0	$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	$25,000	$0	$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	$40,000	$0	$40,000
			GRAND TOTAL	**$2,794,000**			**$490,000**	**$204,000**	**$1,005,000**	**$1,545,000**	**$40,000**	**$0**	**$2,794,000**

Service:	2.621	Highland & Fernwood Water (SSI)

Project Number	19-01	**Capital Project Title**	Replace intake	**Capital Project Description**	Construct new intake and screen
Project Rationale	Tender and construct intake. Current intake is undersized for capacity of WTP and creates a bottleneck upstream.				

Project Number	19-02	**Capital Project Title**	#N/A	**Capital Project Description**	#N/A
Project Rationale	To design and install a system to pump DAF (Dissolved Air Flotation) Float Waste, to replace the existing failing pumps.				

Project Number	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.
Project Rationale	Undertake a referendum or AAP to borrow funds to carry out the intake, back up power and upper reservoir projects.				

Project Number	21-01	**Capital Project Title**	Public Engagement for Future Projects	**Capital Project Description**	Public engagement for the intake and upper reservoir projects.
Project Rationale	Public engagement for the intake and upper reservoir projects.				

Project Number	21-02	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back-Up Power Detailed Design
Project Rationale	Need to design a back up power system to provide power (water) in the event of a temporary power failure.				

Project Number	21-03	**Capital Project Title**	Highland Upper Reservoir Replacement	**Capital Project Description**	Construction to replace existing leaking upper reservoir
Project Rationale	Upper reservoir is leaking and wasting water. Needs to be replaced.				

Project Number	21-04	**Capital Project Title**	Water main replacement strategy and detailed design	**Capital Project Description**	Conduct watermain replacement assessment and develop a phased replacement strategy and design drawings and specs
Project Rationale	The water main system needs to be replaced so this will assess the system and create a strategy to deal with it along with design drawings and specifications.				

Project Number	22-01	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back-Up Power Construction
Project Rationale	This is the construction phase of the previously designed backup power system needed in the event of a power failure to continue to provide water to the community.				

Project Number	22-03	**Capital Project Title**	Safety Improvements for the WTF	**Capital Project Description**	Design and installation of eyewash, safe access platform, roof access hatch
Project Rationale	These are Health and Safety improvements required to provide a safe working environment for CRD personnel.				

Project Number	23-01	**Capital Project Title**	Initial phase of Water main replacement	**Capital Project Description**	Engineering and construction of replacement/renewal of failing water main for high priority areas
Project Rationale	This is the initial phase for the replacement of the failing water main system building on the assessment that was completed previously under Project 22-01.				

Project Number	24-01	**Capital Project Title**	Fernwood PS Haz Assess and Demolition	**Capital Project Description**	Assessment of hazard and demolition.
Project Rationale	Assessment of hazard and demolition.				

Project Number	24-02	**Capital Project Title**	Strainer installation for PRV	**Capital Project Description**	Install strainer for North End and Maliview PRV
Project Rationale	A new strainer is needed for the system. CRD Operations may be able to carry out this task.				

Project Number	25-01	**Capital Project Title**	Fence installation around storage reservoirs	**Capital Project Description**	Install fencing around all reservoirs and WTP
Project Rationale	This fence is required for community safety (child access etc.) and security of the asset (vandalism).				

Highland/Fernwood Water (SSI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	22,608	25,608	25,608	25,608	45,608	65,608
Capital Reserve Fund	75,302	61,302	111,302	86,302	66,302	86,302
Total	**97,910**	**86,910**	**136,910**	**111,910**	**111,910**	**151,910**

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	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	2,818	22,608	25,608	25,608	25,608	45,608
Transfer from Ops Budget	19,710	30,000	20,000	20,000	20,000	20,000
Expenditures	-	(27,000)	(20,000)	(20,000)	-	-
Planned Maintenance Activity		Hydrant maintenance & Reservior cleaning & inspection (Ph2)	Fiter media replacement	Reservoir cleaning & inspection		
Interest Income	80					
Ending Balance $	**22,608**	**25,608**	**25,608**	**25,608**	**45,608**	**65,608**

Assumptions/Background:

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 / Fund Centre: 102156	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	25,744	75,302	61,302	111,302	86,302	66,302
Transfer from Ops Budget	48,250	50,000	50,000	20,000	20,000	20,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	-	(64,000)	-	(45,000)	(40,000)	-
Interest Income*	1,308					
Ending Balance $	**75,302**	**61,302**	**111,302**	**86,302**	**66,302**	**86,302**

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

2022 Budget

Cedars of Tuam Water (SSI)

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $81,899.

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:
  - First 38 cubic metres or portion - $3.50 / cubic metre
  - Greater than 38 cubic metres - $9.00 / cubic metre

Water Connection Charge

- Actual cost for the connection.

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)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Repairs & Maintenance	13,060	12,750	560	-	1,500	2,060	560	560	560	10,560
Allocations	3,314	3,314	3,209	-	-	3,209	3,330	3,331	3,468	3,457
Water Testing	2,060	2,060	2,100	-	-	2,100	2,140	2,180	2,220	2,260
Electricity	640	750	650	-	-	650	660	670	680	690
Supplies	720	620	730	-	-	730	740	750	760	770
Labour Charges	20,369	17,423	20,774	-	-	20,774	21,202	21,625	22,063	22,495
Other Operating Expenses	1,400	1,470	1,440	-	-	1,440	1,460	1,480	1,500	1,520
TOTAL OPERATING COSTS	**41,563**	**38,387**	**29,463**	**-**	**1,500**	**30,963**	**30,092**	**30,596**	**31,251**	**41,752**
*Percentage Increase over prior year						-25.5%	-2.8%	1.7%	2.1%	33.6%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	5,000	8,163	5,100	-	-	5,100	6,000	5,000	3,000	3,000
Transfer to Operating Reserve Fund	2,800	2,800	3,000	-	-	3,000	3,100	3,160	3,220	3,280
MFA Debt Reserve Fund	-	-	-	-	-	-	820	4,500	-	-
MFA Debt Principal	-	-	-	-	-	-	-	2,479	16,086	16,086
MFA Debt Interest	-	-	-	-	-	-	677	6,419	17,556	17,556
TOTAL DEBT / RESERVES	**7,800**	**10,963**	**8,100**	**-**	**-**	**8,100**	**10,597**	**21,558**	**39,862**	**39,922**
TOTAL COSTS	**49,363**	**49,350**	**37,563**	**-**	**1,500**	**39,063**	**40,689**	**52,154**	**71,113**	**81,674**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(12,500)	(12,500)	-	-	(1,500)	(1,500)	-	-	-	(10,000)
Sales - Water	(4,513)	(4,500)	(4,513)	-	-	(4,513)	(4,513)	(4,513)	(4,513)	(4,513)
User Charges	(32,300)	(32,300)	(33,000)	-	-	(33,000)	(36,126)	(47,591)	(66,550)	(67,111)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	**(49,363)**	**(49,350)**	**(37,563)**	**-**	**(1,500)**	**(39,063)**	**(40,689)**	**(52,154)**	**(71,113)**	**(81,674)**
REQUISITION - PARCEL TAX	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage increase over prior year										
Sales						0.0%	0.0%	0.0%	0.0%	0.0%
User Charge						2.2%	9.5%	31.7%	39.8%	0.8%
Other						0.0%	0.0%	0.0%	0.0%	0.0%
Combined						**2.2%**	**9.5%**	**31.7%**	**39.8%**	**0.8%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.622 Cedars of Tuam Water (SSI)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$5,000	$15,000	$650,000	$0	$0	$670,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$5,000	$77,000	$0	$0	$0	$82,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$10,000**	**$92,000**	**$650,000**	**$0**	**$0**	**$752,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$82,000	$450,000	$0	$0	$532,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$10,000	$200,000	$0	$0	$210,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$10,000	$0	$0	$0	$0	$10,000
		$0	**$10,000**	**$92,000**	**$650,000**	**$0**	**$0**	**$752,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.622

Service Name: Cedars of Tuam Water (SSI)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-01	Decommission	Abandon unused wells	Decommission wells	$5,000	S	Res	$0	$5,000	$0	$0	$0	$0	$5,000
21-01	Renewal	Public Engagement for Future Projects	Inform and engage public within service area on upcoming works that will require borrowing to fund and electoral participating area petition for borrowing (sec.408 LGA	$5,000	E	Res	$0	$5,000	$0	$0	$0	$0	$5,000
21-03	Study	New well detailed designs	Detailed designs, IHA application, construction documents	$77,000	S	Debt	$0	$0	$77,000	$0	$0	$0	$77,000
21-04	New	Construct new well and dist system	Construction of new infrastructure for future needs	$650,000	E	Debt	$0	$0	$0	$450,000	$0	$0	$450,000
21-04					E	Grant	$0	$0	$0	$200,000	$0	$0	$200,000
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	Grant	$0	$0	$10,000	$0	$0	$0	$10,000
			GRAND TOTAL	**$752,000**			**$0**	**$10,000**	**$92,000**	**$650,000**	**$0**	**$0**	**$752,000**

Service: **2.622** **Cedars of Tuam Water (SSI)**

Project Number	18-01	**Capital Project Title**	Abandon unused wells	**Capital Project Description**	Decommission wells
Project Rationale	Abandon unused wells to prevent groundwater contamination.				

Project Number	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 and electoral participating area petition for borrowing (sec 408 LGA)
Project Rationale	Public engagement for projects to fund and electoral particpaing area petition for borrowing (section 408 LGA)				

Project Number	21-03	**Capital Project Title**	New well detailed designs	**Capital Project Description**	Detailed designs, IHA application, construction documents
Project Rationale	Detailed design for new well				

Project Number	21-04	**Capital Project Title**	Construct new well and dist system	**Capital Project Description**	Construction of new infrastructure for future needs
Project Rationale	Construction of new well.				

Project Number	21-05	**Capital Project Title**	#N/A	**Capital Project Description**	#N/A
Project Rationale	Replace chlorniator and chlorine analyzer, install well level transducer and replace raw water flow meter				

Project Number	22-01	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power detailed designs
Project Rationale	Design of back up power. Project contingent on the the new well project not proceeding				

Project Number	22-02	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power construction
Project Rationale	Construct back up power				

Project Number	22-03	**Capital Project Title**	#N/A	**Capital Project Description**	#N/A
Project Rationale	Need to investigate current issues and install a suitable sand seperator.				

Cedars of Tuam Water (SSI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	2,258	3,758	6,858	10,018	13,238	6,518
Capital Reserve Fund	18,684	13,784	19,784	24,784	27,784	30,784
Total	**20,942**	**17,542**	**26,642**	**34,802**	**41,022**	**37,302**

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 / Fund Centre: 105532	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	11,838	2,258	3,758	6,858	10,018	13,238
Transfer from Op Budget	2,800	3,000	3,100	3,160	3,220	3,280
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*	120					
Ending Balance $	**2,258**	**3,758**	**6,858**	**10,018**	**13,238**	**6,518**

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, onstruction 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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	16,367	18,684	13,784	19,784	24,784	27,784
Transfer from Ops Budget	8,163	5,100	6,000	5,000	3,000	3,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(6,000)	(10,000)	-	-	-	-
Interest Income*	154					
Ending Balance $	**18,684**	**13,784**	**19,784**	**24,784**	**27,784**	**30,784**

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

2022 Budget

Beddis Water

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $315,538.

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 property 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:
  - 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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Operations Contracts	54,300	52,000	55,390	-	-	55,390	56,500	57,630	58,780	59,960
Grit & Waste Sludge Disposal	12,140	13,960	12,390	-	-	12,390	12,640	12,890	13,140	13,410
Repairs & Maintenance	13,650	15,000	5,760	-	14,000	19,760	5,870	5,980	16,100	6,220
Allocations	12,042	12,042	12,201	-	-	12,201	12,493	12,681	13,008	13,189
Water Testing	9,840	7,000	10,040	-	-	10,040	10,240	10,440	10,650	10,860
Electricity	11,420	12,600	11,650	-	-	11,650	11,880	12,120	12,360	12,610
Supplies	10,550	10,550	10,760	-	-	10,760	10,970	11,180	11,400	11,630
Labour Charges	36,008	39,799	36,736	-	-	36,736	37,514	38,238	39,041	39,791
Other Operating Expenses	15,380	26,890	16,930	-	-	16,930	17,340	17,750	18,170	18,600
TOTAL OPERATING COSTS	**175,330**	**189,841**	**171,857**	**-**	**14,000**	**185,857**	**175,447**	**178,909**	**192,649**	**186,270**
*Percentage Increase over prior year						6.0%	-5.6%	2.0%	7.7%	-3.3%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	4,190	4,190	15,000	-	-	15,000	10,000	10,000	10,000	10,000
Transfer to Capital Reserve Fund	23,000	6,563	35,000	-	-	35,000	70,000	112,000	100,000	105,000
MFA Debt Reserve Fund	220	220	180	-	-	180	180	3,080	180	180
MFA Debt Principal	30,817	30,817	30,817	-	-	30,817	30,817	-	16,469	16,469
MFA Debt Interest	12,145	12,145	12,145	-	-	12,145	7,420	4,205	8,410	8,410
TOTAL DEBT / RESERVES	**70,372**	**53,935**	**93,142**	**-**	**-**	**93,142**	**118,417**	**129,285**	**135,059**	**140,059**
TOTAL COSTS	**245,702**	**243,776**	**264,999**	**-**	**14,000**	**278,999**	**293,864**	**308,194**	**327,708**	**326,329**
FUNDING SOURCES (REVENUE)										
Balance C/FW from 2020 to 2021	13,650	13,650	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(8,000)	(8,000)	-	-	(14,000)	(14,000)	-	-	(10,000)	-
Sales - Water	(72,000)	(69,974)	(72,000)	-	-	(72,000)	(72,000)	(72,000)	(72,000)	(72,000)
User Charges	(105,562)	(105,562)	(117,759)	-	-	(117,759)	(145,084)	(157,884)	(165,828)	(172,849)
Other Revenue	(320)	(420)	(280)	-	-	(280)	(280)	(280)	(280)	(280)
TOTAL REVENUE	**(172,232)**	**(170,306)**	**(190,039)**	**-**	**(14,000)**	**(204,039)**	**(217,364)**	**(230,164)**	**(248,108)**	**(245,129)**
REQUISITION - PARCEL TAX	**(73,470)**	**(73,470)**	**(74,960)**	**-**	**-**	**(74,960)**	**(76,500)**	**(78,030)**	**(79,600)**	**(81,200)**
*Percentage increase over prior year										
Sales						0.0%	0.0%	0.0%	0.0%	0.0%
User Fee						11.6%	23.2%	8.8%	5.0%	4.2%
Requisition						2.0%	2.1%	2.0%	2.0%	2.0%
Combined						**5.5%**	**10.9%**	**4.9%**	**3.1%**	**2.7%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.624 Beddis Water (SSI)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$30,000	$0	$160,000	$0	$0	$190,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$63,000	$446,000	$0	$0	$509,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$30,000**	**$63,000**	**$606,000**	**$0**	**$0**	**$699,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$290,000	$0	$0	$290,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$200,000	$0	$0	$200,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$30,000	$63,000	$116,000	$0	$0	$209,000
		$0	**$30,000**	**$63,000**	**$606,000**	**$0**	**$0**	**$699,000**

CAPITAL REGIONAL DISTRICT

Project Number
Project number format is "yy-##"
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"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

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Asset Class
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V - Vehicles

Funding Source Codes
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ERF = Equipment Replacement Fund
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STLoan = Short Term Loans
WU - Water Utility
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Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.624
Service Name: Beddis Water (SSI)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-02	Study	Referendum or Alternative Approval Process - Funding for Future Projects	Seek service area electors approval to fund projects	$20,000	S	Res	$0	$0	$20,000	$0	$0	$0	$20,000
21-02	Study	Public Engagement for Future Projects	Undertake a referendum or AAP to borrow funds	$10,000	S	Res	$0	$0	$10,000	$0	$0	$0	$10,000
21-01	New	Power generation equipment	Back up power construction	$110,000	E	Debt	$0	$0	$0	$110,000	$0	$0	$110,000
21-01	New	Power generation equipment	Back up power construction	$50,000	E	Grant	$0	$0	$0	$50,000	$0	$0	$50,000
21-03	New	Preliminary design of booster pump and second reservoir at Sky Valley lower reservior and decomission of upper reservoir and Lautman reservoir	Preliminary design of booster pump and second reservoir at Sky Valley lower reservior	$33,000	S	Res	$0	$0	$33,000	$0	$0	$0	$33,000
21-03	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-ineligible	$66,000	S	Res	$0	$0	$0	$66,000	$0	$0	$66,000
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	$180,000	S	Debt	$0	$0	$0	$180,000	$0	$0	$180,000
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	$150,000	S	Grant	$0	$0	$0	$150,000	$0	$0	$150,000
25-01	Decommission	Decommission of Sky Valley Upper Reservoir	Decommission and removal of Sky Valley Upper Reservoir	$50,000	S	Res	$0	$0	$0	$50,000	$0	$0	$50,000
17-01	Decommission	Lautman reservoir	Dismantle and remove Lautman reservior	$30,000	E	Res	$0	$30,000	$0	$0	$0	$0	$30,000
			GRAND TOTAL	**$699,000**			**$0**	**$30,000**	**$63,000**	**$606,000**	**$0**	**$0**	**$699,000**

Service: **2.624** **Beddis Water (SSI)**

Project Number	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
Project Rationale	Need to obtain approval from the area electors for futue projects.				

Project Number	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
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.				

Project Number	21-01	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power construction
Project Rationale	Back up power				

Project Number	21-03	**Capital Project Title**	Preliminary design of booster pump and second reservoir at Sky Valley lower reservior and decomission of upper reservoir and Lautman reservoir	**Capital Project Description**	Preliminary design of booster pump and second reservoir at Sky Valley lower reservior
Project Rationale	Need to replace an existing reservoir with a new one and this will require a booster pump to operate it.				

Project Number	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
Project Rationale	Need to replace an existing reservoir with a new one and this will require a booster pump to operate it.				

Project Number	25-01	**Capital Project Title**	Decommission of Sky Valley Upper Reservoir	**Capital Project Description**	Decommission and removal of Sky Valley Upper Reservoir
Project Rationale	This is the decommissioning of an old reservoir that is being replaced.				

Project Number	17-01	**Capital Project Title**	Lautman reservoir	**Capital Project Description**	Dismantle and remove Lautman reservior
Project Rationale	This is an abandoned reservoir that needs to be demolished and disposed of.				

Beddis Water Reserves
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	11,629	12,629	22,629	32,629	32,629	42,629
Capital Reserve Fund	8,257	13,257	20,257	16,257	116,257	221,257
Total	**19,887**	**25,887**	**42,887**	**48,887**	**148,887**	**263,887**

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**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		15,284	11,629	12,629	22,629	32,629	32,629
Transfer from Ops Budget		4,190	15,000	10,000	10,000	10,000	10,000
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		(8,000)	(14,000)	-	-	(10,000)	-
Planned Maintenance Activity			Reservoir cleaning and inspection			Reservoir cleaning and inspection	
Interest Income		156					
Ending Balance $		**11,629**	**12,629**	**22,629**	**32,629**	**32,629**	**42,629**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		14,544	8,257	13,257	20,257	16,257	116,257
Transfer from Ops Budget		6,563	35,000	70,000	112,000	100,000	105,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(12,984)	(30,000)	(63,000)	(116,000)	-	-
Interest Income		134					
Ending Balance $		**8,257**	**13,257**	**20,257**	**16,257**	**116,257**	**221,257**

Assumptions/Background:

Debt costs will be reduced by $22k in 2021. Transfers to CRF may increase at that time

CAPITAL REGIONAL DISTRICT

2022 Budget

Fulford Water (SSI)

EAC REVIEW

OCTOBER 2021

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 $396,306.

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 for residential properties.

Parcel Tax: Annual, levied only on properties capable of being connected to the system, starting 2006.

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 for non-residential properties is equal to residential fixed user charge per SFE.

MAXIMUM OPERATING EXPENDITURE:

RESERVE FUND BYLAW:

Fund 1070, established by Bylaw #3275 (April 27, 2005)

2.626 - Fulford Water (SSI)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Operations Contract	56,270	56,270	57,400	-	-	57,400	58,550	59,720	60,920	62,140
Grit & Waste Sludge Disposal	7,510	6,500	7,660	-	-	7,660	7,810	7,970	8,130	8,290
Repairs & Maintenance	28,000	7,000	8,170	-	20,000	28,170	8,750	8,930	9,120	9,310
Allocations	8,622	8,622	9,382	-	-	9,382	9,626	9,753	10,019	10,138
Water Testing	5,780	4,900	5,900	-	-	5,900	6,020	6,140	6,260	6,390
Electricity	10,360	10,360	10,570	-	-	10,570	10,780	11,000	11,220	11,440
Supplies	7,650	12,490	7,800	-	-	7,800	7,950	8,100	8,250	8,410
Labour Charges	22,821	25,774	23,282	-	-	23,282	23,786	24,238	24,748	25,215
Other Operating Expenses	17,550	22,102	18,210	-	-	18,210	18,640	19,080	19,530	20,000
TOTAL OPERATING COSTS	**164,563**	**154,018**	**148,374**	**-**	**20,000**	**168,374**	**151,912**	**154,931**	**158,197**	**161,333**
*Percentage Increase over prior year			-9.8%			2.3%	-9.8%	2.0%	2.1%	2.0%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	7,400	7,400	7,600	-	-	7,600	7,750	7,900	8,000	8,100
Transfer to Capital Reserve Fund	21,000	21,000	58,000	-	-	58,000	45,000	10,000	10,000	10,000
MFA Debt ReserveFund	260	260	210	-	-	210	5,210	7,210	7,210	7,210
MFA Debt Principal	8,490	8,490	8,490	-	-	8,490	8,490	23,608	44,773	65,938
MFA Debt Interest	5,655	5,655	5,655	-	-	5,655	13,905	33,705	56,805	79,905
TOTAL DEBT / RESERVES	**42,805**	**42,805**	**79,955**	**-**	**-**	**79,955**	**80,355**	**82,423**	**126,788**	**171,153**
TOTAL COSTS	**207,368**	**196,823**	**228,329**	**-**	**20,000**	**248,329**	**232,267**	**237,354**	**284,985**	**332,486**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(20,000)	(7,855)	-	-	(20,000)	(20,000)	-	-	-	-
Sales - Water	(16,400)	(18,000)	(16,400)	-	-	(16,400)	(16,400)	(16,400)	(16,400)	(16,400)
User Charges	(132,598)	(132,598)	(163,599)	-	-	(163,599)	(165,027)	(167,104)	(197,725)	(235,216)
Other Revenue	(870)	(870)	(830)	-	-	(830)	(840)	(850)	(860)	(870)
TOTAL REVENUE	**(169,868)**	**(159,323)**	**(180,829)**	**-**	**(20,000)**	**(200,829)**	**(182,267)**	**(184,354)**	**(214,985)**	**(252,486)**
REQUISITION - PARCEL TAX	**(37,500)**	**(37,500)**	**(47,500)**	**-**	**-**	**(47,500)**	**(50,000)**	**(53,000)**	**(70,000)**	**(80,000)**
*Percentage increase over prior year										
Sales						0.00%	0.00%	0.00%	0.00%	0.00%
User Fee						23.4%	0.9%	1.3%	18.3%	19.0%
Requisition						26.7%	5.3%	6.0%	32.1%	14.3%
Combined						**22.0%**	**1.7%**	**2.2%**	**20.1%**	**16.7%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.626 Fulford Water (SSI)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$13,000	$38,000	$806,000	$710,000	$700,000	$700,000	$2,954,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$120,000	$190,000	$0	$0	$0	$0	$190,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$133,000	**$228,000**	**$806,000**	**$710,000**	**$700,000**	**$700,000**	**$3,144,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$500,000	$700,000	$700,000	$700,000	$2,600,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$70,000	$300,000	$0	$0	$0	$370,000
Donations / Third Party Funding		$10,000	$10,000	$0	$0	$0	$0	$10,000
Reserve Fund		$123,000	$148,000	$6,000	$10,000	$0	$0	$164,000
		$133,000	**$228,000**	**$806,000**	**$710,000**	**$700,000**	**$700,000**	**$3,144,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.626

Service Name: Fulford Water (SSI)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-01	New	WTP, Reservoir, PST Sunnyside Site Security	Security fencing to secure assets.	$20,000	S	Res	$20,000	$20,000	$0	$0	$0	$0	$20,000
20-01				$10,000	S	Other	$10,000	$10,000	$0	$0	$0	$0	$10,000
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	$9,000	$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	$4,000	$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	$6,000	$0	$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	$10,000	$0	$0	$10,000
22-03	New	Water main assessment and replacement strategy and initial phase detailed desigr	Develop a stragey and phased program to replace aging AC water mains in the system and perform detailed design for initial phase	$90,000	S	Res	$90,000	$90,000	$0		$0	$0	$90,000
25-01	New	Initial phase of water main replacement	Water main replacement detailed design and construction for priority sections	$2,900,000	E	Debt	$0	$0	$500,000	$700,000	$700,000	$700,000	$2,600,000
25-01	New				E	Grant	$0	$0	$300,000	$0	$0	$0	$300,000
22-04	New	Relocate Water Line at Weston Creek	Complete detailed design, issue an RFP and complete the field construction to relocate the line.	$70,000	S	Grant	$0	$70,000	$0	$0	$0	$0	$70,000
			GRAND TOTAL	**$3,144,000**			**$133,000**	**$228,000**	**$806,000**	**$710,000**	**$700,000**	**$700,000**	**$3,144,000**

Service:	2.626	Fulford Water (SSI)

Project Number	Capital Project Title	Capital Project Description
20-01	WTP, Reservoir, PST Sunnyside Site Security	Security fencing to secure assets.

Project Rationale Perimeter fencing is required to secure assets.

Project Number	Capital Project Title	Capital Project Description
21-02	Public Engagement for Future Projects	Inform and engage public within service area on upcoming works that will require borrowing to fund.

Project Rationale Referendum to secure borrowing.

Project Number	Capital Project Title	Capital Project Description
22-01	Replacement of Flocculation mixer motor	Replace two flocculation mixer motors

Project Rationale Replacement of aging equipment.

Project Number	Capital Project Title	Capital Project Description
22-02	Installation of turbidity meter on influent line	Installation of turbidity meter on influent line

Project Rationale Meter required to measure water quality.

Project Number	Capital Project Title	Capital Project Description
23-01	Replacement of impellers of pumps at Sunnyside Pumpstation	Replacement of impellers of pumps at Sunnyside Pumpstation

Project Rationale Replacement of aging equipment.

Project Number	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
Project Rationale	Replacement of aging equipment.				

Project Number	22-03	**Capital Project Title**	Water main assessment and replacement strategy and initial phase detailed design	**Capital Project Description**	Develop a stragey and phased program to replace aging AC water mains in the system and perform detailed design for initial phase
Project Rationale	Aging asbestos concrete water lines require replacement.				

Project Number	25-01	**Capital Project Title**	Initial phase of water main replacement	**Capital Project Description**	Water main replacement detailed design and construction for priority sections
Project Rationale	Aging asbestos concrete water lines require replacement.				

Project Number	22-04	**Capital Project Title**	Relocate Water Line at Weston Creek	**Capital Project Description**	Complete detailed design, issue an RFP and complete the field construction to relocate the line.
Project Rationale	The existing water line which runs on the downstream side of the culvert containing Weston Creek has become exposed due to erosion. The plan is to relocate the line under the road and above the culvert, the best option out of the three presented by the engineering consultant. These are additional funds to complete the detailed design, issue an RFP and complete the field construction to relocate the line.				

Fulford Water (SSI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operaring Reserve Fund	17,993	5,593	13,343	21,243	29,243	37,343
Capital Reserve Fund	95,094	5,094	44,094	44,094	54,094	64,094
Total	**113,087**	**10,687**	**57,437**	**65,337**	**83,337**	**101,437**

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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	18,256	17,993	5,593	13,343	21,243	29,243
Transfer from Ops Budget	7,400	7,600	7,750	7,900	8,000	8,100
Expenditures	(7,855)	(20,000)		-	-	-
Planned Maintenance Activity		Reservoir cleaning and inspection				
Interest Income	192					
Ending Balance $	**17,993**	**5,593**	**13,343**	**21,243**	**29,243**	**37,343**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.626 Fulford Water (SSI) - Capital Reserve Fund

Bylaw 3275

Reserve Cash Flow

Fund: 1070 / Fund Centre: 101897	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	73,402	95,094	5,094	44,094	44,094	54,094
Transfer from Ops Budget	21,000	58,000	45,000	10,000	10,000	10,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	-	(148,000)	(6,000)	(10,000)	-	-
Interest Income*	692					
Ending Balance $	**95,094**	**5,094**	**44,094**	**44,094**	**54,094**	**64,094**

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

2022 Budget

Cedar Lane Water (SSI)

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements to a maximum of $105,473.

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3425 (Oct 10, 2007)	$168,000
Borrowed:	SI Bylaw 3514 (Feb 13, 2008)	($60,000)
	SI Bylaw 3634 (Aug 12, 2009)	($108,000)
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:

- 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).
Cedar Lane Water Service Operating Reserve Fund, Bylaw #4144 (Dec 14, 2016).

2.628 - Cedar Lane Water (SSI)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Operations Contract	22,200	32,100	22,650	-	-	22,650	23,100	23,560	24,030	24,510
Repairs & Maintenance	26,080	25,000	1,600	-	-	1,600	1,630	1,670	21,710	1,750
Allocations	4,786	4,786	4,889	-	-	4,889	5,044	5,081	5,255	5,281
Water Testing	3,040	3,700	3,100	-	-	3,100	3,160	3,220	3,280	3,350
Electricity	4,580	4,300	4,670	-	-	4,670	4,760	4,860	4,960	5,060
Supplies	1,540	2,386	1,570	-	-	1,570	1,600	1,630	1,660	1,690
Labour Charges	11,231	11,226	11,464	-	-	11,464	11,706	11,932	12,181	12,415
Other Operating Expenses	3,070	2,620	3,200	-	-	3,200	3,280	3,360	3,440	3,520
TOTAL OPERATING COSTS	**76,527**	**86,118**	**53,143**	**-**	**-**	**53,143**	**54,280**	**55,313**	**76,516**	**57,576**
*Percentage Increase over prior year						-30.6%	2.1%	1.9%	38.3%	-24.8%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	2,170	2,170	15,000		-	15,000	20,000	20,000	30,000	32,000
Transfer to Operating Reserve Fund	3,200	3,200	3,200	-	-	3,200	5,000	4,500	6,000	6,000
MFA Debt Reserve Fund	30	30	30	-	-	30	930	30	30	30
MFA Debt Principal	5,394	5,394	5,394	-	-	5,394	5,394	10,505	5,111	5,111
MFA Debt Interest	2,430	2,430	2,430	-	-	2,430	3,735	5,040	2,610	2,610
TOTAL DEBT / RESERVES	**13,224**	**13,224**	**26,054**	**-**	**-**	**26,054**	**35,059**	**40,075**	**43,751**	**45,751**
TOTAL COSTS	**89,751**	**99,342**	**79,197**	**-**	**-**	**79,197**	**89,339**	**95,388**	**120,267**	**103,327**
FUNDING SOURCES (REVENUE)										
Estimated Deficit CFW 2021 to 2022	-	(10,090)	10,090	-	-	10,090	-	-	-	-
Transfers from Operations Reserve Fund	(25,000)	(25,000)	-	-	-	-	-	-	(20,000)	-
Sales - Water	(11,500)	(11,000)	(11,500)	-	-	(11,500)	(11,500)	(11,500)	(11,500)	(11,500)
User Charges	(43,047)	(43,048)	(62,607)	-	-	(62,607)	(52,659)	(53,708)	(57,587)	(59,647)
Other Revenue	(180)	(180)	(180)	-	-	(180)	(180)	(180)	(180)	(180)
TOTAL REVENUE	**(79,727)**	**(89,318)**	**(64,197)**	**-**	**-**	**(64,197)**	**(64,339)**	**(65,388)**	**(89,267)**	**(71,327)**
REQUISITION - PARCEL TAX	**(10,024)**	**(10,024)**	**(15,000)**	**-**	**-**	**(15,000)**	**(25,000)**	**(30,000)**	**(31,000)**	**(32,000)**
*Percentage increase over prior year										
Sales						0.0%	0.0%	0.0%	0.0%	0.0%
User Charge						45.4%	-15.9%	2.0%	7.2%	3.6%
Requisition						49.6%	66.7%	20.0%	3.3%	3.2%
Combined						**38.0%**	**0.1%**	**6.8%**	**5.1%**	**3.1%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.628 Cedar Lane Water (SSI)	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$30,000	$266,500	$10,000	$0	$0	$306,500
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$30,000**	**$266,500**	**$10,000**	**$0**	**$0**	**$306,500**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$90,000	$0	$0	$0	$90,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$140,000	$0	$0	$0	$140,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$30,000	$36,500	$10,000	$0	$0	$76,500
		$0	**$30,000**	**$266,500**	**$10,000**	**$0**	**$0**	**$306,500**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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".*

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Total Project Budget
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

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

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.628

Service Name: Cedar Lane Water (SSI)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-01	Renewal	Abandon unsused wells	Decommission wells	$10,000	S	Res	$0	$0	$0	$10,000	$0	$0	$10,000
21-01	New	Power generation equipment	Back up power construction	$16,500	S	Grant	$15,000	$0	$15,000	$0	$0	$0	$15,000
21-01					S	Res	$0	$0	$1,500	$0	$0	$0	$1,500
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	$30,000	$0	$0	$0	$30,000
21-02	New	Detailed Hydrogeological Assessment	Conduct a detailed hydrogelogical assement of the Cedar Lane water system.	$55,000	S	Grant	$50,000	$0	$50,000	$0	$0	$0	$50,000
21-02					S	Res	$5,000	$0	$5,000	$0	$0	$0	$5,000
21-03	Study	Referendum or Alternative Approval Process - Funding for Manganese Removal Project and others	Seek service area electors approval to fund Mn removal project and others.	$20,000	S	Res	$0	$20,000	$0	$0	$0	$0	$20,000
21-04	Study	Public Engagement for Mn removal project and others	Undertake a referendum or AAP to borrow funds to carry out the Mn removal project and others.	$10,000	S	Res	$0	$10,000	$0	$0	$0	$0	$10,000
21-05	New	WTP Manganese removal construction	Construct and install manganese removal system	$165,000	S	Debt	$0	$0	$90,000	$0	$0	$0	$90,000
21-05					S	Grant	$0	$0	$75,000	$0	$0	$0	$75,000
			GRAND TOTAL	**$306,500**			**$70,000**	**$30,000**	**$266,500**	**$10,000**	**$0**	**$0**	**$306,500**

Cedar Lane Water (SSI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	4,784	7,984	12,984	17,484	3,484	9,484
Capital Reserve Fund	41,837	26,837	10,337	20,337	50,337	82,337
Total	**46,621**	**34,821**	**23,321**	**37,821**	**53,821**	**91,821**

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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	26,328	4,784	7,984	12,984	17,484	3,484
Transfer from Ops Budget	3,200	3,200	5,000	4,500	6,000	6,000
Expenditures	(25,000)	-	-	-	(20,000)	-
Planned Maintenance Activity	Well No.1 Inspection& Reservoir cleaning &inspection				Reservoir cleaning & inspection	
Interest Income*	256					
Ending Balance $	**4,784**	**7,984**	**12,984**	**17,484**	**3,484**	**9,484**

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 2021	Budget 2022	2023	2024	2025	2026
Beginning Balance	74,434	41,837	26,837	10,337	20,337	50,337
Transfer from Ops Budget	2,170	15,000	20,000	20,000	30,000	32,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(35,000)	(30,000)	(36,500)	(10,000)	-	-
Interest Income*	233					
Ending Balance $	**41,837**	**26,837**	**10,337**	**20,337**	**50,337**	**82,337**

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

2022 Budget

Fernwood Water (SSI)

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $316,923.

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)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Allocations	348	348	82	-	-	82	83	85	87	88
TOTAL OPERATING COSTS	**348**	**348**	**82**	**-**	**-**	**82**	**83**	**85**	**87**	**88**
*Percentage Increase over prior year						-76.4%	1.2%	2.4%	2.4%	1.1%
DEBT										
MFA Debt Principal	9,925	9,925	9,925	-	-	9,925	9,925	9,925	4,931	2,247
MFA Debt Interest	4,420	4,420	4,420	-	-	4,420	4,420	4,420	1,850	1,530
MFA Debt Reserve Fund	60	60	50	-	-	50	50	50	50	50
TOTAL DEBT	**14,405**	**14,405**	**14,395**	**-**	**-**	**14,395**	**14,395**	**14,395**	**6,831**	**3,827**
TOTAL COSTS	**14,753**	**14,753**	**14,477**	**-**	**-**	**14,477**	**14,478**	**14,480**	**6,918**	**3,915**
FUNDING SOURCES (REVENUE)										
Balance c/f from 2020 to 2021	(1,200)	(1,200)	-	-	-	-	-	-	-	-
Othere Revenue	(60)	(60)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	**(1,260)**	**(1,260)**	**(50)**	**-**	**-**	**(50)**	**(50)**	**(50)**	**(50)**	**(50)**
REQUISITION - PARCEL TAX	**(13,493)**	**(13,493)**	**(14,427)**	**-**	**-**	**(14,427)**	**(14,428)**	**(14,430)**	**(6,868)**	**(3,865)**
*Percentage increase over prior year Requisition						6.9%	0.0%	0.0%	-52.4%	-43.7%

CAPITAL REGIONAL DISTRICT

2022 Budget

SSI Liquid Waste Disposal

EAC REVIEW

OCTOBER 2021

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 $470,854.

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:	$0.445 per imperial gallon (Bylaw No. 4395, December 9, 2020)
Connection Charge:	N/A

RESERVE FUND:

Bylaw No. 2274 (Feb 22, 1995)

Change in Budget 2021 to 2022
Service: 3.705 SSI Liquid Waste Disposal

	Total Expenditure	Comments
2021 Budget	**897,276**	
Changes:		
Sludge Hauling Contract	80,600	Estimate $0.015/IGAL increase in sludge disposal costs and 155,000 IGAL increase in volume
Grit & Waste Sludge Disposal	(2,400)	Decrease in monthly bin rental and screenings disposal costs
Repairs & Maintenance	(5,000)	One time cyclical maintenance planned in 2021
Standard Overhead Allocation	8,556	Increase due to 2021 operating cost increase and 4th year of new OH model implementation
Labour Charges	3,163	Increase in 2022 operating costs
Transfer to Capital Reserve Fund	8,430	Transfer to fund future capital projects
Other	900	
Total Changes	94,249	
2022 Budget	**991,525**	
% Expense increase from 2021:	***10.5%***	
% Parcel tax increase from 2021:	***5.3%***	*Parcel tax funding is 38% of service revenue*

Overall 2021 Budget Performance
(expected variance to budget and surplus treatment)

Total Revenue is projected at $161,470 (18.1%) higher than budget due to higher than expected revenue from tipping fees. Total Operating Costs are projected at $152,999 (17.1%) higher than budget mainly due to the increased cost to dispose of the higher volume of sludge. The one-time favourable variance of $8,471 will be balanced on an increased transfer to the Capital Reserve Fund, which has a expected year-end balance of $160,383 before this transfer.

3.705 - SSI Liquid Waste Disposal	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Sludge Hauling Contract	477,400	629,960	558,000	-	-	558,000	569,160	580,540	592,150	603,990
Grit & Waste Sludge Disposal	6,000	3,500	3,600	-	-	3,600	3,670	3,740	3,810	3,890
Repairs & Maintenance	12,490	10,000	7,750	-	-	7,750	16,910	8,070	8,230	8,390
Allocations	29,030	29,030	37,626	-	-	37,626	38,333	39,054	39,789	40,539
Electricity	7,800	4,200	6,500	-	-	6,500	6,630	6,760	6,900	7,040
Supplies	7,530	9,500	7,680	-	-	7,680	7,830	7,990	8,150	8,310
Labour Charges	154,073	162,982	157,236	-	-	157,236	160,522	163,646	167,036	170,266
Other Operating Expenses	11,970	10,120	13,500	-	-	13,500	13,830	14,170	14,530	14,891
TOTAL OPERATING COSTS	**706,293**	**859,292**	**791,892**	**-**	**-**	**791,892**	**816,885**	**823,970**	**840,595**	**857,316**
*Percentage Increase over prior year						12.1%	3.2%	0.9%	2.0%	2.0%
DEBT / RESERVES										
MFA Debt Reserve	620	620	560	-	-	560	560	20,560	560	560
MFA Debt Principal	107,308	107,308	107,308	-	-	107,308	107,308	107,308	186,926	152,033
MFA Debt Interest	53,265	53,265	53,265	-	-	53,265	53,265	64,615	91,805	87,645
Transfer to Operating Reserve Fund	3,720	3,720	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Transfer to Capital Reserve Fund	26,070	34,541	34,500	-	-	34,500	79,500	90,633	-	35,800
TOTAL DEBT / RESERVES	**190,983**	**199,454**	**199,633**	**-**	**-**	**199,633**	**244,633**	**287,116**	**283,291**	**280,038**
TOTAL COSTS	**897,276**	**1,058,746**	**991,525**	**-**	**-**	**991,525**	**1,061,518**	**1,111,086**	**1,123,886**	**1,137,354**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(5,000)	(5,000)	-	-	-	-	(9,000)	-	-	-
Sale - Septage Sludge	(356,000)	(440,550)	(409,500)	-	-	(409,500)	(417,690)	(426,040)	(434,560)	(443,250)
Sale - Sewage Sludge	(178,000)	(255,430)	(204,750)	-	-	(204,750)	(208,850)	(213,030)	(217,290)	(221,640)
Grants in Lieu of Taxes	(450)	(450)	(460)	-	-	(460)	(470)	(480)	(490)	(500)
Recoveries	-	-	-	-	-	-	-	-	-	-
Other Revenue	(1,130)	(620)	(1,070)	-	-	(1,070)	(1,080)	(1,090)	(1,100)	(1,110)
TOTAL REVENUE	**(540,580)**	**(702,050)**	**(615,780)**	**-**	**-**	**(615,780)**	**(637,090)**	**(640,640)**	**(653,440)**	**(666,500)**
REQUISITION - PARCEL TAX	**(356,696)**	**(356,696)**	**(375,745)**	**-**	**-**	**(375,745)**	**(424,428)**	**(470,446)**	**(470,446)**	**(470,854)**
*Percentage increase over prior year Requisition						5.3%	13.0%	10.8%	0.0%	0.1%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No. 3.705 SSI Septage / Composting		Carry Forward from 2021	2022	2023	2024	2025	2026	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	$155,000	$152,500	$180,000	$2,000,000	$50,000	$0	$2,382,500
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$155,000	**$152,500**	**$180,000**	**$2,000,000**	**$50,000**	**$0**	**$2,382,500**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$0	$0	$0	$2,000,000	$0	$0	$2,000,000
Equipment Replacement Fund	ERF	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	Grant	$75,000	$75,000	$0	$0	$40,000	$0	$115,000
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$80,000	$77,500	$180,000	$0	$10,000	$0	$267,500
		$155,000	**$152,500**	**$180,000**	**$2,000,000**	**$50,000**	**$0**	**$2,382,500**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.
Other = Project is not driven by one of the other options provided.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 3.705

Service Name: SSI Septage / Composting

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
16-03	Study	Options Analysis	Options for treatment and disposal.	$70,000	S	Res	$65,000	$70,000	$0	$0	$0	$0	$70,000
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 project.	$60,000	S	Res	$15,000	$0	$60,000	$0	$0	$0	$60,000
18-01	Replacement	Treatment and Disposal	Engineering design of treatment and disposal	$110,000	S	Res	$0	$0	$110,000	$0	$0	$0	$110,000
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
20-01	Replacement	Lagoon Closure	Lagoon Closure	$82,500	S	Grant	$75,000	$75,000	$0	$0	$0	$0	$75,000
20-01					S	Res	$0	$7,500	$0	$0	$0	$0	$7,500
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	$0	$0	$0	$40,000	$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	$0	$0	$0	$10,000	$0	$10,000
			GRAND TOTAL	**$2,382,500**			**$155,000**	**$152,500**	**$180,000**	**$2,000,000**	**$50,000**	**$0**	**$2,382,500**

Service:	3.705	SSI Septage / Composting

Project Number	Capital Project Title	Capital Project Description
16-03	Options Analysis	Options for treatment and disposal.

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.

Project Number	Capital Project Title	Capital Project Description
17-01	Public Engagement for Treatment Capital Project	Inform and engage public within service area on upcoming works that will require borrowing to fund.

Project Rationale Need to inform and engage public within service area on upcoming works that will require borrowing to fund.

Project Number	Capital Project Title	Capital Project Description
17-02	Referendum or Alternative Approval Process - Funding for Future Projects	Undertake a referendum or AAP to borrow funds to carry out the project.

Project Rationale Need to undertake a referendum or AAP to borrow funds to carry out the project.

Project Number	Capital Project Title	Capital Project Description
18-01	Treatment and Disposal	Engineering design of treatment and disposal

Project Rationale This is the design and construction of the preferred treatment and disposal chosen through the options analysis.

Project Number	20-01	**Capital Project Title**	Lagoon Closure	**Capital Project Description**	Lagoon Closure
Project Rationale	Old lagoons have not been officially closed.				

Project Number	21-01	**Capital Project Title**	Strategic Asset management plan	**Capital Project Description**	Develop an asset management plan to develop asset invetory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects.
Project Rationale	Need to develop an asset management plan to develop asset invetory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects.				

SSI Liquid Waste Disposal
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	13,710	17,710	12,710	16,710	20,710	24,710
Capital Reserve Fund	169,309	126,309	25,809	116,442	106,442	142,242
Total	**183,019**	**144,019**	**38,519**	**133,152**	**127,152**	**166,952**

Reserve Schedule

Reserve Fund: 3.705 SSI Septage - Operating Reserve Fund - Bylaw 4144

Reserve fund used for the purposes of 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	**Estimated**	**Budget**				
Fund Centre: 105209	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance	14,850	13,710	17,710	12,710	16,710	20,710
Transfer from Ops Budget	3,720	4,000	4,000	4,000	4,000	4,000
Expenditures	(5,000)	-	(9,000)	-	-	-
Planned Maintenance Activity	Access Road Maintenance		Power Line Maintenance			
Interest Income*	140					
Ending Balance $	**13,710**	**17,710**	**12,710**	**16,710**	**20,710**	**24,710**

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 - Capital Reserve Fund - Bylaw 2274

Reserve fund used for the purposes of capital expenditures including planning, engineering and legal costs for providing, accessing, altering or expanding liquid waste disposal and co-composting facilities related directly or indirectly to the Saltspring Island Liquid Waste Disposal Facilities.

Reserve Cash Flow

Fund: 1087 / Fund Centre: 102146	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	143,416	169,309	126,309	25,809	116,442	106,442
Transfer from Ops Budget	34,541	34,500	79,500	90,633	-	35,800
Transfer to Cap Fund	(10,000)	(77,500)	(180,000)	-	(10,000)	-
Interest Income*	1,352					
Ending Balance $	**169,309**	**126,309**	**25,809**	**116,442**	**106,442**	**142,242**

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

2022 Budget

Ganges Sewer (SSI)

EAC REVIEW

OCTOBER 2021

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 $2,347,290

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)

3.810 - Ganges Sewer (SSI)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Sludge Hauling Contracts	29,490	42,400	30,080	-	-	30,080	30,680	31,290	31,920	32,560
Screenings, Grit & Waste Sludge Disposal	124,380	148,440	124,740	-	-	124,740	127,230	129,770	132,360	135,010
Repairs & Maintenance	13,140	7,300	14,320	-	10,000	24,320	94,610	44,900	15,200	15,510
Allocations	46,181	46,181	48,481	-	-	48,481	49,395	50,203	51,171	52,004
Electricity	63,050	60,750	61,850	-	-	61,850	63,080	64,340	65,620	66,930
Water	7,600	2,200	7,750	-	-	7,750	7,910	8,070	8,230	8,390
Supplies	15,890	13,930	16,210	-	-	16,210	16,540	16,870	17,210	17,560
Labour Charges	366,839	344,801	374,535	-	-	374,535	382,040	389,584	397,513	405,346
Other Operating Expenses	27,940	28,870	30,590	-	-	30,590	31,420	32,280	33,150	34,050
TOTAL OPERATING COSTS	**694,510**	**694,872**	**708,556**	**-**	**10,000**	**718,556**	**802,905**	**767,307**	**752,374**	**767,360**
*Percentage Increase over prior year						3.5%	11.7%	-4.4%	-1.9%	2.0%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	68,173	67,811	70,000	-	-	70,000	71,400	72,830	74,290	75,780
Transfer to Capital Reserve Fund	50,000	50,000	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	181,402	181,402	181,402
MFA Interest Payment	117,800	117,800	117,800	-	-	117,800	128,108	159,030	159,030	159,030
MFA Debt Reserve Fund	880	880	830	-	-	830	14,130	830	830	830
TOTAL DEBT / RESERVES	**364,866**	**364,504**	**366,643**	**-**	**-**	**366,643**	**401,651**	**474,092**	**475,552**	**477,042**
TOTAL COSTS	**1,059,376**	**1,059,376**	**1,075,199**	**-**	**10,000**	**1,085,199**	**1,204,556**	**1,241,399**	**1,227,926**	**1,244,402**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	-	-	(10,000)	(10,000)	(80,000)	(30,000)	-	-
User Charges	(1,000,303)	(1,000,303)	(1,015,009)	-	-	(1,015,009)	(1,061,230)	(1,140,994)	(1,156,291)	(1,171,513)
Other Revenue	(2,073)	(2,073)	(2,050)	-	-	(2,050)	(2,070)	(2,090)	(2,110)	(2,130)
TOTAL REVENUE	**(1,002,376)**	**(1,002,376)**	**(1,017,059)**	**-**	**(10,000)**	**(1,027,059)**	**(1,143,300)**	**(1,173,084)**	**(1,158,401)**	**(1,173,643)**
REQUISITION - PARCEL TAX	**(57,000)**	**(57,000)**	**(58,140)**	**-**	**-**	**(58,140)**	**(61,256)**	**(68,315)**	**(69,525)**	**(70,759)**
*Percentage increase over prior year										
User Fee						1.5%	4.6%	7.5%	1.3%	1.3%
Requisition						2.0%	5.4%	11.5%	1.8%	1.8%
Combined						**1.5%**	**4.6%**	**7.7%**	**1.4%**	**1.3%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	3.810 Ganges Sewer Utility (SSI)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$90,000	$190,000	$607,000	$25,000	$0	$0	$822,000
Land	L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	S	$357,500	$487,500	$800,000	$0	$0	$0	$1,287,500
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$447,500	**$677,500**	**$1,407,000**	**$25,000**	**$0**	**$0**	**$2,109,500**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$200,000	$0	$1,330,000	$0	$0	$0	$1,330,000
Equipment Replacement Fund	ERF	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	Grant	$0	$140,000	$0	$0	$0	$0	$140,000
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$247,500	$537,500	$77,000	$25,000	$0	$0	$639,500
		$447,500	**$677,500**	**$1,407,000**	**$25,000**	**$0**	**$0**	**$2,109,500**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 3.810

Service Name: Ganges Sewer Utility (SSI)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	New	Strategic Asset Management Plan	Identify condition of assets, develop prioritized list of infrastructure replacement	$50,000	S	Grant	$0	$40,000	$0	$0	$0	$0	$40,000
21-01					S	Res	$0	$10,000	$0	$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.	$57,500	S	Res	$57,500	$57,500	$0	$0	$0	$0	$57,500
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	$50,000	$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	$60,000	S	Res	$50,000	$60,000	$0	$0	$0	$0	$60,000
21-05	New	Construction of WWTP Chemical storage, lab, crew room facilities	Construction of chemical storage, lab, crew room facilities	$1,000,000	S	Res	$0	$200,000	$0	$0	$0	$0	$200,000
21-05					S	Debt	$200,000	$0	$800,000	$0	$0	$0	$800,000
21-06	New	Aeration system improvement detailed design	Conduct detailed design for aeration system improvements including blowers, diffusers and piping systems.	$90,000	E	Res	$90,000	$90,000	$0	$0	$0	$0	$90,000
22-01	Replacement	Electorate Assent for Borrowing	Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities	$60,000	S	Res	$0	$60,000	$0	$0	$0	$0	$60,000
22-02	Replacement	Public Engagement	Inform and engage public within service area on upcoming works required for borrowing to fund	$10,000	S	Res	$0	$10,000	$0	$0	$0	$0	$10,000
22-03	New	Aeration system improvement construction	Construction of aeration system improvements including blowers, diffusers and piping systems.	$630,000	E	Grant	$0	$100,000	$0	$0	$0	$0	$100,000
22-03					E	Debt	$0	$0	$530,000	$0	$0	$0	$530,000
24-01	New	Electrical upgrdes -lighting and HMI	Installation of additional lighting and HMI upgrade	$25,000	E	Res	$0	$0	$0	$25,000	$0	$0	$25,000
23-04	Replacement	Replace IWOps Trailer F00845 1999 Ublit Generator Trailer	Vehicle replacement	$77,000	E	Res	$0	$0	$77,000	$0	$0	$0	$77,000
			GRAND TOTAL	**$2,109,500**			**$447,500**	**$677,500**	**$1,407,000**	**$25,000**	**$0**	**$0**	**$2,109,500**

Service:	3.810	Ganges Sewer Utility (SSI)

Project Number	21-01	**Capital Project Title**	Strategic Asset Management Plan	**Capital Project Description**	Identify condition of assets, develop prioritized list of infrastructure replacement
Project Rationale	Expanded facilities are required for the lab, cew area, blower room and storage at the Ganges WWTP.				

Project Number	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.
Project Rationale	Feasibility study,identify infrastrucutre and regulatory requirements and develop conceptual plan and cost estimated for use reclaimed water.				

Project Number	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
Project Rationale	Current pumps in the Equalization tank are stop when the flow in Bioreactor is high. VFD equipped pumps can better regulate the flow rate for the plant.				

Project Number	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
Project Rationale	Detailed designs of expanded facilities are required for the lab, cew area, blower room and storage at the Ganges WWTP.				

Project Number	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
Project Rationale	Construction of expanded facilities are required for the lab, cew area, blower room and storage at the Ganges WWTP.				

Ganges Sewer (SSI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	106,746	166,746	158,146	200,976	275,266	351,046
Total Capital Reserve Fund	855,347	367,847	350,847	385,847	445,847	505,847
Total	**962,093**	**534,593**	**508,993**	**586,823**	**721,113**	**856,893**

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.

Reserve Cash Flow

Fund:	**1500**	**Estimated**	**Budget**				
Fund Centre:	**105210**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		38,495	106,746	166,746	158,146	200,976	275,266
Transfer from Ops Budget		67,811	70,000	71,400	72,830	74,290	75,780
Expenditures		-	(10,000)	(80,000)	(30,000)	-	-
Planned Maintenance Activity			Outfall Inspection	Sanitary sewer flushing and inspecitons	WWTP tank draining, cleaning and inspection		
Interest Income*		440					
Ending Balance $		**106,746**	**166,746**	**158,146**	**200,976**	**275,266**	**351,046**

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.

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	2021	2022	2023	2024	2025	2026
Beginning Balance		793,529	788,970	301,470	284,470	319,470	379,470
Transfer from Ops Budget		50,000	50,000	60,000	60,000	60,000	60,000
Transfer from Cap Fund		40,886	-	-	-	-	-
Transfer to Cap Fund		(101,902)	(537,500)	(77,000)	(25,000)	-	-
Interest Income*		6,457					
Ending Balance $		**788,970**	**301,470**	**284,470**	**319,470**	**379,470**	**439,470**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		65,756	66,377	66,377	66,377	66,377	66,377
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income*		621					
Ending Balance $		**66,377**	**66,377**	**66,377**	**66,377**	**66,377**	**66,377**

Assumptions/Background:

For use only to fund costs resulting from expansion of service

CAPITAL REGIONAL DISTRICT

2022 Budget

Maliview Sewer Utility (SSI)

EAC REVIEW

OCTOBER 2021

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 $110,665.

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:

Highland Water & Sewer Services Committee (Maliview)

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Sludge Hauling Contracts	23,000	27,000	23,460	-	-	23,460	23,930	24,410	24,900	25,400
Screenings, Grit & Waste Sludge Disposal	36,000	40,800	36,720	-	-	36,720	37,450	38,200	38,960	39,740
Repairs & Maintenance	7,810	7,110	3,820	-	7,000	10,820	3,890	43,960	4,030	4,100
Allocations	19,672	19,672	21,422	-	-	21,422	21,834	22,198	22,713	23,086
Electricity	3,200	3,200	3,260	-	-	3,260	3,330	3,400	3,470	3,540
Water	1,350	1,100	1,380	-	-	1,380	1,410	1,440	1,470	1,500
Supplies	1,120	910	1,140	-	-	1,140	1,160	1,180	1,200	1,220
Labour Charges	44,135	39,240	41,273	-	-	41,273	42,126	42,956	43,837	44,693
Other Operating Expenses	8,690	6,240	9,160	-	-	9,160	9,390	9,620	9,860	10,100
TOTAL OPERATING COSTS	**144,977**	**145,272**	**141,635**	**-**	**7,000**	**148,635**	**144,520**	**187,364**	**150,440**	**153,379**
*Percentage Increase over prior year						2.5%	-2.8%	29.6%	-19.7%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	26,570	28,065	50,000	-	-	50,000	27,500	5,000	8,000	10,000
Transfer to Operating Reserve Fund	12,000	12,000	15,000	-	-	15,000	13,000	13,000	13,000	13,000
Debt Reserve Fund	3,010	-	3,000	-	-	3,000	19,100	-	-	-
MFA Principal Payment	1,199	1,199	-	-	-	-	12,657	89,329	89,329	89,329
MFA Interest Payment	2,100	420	1,680	-	-	1,680	36,325	65,930	65,930	65,930
TOTAL DEBT / RESERVES	**44,879**	**41,684**	**69,680**	**-**	**-**	**69,680**	**108,582**	**173,259**	**176,259**	**178,259**
TOTAL COSTS	**189,856**	**186,956**	**211,315**	**-**	**7,000**	**218,315**	**253,102**	**360,623**	**326,699**	**331,638**
FUNDING SOURCES (REVENUE)										
Balance Carry Forward from 2020 to 2021- Deficit	27,727	27,727	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(5,000)	(5,000)	-	-	(7,000)	(7,000)	-	(40,000)	-	-
Sales - Sewer Use	(27,000)	(24,250)	(25,000)	-	-	(25,000)	(27,000)	(27,000)	(27,000)	(27,000)
User Charges	(180,753)	(180,753)	(181,405)	-	-	(181,405)	(219,952)	(283,473)	(288,549)	(292,488)
Other Revenue	(160)	(10)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	**(185,186)**	**(182,286)**	**(206,555)**	**-**	**(7,000)**	**(213,555)**	**(247,102)**	**(350,623)**	**(315,699)**	**(319,638)**
REQUISITION - PARCEL TAX	**(4,670)**	**(4,670)**	**(4,760)**	**-**	**-**	**(4,760)**	**(6,000)**	**(10,000)**	**(11,000)**	**(12,000)**
*Percentage increase over prior year										
Sales						-7.4%	8.0%	0.0%	0.0%	0.0%
User Fees						0.4%	21.2%	28.9%	1.8%	1.4%
Requisition						1.9%	26.1%	66.7%	10.0%	9.1%
Combined						**-0.6%**	**19.8%**	**26.7%**	**1.9%**	**1.5%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	3.820 Maliview Sewer Utility (SSI)	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$300,000	$1,910,000	$41,000	$0	$0	$2,251,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$300,000**	**$1,910,000**	**$41,000**	**$0**	**$0**	**$2,251,000**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$0	$300,000	$1,910,000	$0	$0	$0	$2,210,000
Equipment Replacement Fund	ERF	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	Grant	$0	$0	$0	$32,000	$0	$0	$32,000
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$0	$0	$9,000	$0	$0	$9,000
		$0	**$300,000**	**$1,910,000**	**$41,000**	**$0**	**$0**	**$2,251,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 3.820

Service Name: Maliview Sewer Utility (SSI)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-03	Replacement	Wastewater Treatment Plant Upgrade	Upgrading current RBC process WWTP to MBBR process to meet regulatory requirements	$2,010,000	S	Debt	$300,000	$300,000	$1,710,000	$0	$0	$0	$2,010,000
22-02	Renewal	Collection system repairs	Replacement/repair of collection pipe and manholes.	$200,000	S	Debt	$0	$0	$200,000	$0	$0	$0	$200,000
23-01	New	SAMP Development	Develop an asset management plan for the facility.	$9,000	S	Res	$0	$0	$0	$9,000	$0	$0	$9,000
23-01	New	SAMP Development	Develop an asset management plan for the facility.	$32,000	S	Grant	$0	$0	$0	$32,000	$0	$0	$32,000
			GRAND TOTAL	**$2,251,000**			**$300,000**	**$300,000**	**$1,910,000**	**$41,000**	**$0**	**$0**	**$2,251,000**

Service:	3.820	Maliview Sewer Utility (SSI)

Project Number	21-03	**Capital Project Title**	Wastewater Treatment Plant Upgrade	**Capital Project Description**	Upgrading current RBC process WWTP to MBBR process to meet regulatory requirements
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.				

Project Number	22-02	**Capital Project Title**	Collection system repairs	**Capital Project Description**	Replacement/repair of collection pipe and manholes.
Project Rationale	The current collection systems are aged and failing need to be replaced.This is the initial phase.				

Project Number	23-01	**Capital Project Title**	SAMP Development	**Capital Project Description**	Develop an asset management plan for the facility.
Project Rationale	This service has no up-to-date asset management plan				

Maliview Estates Sewer System
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	13,943	21,943	34,943	7,943	20,943	33,943
Capital Reserve Fund	26,885	76,885	104,385	100,385	108,385	118,385
Total	**40,829**	**98,829**	**139,329**	**108,329**	**129,329**	**152,329**

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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	6,848	13,943	21,943	34,943	7,943	20,943
Transfer from Ops Budget	12,000	15,000	13,000	13,000	13,000	13,000
Transfer from Cap Fund	-	-	-	-	-	-
Expenditures	(5,000)	(7,000)	-	(40,000)	-	-
Planned Maintenance Activity	Biofilter media replacement	Outfall inspection		Sanitary sewer system flushing and inspections		
Interest Income*	95					
Ending Balance $	**13,943**	**21,943**	**34,943**	**7,943**	**20,943**	**33,943**

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) - 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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	45,570	26,885	76,885	104,385	100,385	108,385
Transfer from Ops Budget	28,065	50,000	27,500	5,000	8,000	10,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(47,000)	-	-	(9,000)	-	-
Interest Income*	250					
Ending Balance $	**26,885**	**76,885**	**104,385**	**100,385**	**108,385**	**118,385**

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	2022	Cost per Avg. Res Asst/ Parcel	2021	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.010	Legislative & General Government	248,001	35.74	203,762	29.37	44,239	6.38	21.71%
1.101	G.I.S.	2,823	0.41	1,524	0.22	1,299	0.19	85.27%
1.224	Community Health - Homeless Sec.	14,534	2.09	13,981	2.01	553	0.08	3.95%
1.280	Regional Parks	362,768	52.28	259,457	37.39	103,311	14.89	39.82%
1.280A	Regional Parks - Land Acquisition	1,878	0.27	94,568	13.63	(92,690)	(13.36)	-98.01%
1.309	Climate Action and Adaptation	8,467	1.22	8,066	1.16	401	0.06	4.97%
1.310	Land Banking & Housing	33,910	4.89	31,400	4.53	2,510	0.36	7.99%
1.324	Regional Planning Service	27,974	4.03	27,425	3.95	549	0.08	2.00%
1.335	Geo-Spatial Referencing System	3,720	0.54	3,847	0.55	(127)	(0.02)	-3.29%
1.374	Regional Emergency Program Support	2,320	0.33	2,274	0.33	45	0.01	2.00%
1.375	Hazardous Material Incident Response	5,686	0.82	5,575	0.80	112	0.02	2.00%
1.911	Call Answer	2,066	0.30	1,797	0.26	269	0.04	14.99%
1.921	Regional CREST Contribution	19,524	2.81	19,149	2.76	375	0.05	1.96%
21.ALL	Feasibility Study Reserve Fund - ALL	-	-	3,535	0.51	(3,535)	(0.51)	-100.00%
	Total Regional	**$733,669**	**$105.74**	**$676,359**	**$97.48**	**$57,310**	**$8.26**	**8.47%**
1.230	Traffic Safety Commission	1,780	0.26	1,745	0.25	35	0.01	1.99%
1.297	Arts Grants	22,380	3.23	21,945	3.16	434	0.06	1.98%
1.311	Regional Housing Trust Fund	19,876	2.86	20,824	3.00	(947)	(0.14)	-4.55%
1.313	Animal Care Services	92,938	13.39	89,795	12.94	3,143	0.45	3.50%
1.913	Fire Dispatch	31,570	4.55	39,773	5.73	(8,203)	(1.18)	-20.62%
	Total Sub-Regional	**$168,544**	**$24.29**	**$174,082**	**$25.09**	**($5,538)**	**($0.80)**	**-3.18%**
1.103	Elections	20,783	3.00	7,933	1.14	12,850	1.85	161.98%
1.104	U.B.C.M.	3,810	0.55	2,484	0.36	1,327	0.19	53.40%
1.318	Building Inspection	147,821	21.30	142,409	20.52	5,412	0.78	3.80%
1.320	Noise Control	12,935	1.86	12,664	1.83	271	0.04	2.14%
1.322	Nuisances & Unsightly Premises	17,282	2.49	16,833	2.43	450	0.06	2.67%
1.372	Electoral Area Emergency Program	48,142	6.94	47,199	6.80	944	0.14	2.00%
	Total Joint Electoral Area	**$250,773**	**$36.14**	**$229,522**	**$33.08**	**$21,252**	**$3.06**	**9.26%**
1.110	Electoral Area Admin Exp-SGI	388,395	55.98	341,564	49.23	46,831	6.75	13.71%
1.117	Grants in Aid - Southern Gulf Islands	105,023	15.14	102,981	14.84	2,042	0.29	1.98%
1.125	SGI Economic Development Commission	119,324	17.20	116,984	16.86	2,340	0.34	2.00%
1.138	Southern Gulf Islands - Public Library	228,928	32.99	224,053	32.29	4,875	0.70	2.18%
1.235	SGI Small Craft Harbour Facilities**	296,980	50.67	291,104	49.67	5,876	1.00	2.02%
1.314	SGI House Numbering	9,375	1.35	9,203	1.33	172	0.02	1.87%
1.341	SGI Livestock Injury Compensation	3,150	0.45	-	-	3,150	0.45	0.00%
1.373	Southern Gulf Islands. Emergency Program	247,378	35.65	242,608	34.96	4,770	0.69	1.97%
1.533	Stormwater Quality Management - Southern Gulf Is.	38,630	5.57	37,875	5.46	755	0.11	1.99%
1.923	Emergency Comm - Crest - S.G.I.	181,397	26.14	178,188	25.68	3,209	0.46	1.80%
	Total SGI Electoral Area	**$1,618,580**	**$241.14**	**$1,544,560**	**$230.32**	**$74,020**	**$10.82**	**4.70%**
	Total Capital Regional District	**$2,771,566**	**$407.31**	**$2,624,522**	**$385.97**	**$147,044**	**$21.35**	**5.53%**
CRHD	Capital Regional Hospital District	621,050	89.51	660,575	95.20	(39,525)	(5.70)	-5.98%
	Total CRD and CRHD	**$3,392,617**	**$496.82**	**$3,285,097**	**$481.17**	**$107,519**	**$15.65**	**3.25%**
	Average residential assessment - 2021	**$525,581**		**$525,581**				

Major Impacts (changes > +/- $1.00)

Change in Cost per Average Household

	$ Change	% of Total Increase
REGIONAL		
Legislative & General Government	6.38	1.33%
Regional Parks	14.89	3.09%
Regional Parks - Land Acquisition	(13.36)	-2.78%
SUB-REGIONAL		
Fire Dispatch	(1.18)	-0.25%
JOINT EA		
Elections	1.85	0.38%
SGI EA		
Electoral Area Admin Exp-SGI	6.75	1.40%
SGI Small Craft Harbour Facilities**	1.00	0.21%
Capital Regional Hospital District	(5.70)	-1.18%
Other (changes < +/- $1.00)	5.02	1.04%
Total	**$15.65**	**3.25%**

	Southern Gulf Islands Local/Specified/Defined Services	2022	Cost per Avg. Res Asst/ Parcel	2021	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.137	Galiano Island Community Use Building	62,952	41.14	61,715	40.33	1,237	0.81	2.00%
1.170	Gossip Island Electric Power Supply	56,728	1,066.18	56,848	1,068.44	(120)	(2.26)	-0.21%
1.227	Saturna Island Medical Clinic	33,168	50.73	32,180	49.22	988	1.51	3.07%
1.228	Galiano Health Service	135,658	88.65	129,029	84.32	6,629	4.33	5.14%
1.352	South Galiano Fire Protection	493,454	533.22	443,298	479.02	50,155	54.20	11.31%
1.356	Pender Fire Protection	1,064,067	425.27	1,035,943	414.03	28,124	11.24	2.71%
1.359	N. Galiano Fire Protection	210,182	523.20	206,197	513.28	3,985	9.92	1.93%
1.363	Saturna Is. Fire Protection	169,305	257.62	157,672	239.92	11,633	17.70	7.38%
1.465	Saturna Is Community Parks	23,705	36.07	22,866	34.79	839	1.28	3.67%
1.468	Saturna Is Community Recreation	13,458	20.48	12,971	19.74	487	0.74	3.75%
1.475	Mayne Is Community Parks	85,403	49.85	83,215	48.57	2,188	1.28	2.63%
1.478	Mayne Is Community Rec	34,890	20.37	34,209	19.97	681	0.40	1.99%
1.485	N & S Pender Community Parks	158,741	62.94	155,349	61.60	3,392	1.34	2.18%
1.488	N & S Pender Community Rec	65,295	25.89	64,157	25.44	1,138	0.45	1.77%
1.495	Galiano Parks	94,753	71.43	92,073	69.41	2,680	2.02	2.91%
1.498	Galiano Community Recreation	37,440	28.22	36,705	27.67	735	0.55	2.00%
2.630	Magic Lakes Estate Water System	579,890	507.34	568,517	497.39	11,373	9.95	2.00%
2.640	Lyall Harbour/Boot Cove Water	130,290	788.10	127,738	772.67	2,552	15.44	2.00%
2.642	Skana Water	24,000	346.03	22,885	329.95	1,115	16.08	4.87%
2.665	Sticks Allison Water	5,000	138.49	5,000	138.49	-	-	0.00%
2.667	Surfside Park Estates Water	23,100	231.55	22,000	220.52	1,100	11.03	5.00%
3.755	Regional Source Control - Magic Lake Estates	3,704	5.19	3,631	5.09	73	0.10	2.00%
3.830	Magic Lake Estates Sewer System	588,368	868.52	576,831	851.49	11,537	17.03	2.00%
3.830D	Magic Lake Estates Sewer Debt	204,954	319.38	79,210	123.43	125,744	195.94	158.75%
	Total Local/Specified/Defined Services	**$4,298,504**		**$4,030,239**		**$268,265**		

Appendix C-2

Southern Gulf Islands - Operating Budget Highlights - Gross Expenditure (+/- 2.0% and +/- $20,000)

JDF Services +/- 2.0% and +/- $20,000	Gross Expenditure 2022	Gross Expenditure 2021	Changes $	Changes %	Main Budget Driver
1.117 - Grant-in-Aid - Southern Gulf Islands	105,974	216,732	(110,758)	-51.1%	• One-time COVID 19 Safe Restart grant in 2021 $(113k)
1.373 - S.G.I. Emergency Program	250,048	273,227	(23,179)	-8.5%	• One-time project in 2021 - funded by surplus carryover from 2020
Total Southern Gulf Islands Electoral Area	**356,022**	**489,959**	**(133,937)**	**-27.3%**	
1.352 - South Galiano Fire Protection	474,214	424,362	49,852	11.7%	• Increase in Honararium for Fire Chief $39k • Inflationary increase for operating cost $10k
3.830 - Magic Lake Estates Sewer System	884,648	854,863	29,785	3.5%	• Cyclical maintenance program for Outfall Inspection and Schooner Wastewater Treatment Plant oxidation ditch cleaning in 2022 $25k - funded by ORF
3.830D - Magic Lake Estates Sewer Debt	205,454	79,210	126,244	159.4%	• New debt servicing cost for Wastewater Treatment Plan Upgrade
Total Local/Specified/Defined Area	**1,564,316**	**1,358,435**	**205,881**	**15.2%**	
Other (Services not meeting criteria above)	5,366,494	5,297,542	68,952	1.3%	
Total Southern Gulf Islands	**7,286,832**	**7,145,936**	**140,896**	**2.0%**	

Appendix C-3

Southern Gulf Islands 2022 Major Capital Projects ≥ $100,000

SERVICE AREA	$('000)	FUNDING SOURCE
Protective Services		
1.352 South Galiano Fire Protection		
South Galiano Fire Hall	200	Debt
1.356 Pender Fire Protection		
Replace (E27 Unit 746) Rated Mini-Pumper 1500 IGPM	300	Reserves
Water		
2.630 Magic Lake Estates Water		
Design and construction Buck Lake & Magic Lake adjustable intakes	200	Reserves
Process Pipe Replacement	200	Other
2.640 Lyall Harbour Boot Cove Water		
Dam Improvements & Regulatory Requirements	390	Grants
Sewer		
3.830 Magic Lake Estates Sewer		
Wastewater improvements - Sewer replacement	1,100	Debt
Wastewater Improvements - Pump Station and Treatment Plant Upgrades	3,000	Grants, Debt
Other		
1.235 SGI Small Craft Harbour Facilities		
Upgrades to Retreat Cove dock facility	185	Debt
Upgrades to Miners Bay	277	Debt
Port Washington dock improvements	195	Debt
Installation of an additional float at the Piers Island dock	135	Debt

Total Projects ≥ $100K	6,182
Total Projects < $100K	1,019
Total 2021 Capital Projects	7,201

Appendix C-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SGI
2022

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
1.110	SGI Admin. Expenditures	1,500					1,500			1,500				1,500
1.137	Galiano Island Community Use Building			20,000			20,000					20,000		20,000
1.235	SGI Small Craft Harbour Facilities				1,124,000		1,124,000	30,000	1,044,000			50,000		1,124,000
1.318	Building Inspection	25,721					25,721			25,721				25,721
1.352	South Galiano Fire	13,500		200,000			213,500		200,000	13,500				213,500
1.356	Pender Island Fire	26,500	300,000	115,000			441,500			326,500		115,000		441,500
1.369	Electoral Area Fire Services	83,089					83,089					83,089		83,089
1.373	SGI Emergency Program	47,000					47,000					47,000		47,000
1.465	Saturna Island Community Parks				23,000		23,000					23,000		23,000
1.475	Mayne Island Community Parks	5,000		4,000	18,000		27,000				15,000	12,000		27,000
1.485	Pender Island Community Parks				10,000		10,000					10,000		10,000
1.495	Galiano Community Parks				36,500		36,500	8,000				28,500		36,500
2.630	Magic Lake Estates Water (Pender)	205,000			290,000		495,000				2,500	292,500	200,000	495,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	8,000			390,000		398,000				390,000	8,000		398,000
2.642	Skana Water (Mayne)	75,000			45,000		120,000		75,000			45,000		120,000
2.665	Sticks Allison Water (Galiano)				5,000		5,000					5,000		5,000
2.667	Surfside Park Estates (Mayne)	25,000					25,000					25,000		25,000
3.830	Magic Lake Sewer Utility (Pender)	5,000			4,100,000		4,105,000		1,900,100		2,202,400	2,500		4,105,000
	TOTAL	**520,310**	**300,000**	**339,000**	**6,041,500**	**-**	**7,200,810**	**38,000**	**3,219,100**	**367,221**	**2,609,900**	**766,589**	**200,000**	**7,200,810**

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

1.372 EA Emergency Coordination

SOUTHERN GULF ISLANDS

1.110 Administration

1.117 Grants in Aid

1.125 Economic Development

1.137 Galiano Island Community Use Building

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

1.341 Livestock Injury Compensation

1.352 South Galiano Island Fire

1.356 Pender Island Fire

Appendix C-5: SGI Service Budgets

1.359 North Galiano Island Fire
1.363 Saturna Island Fire
1.369 Electoral Area Fire Services- JDF & SGI
1.373 Emergency Program
1.465 Saturna Island Community Parks
1.468 Saturna Island Community Recreation
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)
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

2022 BUDGET

Elections

EAC REVIEW

OCTOBER 2021

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.

Change in Budget 2021 to 2022 Service: 1.103 Elections	Total Expenditure	Comments
2021 Budget	**25,070**	Non-election year, budget is soley for ORF transfer
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:		
Electoral Area Elections Expenditure:	122,500	EA Election Costs
	40,000	IBC-15d-2 EA Elections - To contract a Chief Election Officer (CEO) to coordinate the EA elections
Islands Trust	74,900	Island Trust Election - Full recovery from Island Trust
Other	462	
Total Other Changes	237,862	
2022 Budget	**262,932**	
% expense increase from 2021:	***948.8%***	
% Requisition increase from 2021 (if applicable):	***162.0%***	*Requisition funding is 27.6% of service revenue*

Overall 2021 Budget Performance
(expected variance to budget and surplus treatment)

No major variance is expected. Any minor variance will be adjusted to the ORF transfer at year end.

1.103 - Elections	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Electoral Area Elections	-	-	122,500	-	40,000	162,500	-	-	-	175,895
Islands Trust	-	-	74,900	-	-	74,900	-	-	-	81,074
Allocations and Insurance	37	37	32	-	-	32	32	32	32	32
TOTAL OPERATING COSTS	**37**	**37**	**197,432**	**-**	**40,000**	**237,432**	**32**	**32**	**32**	**257,001**
*Percentage Increase over prior year										
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	25,033	25,033	25,500	-	-	25,500	45,000	45,000	45,000	45,000
TOTAL COSTS	**25,070**	**25,070**	**222,932**	**-**	**40,000**	**262,932**	**45,032**	**45,032**	**45,032**	**302,001**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	(122,457)	-	-	(122,457)	-	-	-	(175,895)
Recovery from Islands Trust	-	-	(74,900)	-	-	(74,900)	-	-	-	(81,074)
Other Income	(66)	(66)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	**(66)**	**(66)**	**(197,427)**	**-**	**-**	**(197,427)**	**(70)**	**(70)**	**(70)**	**(257,039)**
REQUISITION	**(25,004)**	**(25,004)**	**(25,505)**	**-**	**(40,000)**	**(65,505)**	**(44,962)**	**(44,962)**	**(44,962)**	**(44,962)**
*Percentage increase over prior year Requisition			2.0%			162.0%	-31.4%	0.0%	0.0%	0.0%

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	2021	2022	2023	2024	2025	2026
Beginning Balance		76,873	102,647	5,690	50,690	95,690	140,690
Transfer from Op Budget		25,033	25,500	45,000	45,000	45,000	45,000
Transfer to Op Budget		-	(122,457)	-	-	-	(175,895)
Transfer from ERF		41	-	-	-	-	-
Interest Income		700	-	-	-	-	-
Ending Balance $		**102,647**	**5,690**	**50,690**	**95,690**	**140,690**	**9,795**

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

2022 Budget

UBCM

EAC REVIEW

OCTOBER 2021

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Membership Fee	12,893	11,748	12,945	-	-	12,945	13,198	13,461	13,724	13,998
TOTAL COSTS	**12,893**	**11,748**	**12,945**	**-**	**-**	**12,945**	**13,198**	**13,461**	**13,724**	**13,998**
*Percentage Increase over prior year						0.4%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	1,145	(1,145)	-	-	(1,145)	-	-	-	-
Balance c/fwd from 2020 to 2021	(5,169)	(5,169)	-	-	-	-	-	-	-	-
Other Revenue	(97)	(97)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(5,266)**	**(4,121)**	**(1,245)**	**-**	**-**	**(1,245)**	**(100)**	**(100)**	**(100)**	**(100)**
REQUISITION	**(7,627)**	**(7,627)**	**(11,700)**	**-**	**-**	**(11,700)**	**(13,098)**	**(13,361)**	**(13,624)**	**(13,898)**
*Percentage increase over prior year Requisition						53.4%	11.9%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Building Inspection

EAC Review

OCTOBER 2021

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), Amendment 3780 (2011), and Amendment 4403 (2021). 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:

Not stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2021 to 2022 Service: 1.318 Building Inspection	Total Expenditure	Comments
2021 Budget	**1,653,290**	
Change in Salaries:		
Base salary change	6,603	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(768)	
0.5 FTE Administrative Clerk	38,204	2022 IBC: 11c-2 Building Inspection Information Services
Total Change in Salaries	44,039	
Other Changes:		
Standard Overhead Allocation	17,580	Increase due to 2021 operating cost increase and 4th year of new OH model implementation
Building Occupancy Allocation	41,952	Increased due to office space change, facility reserve contributions, loss revenue from rental and extended rental space for temporary swing office space
Human Resources Allocation	5,178	New Corporate Safety Resources
Bylaw Enforcement Labour Charge Out	5,000	Cost recovery from Bylaw services to issue building fines for building infractions
Real Estate Services Labour Charge Out	3,000	Labour charges from Real Estates Services to review land covenants
Staff Training and Development	4,500	Increased required training for Building Inspectors for WETT Certification
Transfer to Equipment Replacement Fund	10,000	Increase ERF contribution to fund 7 new workstations at Fisgard office and vehicle replacement
Other	4,895	
Total Other Changes	92,105	
2022 Budget	**1,789,434**	
% Expense increase from 2021:	***8.2%***	
% Requisition increase from 2021:	***3.8%***	*Requisition funding is 25.4% of service revenue*

Overall 2021 Budget Performance
(expected variance to budget and surplus treatment)

Permit fee revenues are projected at $180,859 (17.75%) higher than budget as we have experienced higher permit fee revenue in 2021. Total expenditures are projected at $75,990 (-4.7%) lower than budget mainly due to staff vacancies. $256,849 surplus in 2021 is projected to be balanced on increased transfers to the Operating Reserve Fund ($182,849) and Equipment Replacement Fund ($74,000).

1.318 - Building Inspection	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries & Wages	1,151,316	1,088,446	1,157,151	38,204	-	1,195,355	1,220,911	1,247,014	1,273,685	1,300,932
Telecommunications	35,890	35,890	36,610	-	-	36,610	37,340	38,090	38,850	39,630
Legal Expenses	10,390	10,390	10,600	-	-	10,600	10,810	11,030	11,250	11,480
Building Rent	34,450	34,450	34,880	-	-	34,880	35,610	36,350	37,110	37,860
Supplies	16,380	16,380	16,700	-	-	16,700	17,040	17,380	17,720	18,080
Allocations	225,494	227,634	298,869	-	-	298,869	303,484	309,401	315,451	321,620
Other Operating Expenses	146,070	130,810	153,120	-	-	153,120	156,220	159,410	162,660	165,960
TOTAL OPERATING COSTS	**1,619,990**	**1,544,000**	**1,707,930**	**38,204**	**-**	**1,746,134**	**1,781,415**	**1,818,675**	**1,856,726**	**1,895,562**
*Percentage Increase over prior year						7.8%	2.0%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	10,000	84,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Operating Reserve Fund	-	182,849	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**10,000**	**266,849**	**20,000**	**-**	**-**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	**1,653,290**	**1,834,149**	**1,751,230**	**38,204**	**-**	**1,789,434**	**1,824,715**	**1,861,975**	**1,900,026**	**1,938,862**
Internal Recoveries	(29,486)	(29,486)	(30,076)	-	-	(30,076)	(30,678)	(31,290)	(31,916)	(32,555)
TOTAL COSTS LESS INTERNAL RECOVERIES	**1,623,804**	**1,804,663**	**1,721,154**	**38,204**	**-**	**1,759,358**	**1,794,037**	**1,830,685**	**1,868,110**	**1,906,307**
FUNDING SOURCES (REVENUE)						8.3%	2.0%	2.0%	2.0%	2.0%
Transfer from Operating Reserve Fund	(126,400)	(126,400)	(63,668)	-	-	(63,668)	(56,280)	(49,695)	(42,697)	(35,245)
Permit Fees Revenue	(1,019,141)	(1,200,000)	(1,200,000)	-	-	(1,200,000)	(1,224,000)	(1,248,480)	(1,273,450)	(1,298,920)
Contract Revenue	(36,781)	(36,781)	(37,510)	-	-	(37,510)	(38,250)	(39,020)	(39,800)	(40,590)
Grants in Lieu of Taxes	(1,656)	(1,656)	(1,690)	-	-	(1,690)	(1,720)	(1,750)	(1,790)	(1,830)
Revenue - Other	(2,562)	(2,562)	(2,610)	-	-	(2,610)	(2,660)	(2,710)	(2,760)	(2,820)
TOTAL REVENUE	**(1,186,540)**	**(1,367,399)**	**(1,305,478)**	**-**	**-**	**(1,305,478)**	**(1,322,910)**	**(1,341,655)**	**(1,360,497)**	**(1,379,405)**
REQUISITION	**(437,264)**	**(437,264)**	**(415,676)**	**(38,204)**	**-**	**(453,880)**	**(471,127)**	**(489,030)**	**(507,613)**	**(526,902)**
*Percentage increase over prior year Requisition			-4.9%	8.7%		3.8%	3.8%	3.8%	3.8%	3.8%
AUTHORIZED POSITIONS Salaried FTE	9.7		9.7	0.5		10.2	10.2	10.2	10.2	10.2

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.318 Building Inspection		Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE									
Buildings		B	$0	$0	$0	$0	$0	$0	$0
Equipment		E	$0	$78,900	$6,000	$5,500	$4,500	$6,000	$100,900
Land		L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures		S	$0	$0	$0	$0	$0	$0	$0
Vehicles		V	$0	$0	$50,000	$0	$0	$50,000	$100,000
			$0	**$78,900**	**$56,000**	**$5,500**	**$4,500**	**$56,000**	**$200,900**
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	$78,900	$56,000	$5,500	$4,500	$56,000	$200,900
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	$0	$0	$0	$0	$0	$0
			$0	**$78,900**	**$56,000**	**$5,500**	**$4,500**	**$56,000**	**$200,900**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.318

Service Name: Building Inspection

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	$90,000	V	ERF	$0	$0	$50,000	$0	$0	$50,000	$100,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	$5,000	E	ERF	$0	$8,600	$6,000	$5,500	$4,500	$6,000	$30,600
22-01	Replacement	Phone System	Salt Spring Island phone system replacement	$16,000	E	ERF	$0	$16,000	$0	$0	$0	$0	$16,000
22-02	New	New Furniture - Fisgard	7 furniture workstations for Fisgard department move to new location (Starbucks)	$50,000	E	ERF	$0	$50,000	$0	$0	$0	$0	$50,000
22-03	New	Microfiche Computer	New pc and monitor for microfiche reader used for FOI requests at Fisgard	$1,300	E	ERF	$0	$1,300	$0	$0	$0	$0	$1,300
22-04	Replacement	JDF Printer	Replacement of shared printer	$3,000	E	ERF	$0	$3,000	$0	$0	$0	$0	$3,000
			GRAND TOTAL	**$165,300**			**$0**	**$78,900**	**$56,000**	**$5,500**	**$4,500**	**$56,000**	**$200,900**

Service:	1.318	Building Inspection

Project Number	18-01	**Capital Project Title**	Vehicle Replacement	**Capital Project Description**	Vehicle Replacement
Project Rationale	Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections.				

Project Number	19-01	**Capital Project Title**	Computer Replacement	**Capital Project Description**	Replacement of Computer equipment
Project Rationale	As per IT's replacement schedule for department computers.				

Project Number	22-01	**Capital Project Title**	Phone System	**Capital Project Description**	Salt Spring Island phone system replacement
Project Rationale	Replace 20 year-old phone system that is antiquated, has insufficient number of phones lines and no voicemail. Telus has advised parts are no longer available.				

Project Number	22-02	**Capital Project Title**	New Furniture - Fisgard	**Capital Project Description**	7 furniture workstations for Fisgard department move to new location (Starbucks)
Project Rationale	Department has been reassigned to a new locaton on the first floor at Fisgard and advised that new furniture is required to fit the dimensions of the new area.				

Project Number	22-03	**Capital Project Title**	Microfiche Computer	**Capital Project Description**	New pc and monitor for microfiche reader used for FOI requests at Fisgard
Project Rationale	Add new pc for microfiche reader used for FOI requests at Fisgard. Volume of FOI's have substantially increased that a stand-alone pc is required.				

Project Number	22-04	**Capital Project Title**	JDF Printer	**Capital Project Description**	Replacement of shared printer
Project Rationale	Building Inspection JDF office shares a printer with the Planning Department. Expected replacement of printer in 2022.				

Building Inspection
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	247,741	184,073	127,793	78,098	35,401	156
Equipment Replacement Fund	106,605	47,705	11,705	26,205	41,705	5,705
Total	**354,346**	**231,778**	**139,498**	**104,303**	**77,106**	**5,861**

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:	**105544**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		189,592	247,741	184,073	127,793	78,098	35,401
Transfer from Ops Budget		182,849	-	-	-	-	-
Expenditures		(126,400)	(63,668)	(56,280)	(49,695)	(42,697)	(35,245)
Interest Income		1,700					
Ending Balance $		**247,741**	**184,073**	**127,793**	**78,098**	**35,401**	**156**

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**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		77,605	106,605	47,705	11,705	26,205	41,705
Transfer from Ops Budget		84,000	20,000	20,000	20,000	20,000	20,000
Planned Purchase		(55,000)	(78,900)	(56,000)	(5,500)	(4,500)	(56,000)
Interest Income		-					
Ending Balance $		**106,605**	**47,705**	**11,705**	**26,205**	**41,705**	**5,705**

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

2022 BUDGET

NOISE CONTROL

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Legal	6,900	6,900	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	2,304	2,304	2,597	-	-	2,597	2,646	2,696	2,747	2,798
Internal Time Charges	29,876	29,876	30,474	-	-	30,474	31,068	31,673	32,290	32,921
Other Operating Expenses	60	80	50	-	-	50	50	50	50	50
TOTAL OPERATING COSTS	**39,140**	**39,160**	**40,021**	**-**	**-**	**40,021**	**40,804**	**41,599**	**42,407**	**43,239**
*Percentage Increase over prior year						2.3%	2.0%	1.9%	1.9%	2.0%
Transfer to Operating Reserve Fund	-	30	-	-	-	-	-	-	-	-
TOTAL COSTS	**39,140**	**39,190**	**40,021**	**-**	**-**	**40,021**	**40,804**	**41,599**	**42,407**	**43,239**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(155)	(155)	(155)	-	-	(155)	(155)	(155)	(155)	(155)
Revenue - Other	(100)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	**(255)**	**(305)**	**(305)**	**-**	**-**	**(305)**	**(305)**	**(305)**	**(305)**	**(305)**
REQUISITION	**(38,885)**	**(38,885)**	**(39,716)**	**-**	**-**	**(39,716)**	**(40,499)**	**(41,294)**	**(42,102)**	**(42,934)**
*Percentage increase over prior year Requisition						2.1%	2.0%	2.0%	2.0%	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	2021	2022	2023	2024	2025	2026
Beginning Balance		8,977	9,061	9,061	9,061	9,061	9,061
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		84					
Ending Balance $		**9,061**	**9,061**	**9,061**	**9,061**	**9,061**	**9,061**

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

2022 BUDGET

Nuisance & Unsightly Premises

EAC REVIEW

OCTOBER 2021

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Legal	2,085	2,085	2,130	-	-	2,130	2,170	2,210	2,250	2,300
Allocations	2,825	2,825	3,240	-	-	3,240	3,301	3,365	3,429	3,494
Internal Time Charges	46,750	46,750	47,685	-	-	47,685	48,615	49,562	50,528	51,515
Other Operating Expenses	330	330	320	-	-	320	320	320	320	320
TOTAL OPERATING COSTS	**51,990**	**51,990**	**53,375**	**-**	**-**	**53,375**	**54,406**	**55,457**	**56,527**	**57,629**
*Percentage Increase over prior year						2.7%	1.9%	1.9%	1.9%	1.9%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL COSTS	**51,990**	**51,990**	**53,375**	**-**	**-**	**53,375**	**54,406**	**55,457**	**56,527**	**57,629**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(206)	(206)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(306)**	**(306)**	**(310)**	**-**	**-**	**(310)**	**(310)**	**(310)**	**(310)**	**(310)**
REQUISITION	**(51,684)**	**(51,684)**	**(53,065)**	**-**	**-**	**(53,065)**	**(54,096)**	**(55,147)**	**(56,217)**	**(57,319)**
*Percentage increase over prior year Requisition						2.7%	1.9%	1.9%	1.9%	2.0%

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	2021	2022	2023	2024	2025	2026
Beginning Balance		2,234	2,256	2,256	2,256	2,256	2,256
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		21					
Ending Balance $		**2,256**	**2,256**	**2,256**	**2,256**	**2,256**	**2,256**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 BUDGET

Electora Area Emergency Planning Coordination

EAC REVIEW

OCTOBER 2021

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 - Electora Area Emergency Planning Coordination	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries	532,583	511,000	538,896	-	-	538,896	550,487	562,330	574,420	586,772
Contract for Services	-	-	-	-	-	-	-	-	-	-
Travel Expenses	1,820	1,000	1,860	-	-	1,860	1,900	1,940	1,980	2,020
Telecommunications	6,810	6,810	6,950	-	-	6,950	7,090	7,230	7,370	7,520
Staff Training & Development	1,620	1,620	1,650	-	-	1,650	1,680	1,710	1,740	1,770
Supplies	2,010	2,010	2,050	-	-	2,050	2,090	2,130	2,170	2,210
Allocations	59,170	59,170	62,608	-	-	62,608	63,862	65,141	66,440	67,769
Other Operating Expenses	8,630	8,630	8,750	-	-	8,750	8,930	9,110	9,290	9,470
TOTAL OPERATING COSTS	**612,643**	**590,240**	**622,764**	**-**	**-**	**622,764**	**636,039**	**649,591**	**663,410**	**677,531**
*Percentage Increase over prior year						1.7%	2.1%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	22,693	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	7,324	7,324	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	**7,324**	**30,017**	**7,500**	**-**	**-**	**7,500**	**7,500**	**7,500**	**7,500**	**7,500**
TOTAL COSTS	**619,967**	**620,257**	**630,264**	**-**	**-**	**630,264**	**643,539**	**657,091**	**670,910**	**685,031**
Internal Recoveries	(459,671)	(459,671)	(468,860)	-	-	(468,860)	(478,240)	(487,801)	(497,561)	(507,510)
OPERATING COSTS LESS INTERNAL RECOVERIES	**160,296**	**160,586**	**161,404**	**-**	**-**	**161,404**	**165,299**	**169,290**	**173,349**	**177,521**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(14,486)	(14,486)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	(12,674)	-	-	(12,674)	(10,639)	(8,460)	(6,099)	(3,601)
Grants in Lieu of Taxes	(578)	(578)	(590)	-	-	(590)	(600)	(610)	(620)	(630)
Revenue - Other	(310)	(600)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
TOTAL REVENUE	**(15,374)**	**(15,664)**	**(13,584)**	**-**	**-**	**(13,584)**	**(11,569)**	**(9,410)**	**(7,069)**	**(4,591)**
REQUISITION	**(144,922)**	**(144,922)**	**(147,820)**	**-**	**-**	**(147,820)**	**(153,730)**	**(159,880)**	**(166,280)**	**(172,930)**
*Percentage increase over prior year Requisition						2.0%	4.0%	4.0%	4.0%	4.0%
AUTHORIZED POSITIONS										
Salaried FTE	4.0		4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.372 Emergency Planning Coordination	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$0	$0	$2,500	$0	$0	$2,500
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	**$0**	**$0**	**$2,500**	**$0**	**$0**	**$2,500**
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	$0	$0	$2,500	$0	$0	$2,500
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	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$0**	**$2,500**	**$0**	**$0**	**$2,500**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.372

Service Name: Emergency Planning Coordination

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	$2,500	E	ERF	$0	$0	$0	$2,500	$0	$0	$2,500
			GRAND TOTAL	**$2,500**			**$0**	**$0**	**$0**	**$2,500**	**$0**	**$0**	**$2,500**

Electora Area Emergency Planning Coordination
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	59,344	46,670	36,031	27,571	21,472	17,871
Equipment Replacement Fund	7,494	14,994	22,494	27,494	34,994	42,494
Total	**66,838**	**61,664**	**58,525**	**55,065**	**56,466**	**60,365**

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to to enable one-time programs and to cover unforeseen emergency response costs.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105545	2021	2022	2023	2024	2025	2026
Beginning Balance		36,311	59,344	46,670	36,031	27,571	21,472
Transfer from Ops Budget		22,693	-	-	-	-	-
Transfer to Ops Budget		-	(12,674)	(10,639)	(8,460)	(6,099)	(3,601)
Interest Income		340					
Ending Balance $		**59,344**	**46,670**	**36,031**	**27,571**	**21,472**	**17,871**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101985	2021	2022	2023	2024	2025	2026
Beginning Balance		2,670	7,494	14,994	22,494	27,494	34,994
Transfer from Op Budget		7,324	7,500	7,500	7,500	7,500	7,500
Planned Purchase		(2,500)	-	-	(2,500)	-	-
Interest Income		-					
Ending Balance $		**7,494**	**14,994**	**22,494**	**27,494**	**34,994**	**42,494**

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2022 Budget

Admin Expenditures (SGI)

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Director Admin	109,554	106,180	110,696	-	-	110,696	112,853	115,086	117,359	119,682
Management Services	309,069	291,049	295,390	-	40,000	335,390	301,488	307,773	314,171	320,695
TOTAL OPERATING COSTS	**418,623**	**397,229**	**406,086**	**-**	**40,000**	**446,086**	**414,341**	**422,859**	**431,530**	**440,377**
*Percentage Increase over prior year						6.6%	-7.1%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	9,575	12,949	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	1,000	1,000	1,020	-	-	1,020	1,040	1,060	1,080	1,100
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**10,575**	**13,949**	**1,020**	**-**	**-**	**1,020**	**1,040**	**1,060**	**1,080**	**1,100**
TOTAL COSTS	**429,198**	**411,178**	**407,106**	**-**	**40,000**	**447,106**	**415,381**	**423,919**	**432,610**	**441,477**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(37,166)	(37,166)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(33,000)	(14,992)	(41,007)	-	-	(41,007)	(1,150)	(890)	(600)	(290)
Cost Recovery	(13,717)	(13,705)	(13,884)	-	-	(13,884)	(14,063)	(14,284)	(14,510)	(14,750)
Grants in Lieu of Taxes	(3,551)	(3,551)	(3,620)	-	-	(3,620)	(3,230)	(3,300)	(3,370)	(3,440)
Other Revenue	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(87,634)**	**(69,614)**	**(58,711)**	**-**	**-**	**(58,711)**	**(18,643)**	**(18,674)**	**(18,680)**	**(18,680)**
REQUISITION	**(341,564)**	**(341,564)**	**(348,395)**	**-**	**(40,000)**	**(388,395)**	**(396,738)**	**(405,245)**	**(413,930)**	**(422,797)**
*Percentage increase over prior year Requisition			2.0%			13.7%	2.1%	2.1%	2.1%	2.1%
AUTHORIZED POSITIONS Salaried FTE	1	1	1			1	1	1	1	1

1.110 - Admin Expenditures (SGI) Director Admin	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Director's Remuneration	43,987	43,987	44,470	-	-	44,470	45,360	46,270	47,200	48,140
Contract for Services	20,160	20,000	20,560	-	-	20,560	20,970	21,390	21,820	22,260
Consulting	-	-	-	-	-	-	-	-	-	-
Travel	5,500	5,000	6,000	-	-	6,000	6,120	6,240	6,360	6,490
Allocations	15,042	15,042	12,902	-	-	12,902	13,160	13,422	13,689	13,962
Other Operating Expenses	24,865	22,151	26,764	-	-	26,764	27,243	27,764	28,290	28,830
TOTAL OPERATING COSTS	**109,554**	**106,180**	**110,696**	**-**	**-**	**110,696**	**112,853**	**115,086**	**117,359**	**119,682**
*Percentage Increase over prior year						1.0%	1.9%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	9,575	12,949	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	1,000	1,000	1,020	-	-	1,020	1,040	1,060	1,080	1,100
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**10,575**	**13,949**	**1,020**	**-**	**-**	**1,020**	**1,040**	**1,060**	**1,080**	**1,100**
TOTAL COSTS	**120,129**	**120,129**	**111,716**	**-**	**-**	**111,716**	**113,893**	**116,146**	**118,439**	**120,782**
FUNDING SOURCES (REVENUE)										
Cost Recovery	(11,005)	(11,005)	(11,184)	-	-	(11,184)	(11,363)	(11,584)	(11,810)	(12,050)
Grants in Lieu of Taxes	(1,215)	(1,215)	(1,240)	-	-	(1,240)	(1,260)	(1,290)	(1,320)	(1,350)
Interest Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(12,420)**	**(12,420)**	**(12,624)**	**-**	**-**	**(12,624)**	**(12,823)**	**(13,074)**	**(13,330)**	**(13,600)**
REQUISITION	**(107,709)**	**(107,709)**	**(99,092)**	**-**	**-**	**(99,092)**	**(101,070)**	**(103,072)**	**(105,109)**	**(107,182)**
*Percentage increase over prior year Requisition						-8.0%	2.0%	2.0%	2.0%	2.0%

1.110 - Admin Expenditures (SGI) Management Services	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Salaries & Wages	151,735	151,735	160,456	-	-	160,456	163,916	167,450	171,059	174,746
Contract for Services	68,040	68,040	69,400	-	-	69,400	70,790	72,210	73,650	75,120
Program Development	-	-	-	-	-	-	-	-	-	-
Travel	2,850	2,850	2,910	-	-	2,910	2,970	3,030	3,090	3,150
Memberships & Professional Dues	810	800	830	-	-	830	850	870	890	910
Allocations	20,424	20,424	20,774	-	-	20,774	21,112	21,523	21,942	22,369
Referendum Costs to establish a new SGI Service	25,000	20,000	-	-	35,000	35,000	-	-	-	-
Other Operating Expenses	40,210	27,200	41,020	-	5,000	46,020	41,850	42,690	43,540	44,400
TOTAL OPERATING COSTS	**309,069**	**291,049**	**295,390**	**-**	**40,000**	**335,390**	**301,488**	**307,773**	**314,171**	**320,695**
*Percentage Increase over prior year						8.5%	-10.1%	2.1%	2.1%	2.1%
TOTAL COSTS	**309,069**	**291,049**	**295,390**	**-**	**40,000**	**335,390**	**301,488**	**307,773**	**314,171**	**320,695**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(37,166)	(37,166)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(33,000)	(14,992)	(41,007)	-	-	(41,007)	(1,150)	(890)	(600)	(290)
Sub-lease Recovery	(2,712)	(2,700)	(2,700)	-	-	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Grants in Lieu of Taxes	(2,336)	(2,336)	(2,380)	-	-	(2,380)	(1,970)	(2,010)	(2,050)	(2,090)
Other revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(75,214)**	**(57,194)**	**(46,087)**	**-**	**-**	**(46,087)**	**(5,820)**	**(5,600)**	**(5,350)**	**(5,080)**
REQUISITION	**(233,855)**	**(233,855)**	**(249,303)**	**-**	**(40,000)**	**(289,303)**	**(295,668)**	**(302,173)**	**(308,821)**	**(315,615)**
*Percentage increase over prior year Requisition			6.6%			23.7%	2.2%	2.2%	2.2%	2.2%
AUTHORIZED POSITIONS Salaried FTE	1	1	1			1	1	1	1	1

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.110 SGI Admin. Expenditures	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$1,500	$1,530	$0	$0	$0	$3,030
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	**$1,500**	**$1,530**	**$0**	**$0**	**$0**	**$3,030**
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	$1,500	$1,530	$0	$0	$0	$3,030
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	$0	$0	$0	$0	$0	$0
		$0	**$1,500**	**$1,530**	**$0**	**$0**	**$0**	**$3,030**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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*

Total Project Budget
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.110

Service Name: SGI Admin. Expenditures

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-01	Replacement	Computer	Computer Replacements for Director and Manager	$4,470	E	ERF	$0	$1,500	$1,530	$0	$0	$0	$3,030
			GRAND TOTAL	**$4,470**			**$0**	**$1,500**	**$1,530**	**$0**	**$0**	**$0**	**$3,030**

Admin Expenditures (SGI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	46,438	5,431	4,281	3,391	2,791	2,501
Equipment Replacement Fund	9,926	9,446	8,956	10,016	11,096	12,196
Total	**56,364**	**14,877**	**13,237**	**13,407**	**13,887**	**14,697**

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

Reserve Cash Flow

Fund:	**1500**	**Estimated**	**Budget**				
Fund Centre:	**105546**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		47,981	46,438	5,431	4,281	3,391	2,791
Transfer from Ops Budget		12,949	-	-	-	-	-
Transfer to Ops Budget		(14,992)	(41,007)	(1,150)	(890)	(600)	(290)
Interest Income		500					
Ending Balance $		**46,438**	**5,431**	**4,281**	**3,391**	**2,791**	**2,501**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Equipment Replacement Fund

ERF Group: SGIADMIN.ERF

Reserve Cash Flow

Fund:	**1022**	**Actual**	**Budget**				
Fund Centre:	**101838**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance		8,926	9,926	9,446	8,956	10,016	11,096
Transfer from Ops Budget		1,000	1,020	1,040	1,060	1,080	1,100
Planned Purchase		-	(1,500)	(1,530)	-	-	-
Interest Income		-					
Ending Balance $		**9,926**	**9,446**	**8,956**	**10,016**	**11,096**	**12,196**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI Grants in Aid

EAC REVIEW

OCTOBER 2021

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:

Greater of $129,912 or $0.05 / $1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of $176,672.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

Change in Budget 2021 to 2022 Service: 1.117 SGI Grants in Aid	Total Expenditure	Comments
2021 Budget	**216,479**	
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:		
Standard Overhead Allocation	2,495	Increase due to 2021 operating cost increase and 4th year of new OH model implementation
Grants in Aid	(113,000)	One-time Safe Restart Grant in 2021
Other	-	
Total Other Changes	(110,505)	
2022 Budget	**105,974**	
% expense increase from 2021:	***-51.0%***	
% Requisition increase from 2021 (if applicable):	***2.0%***	*Requisition funding is 99% of service revenue*

Overall 2021 Budget Performance
(expected variance to budget and surplus treatment)

GIA budget for both core and Safe Restart are to be fully distributed, resulting no major budget variance at year end.

1.117 - SGI Grants in Aid	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Grants in Aid	213,000	213,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
Allocations	2,679	2,679	5,174	-	-	5,174	5,277	5,383	5,491	5,600
Payment to 3rd Parties	-	-	-	-	-	-	-	-	-	-
Other Expenses	800	600	800	-	-	800	800	800	800	800
TOTAL COSTS	**216,479**	**216,279**	**105,974**	**-**	**-**	**105,974**	**106,077**	**106,183**	**106,291**	**106,400**
*Percentage Increase over prior year						-51.0%	0.1%	0.1%	0.1%	0.1%
FUNDING SOURCES (REVENUE)										
Estimated balance c/fwd from 2021 to 2022	-	200	(200)	-	-	(200)	-	-	-	-
Balance c/fwd from 2020 to 2021	253	253	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(651)	(651)	(651)	-	-	(651)	(651)	(651)	(651)	(651)
Provincial Grant	(113,000)	(113,000)	-	-	-	-	-	-	-	-
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(113,498)**	**(113,298)**	**(951)**	**-**	**-**	**(951)**	**(751)**	**(751)**	**(751)**	**(751)**
REQUISITION	**(102,981)**	**(102,981)**	**(105,023)**	**-**	**-**	**(105,023)**	**(105,326)**	**(105,432)**	**(105,540)**	**(105,649)**
*Percentage increase over prior year Requisition						2.0%	0.3%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI Economic Development

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Contract for Services	72,000	70,000	73,440	-	-	73,440	74,910	76,410	77,940	79,500
Program Development	29,623	29,500	29,820	-	-	29,820	30,020	30,220	30,420	30,630
Internal Allocations	4,443	4,443	5,986	-	-	5,986	6,106	6,228	6,353	6,480
Building Rent	8,670	8,670	8,810	-	-	8,810	8,990	9,140	9,300	9,420
Contribution Projects	-	-	-	-	-	-	-	-	-	-
Operating - Other	4,990	3,990	5,100	-	-	5,100	5,210	5,320	5,430	5,540
TOTAL OPERATING COSTS	**119,726**	**116,603**	**123,156**	**-**	**-**	**123,156**	**125,236**	**127,318**	**129,443**	**131,570**
*Percentage Increase over prior year						2.9%	1.7%	1.7%	1.7%	1.6%
Transfer to Operating Reserve Fund	-	351	-	-	-	-	-	-	-	-
TOTAL COSTS	**119,726**	**116,954**	**123,156**	**-**	**-**	**123,156**	**125,236**	**127,318**	**129,443**	**131,570**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	2,772	(2,772)	-	-	(2,772)	-	-	-	-
Balance c/fwd from 2020 to 2021	(1,700)	(1,700)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(942)	(942)	(960)	-	-	(960)	(980)	(1,000)	(1,020)	(1,040)
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(2,742)**	**30**	**(3,832)**	**-**	**-**	**(3,832)**	**(1,080)**	**(1,100)**	**(1,120)**	**(1,140)**
REQUISITION	**(116,984)**	**(116,984)**	**(119,324)**	**-**	**-**	**(119,324)**	**(124,156)**	**(126,218)**	**(128,323)**	**(130,430)**
*Percentage increase over prior year Requisition						2.0%	4.0%	1.7%	1.7%	1.6%

Reserve Schedule

Reserve Fund: 1.125 SGI Economic Development - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105547	2021	2022	2023	2024	2025	2026
Beginning Balance		1,516	1,881	1,881	1,881	1,881	1,881
Transfer from Ops Budget		351	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		14					
Ending Balance $		**1,881**	**1,881**	**1,881**	**1,881**	**1,881**	**1,881**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Galiano Island Community Use Building

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $136,089.

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 Community Use Building	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Allocations	16,711	13,211	16,165	-	-	16,165	16,488	16,817	17,154	17,497
Insurance	970	970	1,190	-	-	1,190	1,250	1,310	1,370	1,440
Building Maintenance	5,000	5,000	5,000	-	-	5,000	5,110	5,220	5,330	5,440
Utilities	3,800	3,800	3,800	-	-	3,800	3,880	3,960	4,040	4,120
Contingency	1,500	5,000	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Other Operating Expenses	4,990	4,560	5,050	-	-	5,050	5,160	5,270	5,380	5,490
TOTAL OPERATING COSTS	**32,971**	**32,541**	**32,705**	**-**	**-**	**32,705**	**33,418**	**34,137**	**34,864**	**35,607**
*Percentage Increase over prior year						-0.8%	2.2%	2.2%	2.1%	2.1%
DEBT / RESERVE										
Transfer to Capital Reserve Fund	1,500	1,930	3,000	-	-	3,000	3,545	4,106	4,689	5,286
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	11,935	11,935	11,935	-	-	11,935	11,935	11,935	11,935	11,935
TOTAL DEBT / RESERVE	**28,997**	**29,427**	**30,497**	**-**	**-**	**30,497**	**31,042**	**31,603**	**32,186**	**32,783**
TOTAL COSTS	**61,968**	**61,968**	**63,202**	**-**	**-**	**63,202**	**64,460**	**65,740**	**67,050**	**68,390**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(23)	(23)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Other Income	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
MFA Debt Resv FundEearnings	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	**(253)**	**(253)**	**(250)**	**-**	**-**	**(250)**	**(250)**	**(250)**	**(250)**	**(250)**
REQUISITION	**(61,715)**	**(61,715)**	**(62,952)**	**-**	**-**	**(62,952)**	**(64,210)**	**(65,490)**	**(66,800)**	**(68,140)**
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.137 Galiano Island Community Use Bui	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$5,000	$20,000	$0	$0	$0	$0	$20,000
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
		$5,000	**$20,000**	**$0**	**$0**	**$0**	**$0**	**$20,000**
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		$5,000	$20,000	$0	$0	$0	$0	$20,000
		$5,000	**$20,000**	**$0**	**$0**	**$0**	**$0**	**$20,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.137
Service Name: Galiano Island Community Use Building

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	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	$10,000	B	Res	$5,000	$10,000	$0	$0	$0	$0	$10,000
			GRAND TOTAL	**$20,000**			**$5,000**	**$20,000**	**$0**	**$0**	**$0**	**$0**	**$20,000**

Reserve Schedule

Reserve Fund: 1.137 Galiano Island Community Use Building - Capital Reserve Fund - Bylaw 3939

Reserve established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

Reserve Cash Flow

Fund: 1083 / Fund Centre: 102135	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	72,083	64,263	47,263	50,808	54,914	59,603
Transfer from Ops Budget	1,500	3,000	3,545	4,106	4,689	5,286
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(10,000)	(20,000)	-	-	-	-
Interest Income	680					
Ending Balance $	**64,263**	**47,263**	**50,808**	**54,914**	**59,603**	**64,889**

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

2022 Budget

SGI Regional Library

EAC REVIEW

OCTOBER 2021

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 $0.07 / $1,000 of actual assessed value of land and improvements. To a maximum of $242,924.

COMMISSION:

Southern Gulf Islands Public Library Commission (Bylaw No. 3523, April 9, 2008).

FUNDING:

Requisition

1.138 - SGI Regional Library	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Contribution to Library	221,930	221,930	226,370	-	-	226,370	230,900	235,520	238,254	238,147
Allocations	4,065	4,065	4,558	-	-	4,558	4,649	4,742	4,837	4,934
Insurance	140	140	120	-	-	120	130	140	150	160
Other Operating Expenses	1,760	-	1,790	-	-	1,790	1,790	1,790	1,790	1,790
TOTAL COSTS	**227,895**	**226,135**	**232,838**	**-**	**-**	**232,838**	**237,469**	**242,192**	**245,031**	**245,031**
*Percentage Increase over prior year						2.2%	2.0%	2.0%	1.2%	0.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	1,760	(1,760)	-	-	(1,760)	-	-	-	-
Balance c/fwd from 2020 to 2021	(1,735)	(1,735)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,077)	(2,077)	(2,120)	-	-	(2,120)	(2,120)	(2,120)	(2,120)	(2,120)
Other Income	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	**(3,842)**	**(2,082)**	**(3,910)**	**-**	**-**	**(3,910)**	**(2,150)**	**(2,150)**	**(2,150)**	**(2,150)**
REQUISITION	**(224,053)**	**(224,053)**	**(228,928)**	**-**	**-**	**(228,928)**	**(235,319)**	**(240,042)**	**(242,881)**	**(242,881)**
*Percentage increase over prior year Requisition						2.2%	2.8%	2.0%	1.2%	0.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Gossip Island Electirc Power Supply

EAC REVIEW

OCTOBER 2021

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 of 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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Allocations	357	357	155	-	-	155	159	162	165	168
Other Operating Expenses	220	220	220	-	-	220	220	220	220	220
TOTAL OPERATING COSTS	**577**	**577**	**375**	**-**	**-**	**375**	**379**	**382**	**385**	**388**
*Percentage Increase over prior year						-35.0%	1.1%	0.8%	0.8%	0.8%
DEBT										
MFA Debt Reserve Fund	200	200	180	-	-	180	180	180	180	180
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	**56,643**	**56,643**	**56,623**	**-**	**-**	**56,623**	**56,623**	**56,623**	**56,623**	**56,623**
TOTAL COSTS	**57,220**	**57,220**	**56,998**	**-**	**-**	**56,998**	**57,002**	**57,005**	**57,008**	**57,011**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(79)	(79)	-	-	-	-	-	-	-	-
Interest Income	(93)	(93)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
MFA Debt Reserve Fund Earnings	(200)	(200)	(180)	-	-	(180)	(180)	(180)	(180)	(180)
TOTAL REVENUE	**(372)**	**(372)**	**(270)**	**-**	**-**	**(270)**	**(270)**	**(270)**	**(270)**	**(270)**
REQUISITION - PARCEL TAX	**(56,848)**	**(56,848)**	**(56,728)**	**-**	**-**	**(56,728)**	**(56,732)**	**(56,735)**	**(56,738)**	**(56,741)**
*Percentage increase over prior year Requisition						-0.2%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Saturna Health Service

EAC REVIEW

OCTOBER 2021

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 adopted in 2018

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

Greater of $40,000 or $0.17 / $1,000 of actual assessed value of land and improvements. To a maximum of $46,755.

FUNDING:

Requisition

1.227 - Saturna Health Service	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Payment to Saturna Island Meduical Clinic	32,245	32,245	32,890	-	-	32,890	33,550	34,220	34,900	35,600
Other Operating Expenses	308	308	651	-	-	651	664	677	691	705
TOTAL COSTS	**32,553**	**32,553**	**33,541**	**-**	**-**	**33,541**	**34,214**	**34,897**	**35,591**	**36,305**
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(373)	(373)	(373)	-	-	(373)	(373)	(373)	(373)	(373)
TOTAL REVENUE	**(373)**	**(373)**	**(373)**	**-**	**-**	**(373)**	**(373)**	**(373)**	**(373)**	**(373)**
REQUISITION	**(32,180)**	**(32,180)**	**(33,168)**	**-**	**-**	**(33,168)**	**(33,841)**	**(34,524)**	**(35,218)**	**(35,932)**
*Percentage increase over prior year Requisition						3.1%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Galiano Health Service

EAC REVIEW

OCTOBER 2021

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 adopted in 2014

PARTICIPATION:

Galiano Island

MAXIMUM LEVY:

Greater of $86,550 or $0.19 / $1,000 of actual assessed value of land and improvements. To a maximum of $156,708.

FUNDING:

Requisition

1.228 - Galiano Health Service	2021		BUDGET REQUEST	2022			FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Payment to Galiano Health Society	126,788	126,788	133,127	-	-	133,127	139,783	146,772	153,911	153,856
Operating - Other	2,470	2,372	2,685	-	-	2,685	2,737	2,790	2,843	2,898
TOTAL OPERATING COSTS	**129,258**	**129,160**	**135,812**	**-**	**-**	**135,812**	**142,520**	**149,562**	**156,754**	**156,754**
*Percentage Increase over prior year						5.1%	4.9%	4.9%	4.8%	0.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	108	(108)	-	-	(108)	-	-	-	-
Balance c/fwd from 2020 to 2021	(183)	(183)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(46)	(46)	(46)	-	-	(46)	(46)	(46)	(46)	(46)
Other Revenue	-	(10)	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(229.00)**	**(131)**	**(154)**	**-**	**-**	**(154)**	**(46)**	**(46)**	**(46)**	**(46)**
REQUISITION	**(129,029)**	**(129,029)**	**(135,658)**	**-**	**-**	**(135,658)**	**(142,474)**	**(149,516)**	**(156,708)**	**(156,708)**
*Percentage increase over prior year Requisition						5.1%	5.0%	4.9%	4.8%	0.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI Small Craft Harbour Facilities

EAC REVIEW

OCTOBER 2021

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 12 small craft harbour facilities in the Southern Gulf Islands. 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-time funding of $1.6 million 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 of actual assessed value of land and improvements. To a maximum of $353,344.

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS (Revised)			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Management Expenditures:										
Contract for Services	10,170	6,500	10,370	-	-	10,370	10,580	10,790	11,010	11,230
Supplies, Advertising	1,080	2,300	1,100	-	-	1,100	1,120	1,140	1,160	1,180
Travel and Training	7,420	2,100	7,570	-	-	7,570	7,720	7,870	8,030	8,190
Internal Allocations	25,504	29,957	28,100	-	-	28,100	28,664	29,233	29,816	30,414
Insurance	7,950	7,950	10,710	-	-	10,710	11,250	11,810	12,400	13,020
Other Operating Expenses	3,120	8,260	3,180	-	-	3,180	3,240	3,300	3,360	3,420
TOTAL MANAGEMENT EXPENDITURES	**55,244**	**57,067**	**61,030**	**-**	**-**	**61,030**	**62,574**	**64,143**	**65,776**	**67,454**
*Percentage Increase over prior year						10.5%	2.5%	2.5%	2.5%	2.6%
Dock Expenditures:										
Repairs and Maintenance	61,500	34,990	57,730	-	-	57,730	58,870	60,010	61,160	62,350
Wharfinger Compensation and Travel	56,700	38,965	48,800	-	-	48,800	49,780	50,770	51,790	52,810
Insurance	30,446	28,104	28,800	-	-	28,800	30,240	31,800	33,360	35,040
Electricity	3,130	2,690	2,620	-	-	2,620	2,670	2,720	2,770	2,820
Supplies	4,840	280	4,680	-	-	4,680	4,800	4,920	5,040	5,160
Operating - Other	4,490	-	4,270	-	-	4,270	4,390	4,510	4,630	4,750
TOTAL DOCK EXPENDITURES	**161,106**	**105,029**	**146,900**	**-**	**-**	**146,900**	**150,750**	**154,730**	**158,750**	**162,930**
*Percentage Increase over prior year						-8.8%	2.6%	2.6%	2.6%	2.6%
TOTAL OPERATING COSTS	**216,350**	**162,096**	**207,930**	**-**	**-**	**207,930**	**213,324**	**218,873**	**224,526**	**230,384**
DEBT / RESERVE										
Transfer to Capital Reserve Fund	170,000	210,679	158,000	-	-	158,000	150,000	150,000	150,000	150,000
MFA Debt Reserve Fund	7,100	-	11,800	-	-	11,800	-	-	-	-
MFA Interest	3,195	1,500	15,600	-	-	15,600	28,320	28,320	28,320	28,320
MFA Principal	-	-	-	-	-	-	47,368	47,368	47,368	47,368
TOTAL DEBT / RESERVE	**180,295**	**212,179**	**185,400**	**-**	**-**	**185,400**	**225,688**	**225,688**	**225,688**	**225,688**
TOTAL COSTS	**396,645**	**374,275**	**393,330**	**-**	**-**	**393,330**	**439,012**	**444,561**	**450,214**	**456,072**
FUNDING SOURCES (REVENUE)										
Revenue- Fees	(99,300)	(76,930)	(89,990)	-	-	(89,990)	(91,630)	(93,320)	(95,050)	(96,810)
Grants in Lieu of Taxes	(6,041)	(6,041)	(6,160)	-	-	(6,160)	(6,280)	(6,410)	(6,540)	(6,670)
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(105,541)**	**(83,171)**	**(96,350)**	**-**	**-**	**(96,350)**	**(98,110)**	**(99,930)**	**(101,790)**	**(103,680)**
REQUISITION - PARCEL TAX	**(291,104)**	**(291,104)**	**(296,980)**	**-**	**-**	**(296,980)**	**(340,902)**	**(344,631)**	**(348,424)**	**(352,392)**
*Percentage increase over prior year Requisition						2.0%	14.8%	1.1%	1.1%	1.1%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.235 SGI Small Craft Harbour Facilities	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$604,000	$1,124,000	$125,000	$175,000	$50,000	$50,000	$1,524,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$604,000	**$1,124,000**	**$125,000**	**$175,000**	**$50,000**	**$50,000**	**$1,524,000**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$30,000	$30,000	$0	$0	$0	$0	$30,000
Debenture Debt (New Debt Only)	Debt	$574,000	$1,044,000	$0	$0	$0	$0	$1,044,000
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	$50,000	$125,000	$175,000	$50,000	$50,000	$450,000
		$604,000	**$1,124,000**	**$125,000**	**$175,000**	**$50,000**	**$50,000**	**$1,524,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.235

Service Name: SGI Small Craft Harbour Facilities

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-02	Renewal	Retreat Cove	Upgrades to the Retreat Cove Dock Facility to maintain level of service.	$185,000	S	Debt	$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	Debt	$82,000	$82,000	$0	$0	$0	$0	$82,000
20-02	Renewal	Spanish Hills	Upgrades to the Spanish Hills Dock Facility to maintain level of service.	$75,000	S	Cap	$30,000	$30,000	$0	$0	$0	$0	$30,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to the Miners Bay wharfhead and approach upgrades.	$277,000	S	Debt	$277,000	$277,000	$0	$0	$0	$0	$277,000
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.	$250,000	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	Debt	$135,000	$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	$90,000	$0	$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	Debt	$80,000	$80,000	$0	$0	$0	$0	$80,000
22-02	Renewal	Swartz Bay Improvements & Dock Replacement	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.		S	Res	$0	$0	$75,000	$0	$0	$0	$75,000
			GRAND TOTAL	**$1,607,000**			**$604,000**	**$1,124,000**	**$125,000**	**$175,000**	**$50,000**	**$50,000**	**$1,524,000**

Service: 1.235 SGI Small Craft Harbour Facilities

Project Number	19-02	**Capital Project Title**	Retreat Cove	**Capital Project Description**	Upgrades to the Retreat Cove Dock Facility to maintain level of service.

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.

Project Number	19-03	**Capital Project Title**	Horton Bay	**Capital Project Description**	Decommission the Horton Bay dock after construction of the Anson Road facility.

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.

Project Number	20-02	**Capital Project Title**	Spanish Hills	**Capital Project Description**	Upgrades to the Spanish Hills Dock Facility to maintain level of service.

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.

Project Number	20-04	**Capital Project Title**	Miners Bay Upgrades	**Capital Project Description**	Upgrades to the Miners Bay wharfhead and approach upgrades.

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, funding through borrowing is required.

Project Number	21-01	**Capital Project Title**	Port Washington	**Capital Project Description**	Dock improvements outlined from the 18-01 Inspections project.

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.

Project Number	21-02	**Capital Project Title**	Inspections	**Capital Project Description**	Detailed inspections including underwater inspection.

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.

Project Number	21-03	**Capital Project Title**	ANNUAL PROVISIONAL: Dock Improvements	**Capital Project Description**	An annual provisional fund is required to address unplanned dock safety issues.
Project Rationale	Funds are required for unplanned & minor repairs such as minor board replacement, painting, emergency repairs, and electrical repairs.				

Project Number	21-05	**Capital Project Title**	Piers Island Additional Float	**Capital Project Description**	Installation of an additional float at the Piers Island dock.
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				

Project Number	22-01	**Capital Project Title**	Hope Bay	**Capital Project Description**	Dock improvements outlined from the 18-01 Inspections project.
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.				

Project Number	22-02	**Capital Project Title**	Swartz Bay Improvements & Dock Replacement	**Capital Project Description**	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.
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 (Revised)

Reserve Fund: 1.235 SGI Harbour Facilities - Capital Reserve Fund - Bylaw 2719

Surplus money from the operation of small craft harbour facilities services may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund: 1054 / Fund Centre: 101467	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	490,495	122,469	230,469	255,469	230,469	330,469
Transfer from Ops Budget	170,000	158,000	150,000	150,000	150,000	150,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(552,000)	(50,000)	(125,000)	(175,000)	(50,000)	(50,000)
Interest Income*	13,974					
Ending Balance $	**122,469**	**230,469**	**255,469**	**230,469**	**330,469**	**430,469**

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

2022 Budget

SGI House Numbering

EAC REVIEW

OCTOBER 2021

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 stated

FUNDING:

Requisition

1.314 - SGI House Numbering	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Building Inspection	8,773	8,773	8,948	-	-	8,948	9,127	9,310	9,496	9,686
Allocations	497	497	467	-	-	467	476	486	496	505
Other Operating Expenses	70	70	70	-	-	70	70	70	70	70
TOTAL COSTS	**9,340**	**9,340**	**9,485**	**-**	**-**	**9,485**	**9,673**	**9,866**	**10,062**	**10,261**
*Percentage Increase over prior year						1.6%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(33)	(33)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(94)	(94)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
Interest Income	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	**(137)**	**(137)**	**(110)**	**-**	**-**	**(110)**	**(110)**	**(110)**	**(110)**	**(110)**
REQUISITION	**(9,203)**	**(9,203)**	**(9,375)**	**-**	**-**	**(9,375)**	**(9,563)**	**(9,756)**	**(9,952)**	**(10,151)**
*Percentage increase over prior year Requisition						1.9%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI Livestock Injury Compensation

EAC REVIEW

OCTOBER 2021

Service: 1.341 **SGI Livestock Injury Compensation** **Committee: Electoral Area**

DEFINITION:

The service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act.*
(Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021)

PARTICIPATION:

Southern Gulf Islands Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.341 - JDF Livestock Injury Compensation	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Allocations	-	-	150	-	-	150	153	156	159	162
Compensation Claim Payments	-	-	3,000	-	-	3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	**-**	**-**	**3,150**	**-**	**-**	**3,150**	**3,153**	**3,156**	**3,159**	**3,162**
*Percentage Increase over prior year						N/A	0.1%	0.1%	0.1%	0.1%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
REQUISITION	**-**	**-**	**(3,150)**	**-**	**-**	**(3,150)**	**(3,153)**	**(3,156)**	**(3,159)**	**(3,162)**
*Percentage increase over prior year Requisition						N/A	0.1%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2022 Budget

South Galiano Fire Protection

EAC REVIEW

OCTOBER 2021

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 $470,000 or $1.157 / $1,000 of actual assessments. To a maximum of $594,652.

FUNDING:

Requisition

1.352 - South Galiano Fire Protection	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	BUDGET REQUEST 2022 ONGOING	BUDGET REQUEST 2022 ONE-TIME	BUDGET REQUEST 2022 TOTAL	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025	FUTURE PROJECTIONS 2026
OPERATING COSTS										
Honorarium and Call Out Pay	149,170	150,000	152,150	39,000	-	191,150	194,970	198,870	202,850	206,910
Travel - Vehicles	31,060	19,000	29,600	-	-	29,600	30,160	30,730	31,300	31,880
Insurance	5,240	5,340	5,450	-	-	5,450	5,610	5,780	5,950	6,120
Staff Development	30,510	25,000	31,120	-	-	31,120	31,740	32,370	33,020	33,680
Maintenance	9,170	7,300	9,350	-	-	9,350	9,540	9,730	9,920	10,110
Internal Allocations	10,655	10,655	14,660	-	-	14,660	14,953	15,252	15,557	15,868
Operating Supplies and Other	34,390	32,898	35,020	-	-	35,020	35,720	36,420	37,130	37,880
TOTAL OPERATING COSTS	**270,195**	**250,193**	**277,350**	**39,000**	**-**	**316,350**	**322,693**	**329,152**	**335,727**	**342,448**
*Percentage Increase over prior year			2.6%			17.1%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Capital Equipment Purchases	5,700	5,700	5,810	-	-	5,810	5,930	6,050	6,170	6,290
Transfer to Capital Reserve Fund	-	44,408	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	82,050	102,052	83,600	-	-	83,600	85,000	85,000	85,000	85,000
TOTAL CAPITAL / RESERVE	**87,750**	**152,160**	**89,410**	**-**	**-**	**89,410**	**90,930**	**91,050**	**91,170**	**91,290**
MFA DEBT										
MFA Debt Reserve Fund	22,999	-	22,555	-	-	22,555	-	-	-	-
Principal Payment	-	-	-	-	-	-	68,197	68,197	68,197	68,197
Interest Payment	43,418	22,009	45,899	-	-	45,899	54,132	54,132	54,132	54,132
TOTAL MFA DEBT	**66,417**	**22,009**	**68,454**	**-**	**-**	**68,454**	**122,329**	**122,329**	**122,329**	**122,329**
TOTAL COSTS	**424,362**	**424,362**	**435,214**	**39,000**	**-**	**474,214**	**535,952**	**542,531**	**549,226**	**556,067**
						11.7%				
FUNDING SOURCES (REVENUE)										
Parcel Tax	(66,417)	(66,417)	(68,454)	-	-	(68,454)	(122,329)	(122,329)	(122,329)	(122,329)
Other Income	(310)	(310)	(700)	-	-	(700)	(710)	(720)	(730)	(740)
TOTAL REVENUE	**(66,727)**	**(66,727)**	**(69,154)**	**-**	**-**	**(69,154)**	**(123,039)**	**(123,049)**	**(123,059)**	**(123,069)**
REQUISITION	**(357,635)**	**(357,635)**	**(366,060)**	**(39,000)**	**-**	**(405,060)**	**(412,913)**	**(419,482)**	**(426,167)**	**(432,998)**
*Percentage increase over prior year										
Requisition			2.36%			13.3%	1.9%	1.6%	1.6%	1.6%
Parcel Tax			3.1%			3.1%	78.7%	0.0%	0.0%	0.0%
Combined			2.47%			11.7%	13.0%	1.2%	1.2%	1.2%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.352 South Galiano Fire	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$200,000	$200,000	$0	$0	$0	$0	$200,000
Equipment	E	$3,000	$13,500	$5,800	$5,000	$5,000	$10,000	$39,300
Land	L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	S	$0	$0	$0	$0	$0	$0	$0
Vehicles	V	$0	$0	$0	$600,000	$0	$0	$600,000
		$203,000	**$213,500**	**$5,800**	**$605,000**	**$5,000**	**$10,000**	**$839,300**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$200,000	$200,000	$0	$0	$0	$0	$200,000
Equipment Replacement Fund	ERF	$3,000	$13,500	$5,800	$605,000	$5,000	$10,000	$639,300
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	$0	$0	$0	$0	$0	$0
		$203,000	**$213,500**	**$5,800**	**$605,000**	**$5,000**	**$10,000**	**$839,300**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

Asset Class
L - Land
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B - Buildings
V - Vehicles

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
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STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
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Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
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Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
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Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.352

Service Name: South Galiano Fire

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-02	Replacement	South Galiano Fire Hall	Post-disaster Fire Hall	$2,400,000	B	Debt	$200,000	$200,000	$0	$0	$0	$0	$200,000
21-01	Replacement	Turn out Gear - 3 sets 2021	3 sets of turn out gear	$5,000	E	ERF	$3,000	$5,000	$0	$0	$0	$0	$5,000
22-01	Replacement	Turn out Gear - 4 sets 2022	4 sets of turn out gear	$5,000	E	ERF	$0	$5,000	$0	$0	$0	$0	$5,000
22-02	Replacement	Replace 4 inch fire hose	5 lengths of 4 inch fire hose to replace existing	$3,500	E	ERF	$0	$3,500	$0	$0	$0	$0	$3,500
23-01	Replacement	Turn out Gear - 5 sets 2023	5 sets of turn out gear	$3,000	E	ERF	$0	$0	$3,000	$0	$0	$0	$3,000
23-02	Replacement	Replace 2 inch firehose	6 lengths 2 inch firehose to replace existing	$2,800	E	ERF	$0	$0	$2,800	$0	$0	$0	$2,800
24-01	Replacement	Replace Engine 1, F00858	Replace Engine 1, F00858	$600,000	V	ERF	$0	$0	$0	$600,000	$0	$0	$600,000
24-02	Replacement	Turn out Gear 2 sets 2024	2 sets of turn out gear	$5,000	E	ERF	$0	$0	$0	$5,000	$0	$0	$5,000
25-01	Replacement	Turn out Gear 2 sets 2025	2 sets of turn out gear	$5,000	E	ERF	$0	$0	$0	$0	$5,000	$0	$5,000
26-01	Replacement	Turn out Gear 4 sets 2026	4 sets of turn out gear	$10,000	E	ERF	$0	$0	$0	$0	$0	$10,000	$10,000
			GRAND TOTAL	**$3,039,300**			**$203,000**	**$213,500**	**$5,800**	**$605,000**	**$5,000**	**$10,000**	**$839,300**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		350,801	432,851	502,951	582,151	62,151	142,151
Transfer from Ops Budget		82,050	83,600	85,000	85,000	85,000	85,000
Planned Purchase		-	(13,500)	(5,800)	(605,000)	(5,000)	(10,000)
Interest Income		-					
Ending Balance $		**432,851**	**502,951**	**582,151**	**62,151**	**142,151**	**217,151**

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

2022 Budget

Pender Fire Protection

EAC REVIEW

OCTOBER 2021

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 $1,289,983.

FUNDING:

Requisition

1.356 - Pender Fire Protection	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Travel - Vehicles	12,200	12,200	12,440	-	-	12,440	12,690	12,940	13,200	13,460
Insurance	7,720	7,720	8,660	-	-	8,660	9,090	9,540	10,010	10,500
Payment - Fire Protection Society	779,834	779,834	795,430	-	-	795,430	811,340	827,570	844,120	861,000
Internal Allocations	35,660	35,660	42,560	-	-	42,560	43,411	44,279	45,165	46,068
Operating - Other	15,780	15,780	16,090	-	-	16,090	16,410	16,750	17,090	17,440
TOTAL OPERATING COSTS	**851,194**	**851,194**	**875,180**	**-**	**-**	**875,180**	**892,941**	**911,079**	**929,585**	**948,468**
*Percentage Increase over prior year						2.8%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	73,771	73,771	75,000	-	-	75,000	75,000	75,000	75,000	75,000
Transfer to Capital Reserve Fund	73,771	73,771	75,000	-	-	75,000	75,000	75,000	75,000	75,000
TOTAL CAPITAL / RESERVE	**147,542**	**147,542**	**150,000**	**-**	**-**	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**
Debt Costs	116,400	55,980	111,596	-	-	111,596	111,596	111,596	111,596	55,820
TOTAL COSTS	**1,115,136**	**1,054,716**	**1,136,776**	**-**	**-**	**1,136,776**	**1,154,537**	**1,172,675**	**1,191,181**	**1,154,288**
FUNDING SOURCES (REVENUE)										
Transfer from Reserve Fund	(116,400)	(55,980)	(111,596)	-	-	(111,596)	(111,596)	(111,596)	(111,596)	(55,820)
Grants in Lieu of Taxes	(8,749)	(8,749)	(8,749)	-	-	(8,749)	(8,749)	(8,749)	(8,749)	(8,749)
Other Income	(1,500)	(1,500)	(1,530)	-	-	(1,530)	(1,560)	(1,590)	(1,630)	(1,670)
TOTAL REVENUE	**(126,649)**	**(66,229)**	**(121,875)**	**-**	**-**	**(121,875)**	**(121,905)**	**(121,935)**	**(121,975)**	**(66,239)**
REQUISITION	**(988,487)**	**(988,487)**	**(1,014,901)**	**-**	**-**	**(1,014,901)**	**(1,032,632)**	**(1,050,740)**	**(1,069,206)**	**(1,088,049)**
*Percentage increase over prior year Requisition						2.7%	1.7%	1.8%	1.8%	1.8%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.356 Pender Island Fire		Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE									
Buildings		B	$0	$115,000	$0	$0	$0	$0	$115,000
Equipment		E	$16,500	$26,500	$10,000	$28,000	$105,000	$0	$169,500
Land		L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures		S	$0	$0	$0	$0	$0	$0	$0
Vehicles		V	$0	$300,000	$0	$0	$0	$0	$300,000
			$16,500	**$441,500**	**$10,000**	**$28,000**	**$105,000**	**$0**	**$584,500**
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	$16,500	$326,500	$10,000	$28,000	$105,000	$0	$469,500
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	$115,000	$0	$0	$0	$0	$115,000
			$16,500	**$441,500**	**$10,000**	**$28,000**	**$105,000**	**$0**	**$584,500**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.356

Service Name: Pender Island Fire

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-02	Replacement	Replace (E27 Unit 746) Rated Mini-Pumper 1500 IGPM (2022)	Vehicle Replacement	$300,000	V	ERF	$0	$300,000	$0	$0	$0	$0	$300,000
20-01	Replacement	Gas Detectors -replace	Replacement of ancillary equipment	$7,000	E	ERF	$0	$0	$0	$4,000	$0	$0	$4,000
20-12	Renewal	Hall 2 Upgrades	Upgrades to facilities at Hall 2	$50,000	B	Res	$0	$25,000	$0	$0	$0	$0	$25,000
20-13	Renewal	Hall 1 Fitness Area	Upgrades to OHS Fitness Area Hall 1	$75,000	B	Res	$0	$75,000	$0	$0	$0	$0	$75,000
20-15	Renewal	Computer iPad and phones	Replacement of iPads and Phones	$5,000	E	ERF	$0	$0	$0	$5,000	$0	$0	$5,000
21-01	Renewal	Hall 3 Painting - Hall #3 - Paint - upgrades	Hall 3 Improvements and Upgrades	$15,000	B	Res	$0	$15,000	$0	$0	$0	$0	$15,000
21-02	Replacement	Fire hoses	Firefighting equipment replacement	$24,979	E	ERF	$2,500	$7,500	$5,000	$5,000	$5,000	$0	$22,500
21-03	Replacement	Turnout gear	Firefighting equipment replacement	$24,000	E	ERF	$0	$5,000	$5,000	$0	$0	$0	$10,000
21-04	Replacement	SCBA cylinder replacement	Replacement of SCBA cylinders	$14,000	E	ERF	$14,000	$14,000	$0	$0	$0	$0	$14,000
23-01	Replacement	Replace rescue equipment	Firefighting equipment replacement	$14,000	E	ERF	$0	$0	$0	$14,000	$0	$0	$14,000
25-01	Replacement	Replace R38 Unit 804	Replace R38 Unit 804	$100,000	E	ERF	$0	$0	$0	$0	$100,000	$0	$100,000
			GRAND TOTAL	**$628,979**			**$16,500**	**$441,500**	**$10,000**	**$28,000**	**$105,000**	**$0**	**$584,500**

Pender Fire Protection
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	338,742	173,742	73,742	73,742	73,742	73,742
Equipment Replacement Fund	314,733	76,637	205,041	215,445	148,849	243,029
Total	**653,475**	**250,379**	**278,783**	**289,187**	**222,591**	**316,771**

Reserve Schedule

Reserve Fund: 1.356 Pender Fire Protection - Capital Reserve Fund

Bylaw 3313

Reserve Cash Flow

Fund:	1013	Estimated	Budget				
Fund Centre:	101357	2021	2022	2023	2024	2025	2026
Beginning Balance		404,184	338,742	173,742	73,742	73,742	73,742
Transfer from Ops Budget		73,771	75,000	75,000	75,000	75,000	75,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(68,028)	(115,000)	-	-	-	-
Transfer to ERF		(75,000)	(125,000)	(175,000)	(75,000)	(75,000)	(75,000)
Interest Income		3,815					
Ending Balance $		338,742	173,742	73,742	73,742	73,742	73,742

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	2021	2022	2023	2024	2025	2026
Beginning Balance		301,393	314,733	76,637	205,041	215,445	148,849
Expenditures (Based on Capital Plan)		(79,451)	(326,500)	(10,000)	(28,000)	(105,000)	-
Transfer from Ops Budget		73,771	75,000	75,000	75,000	75,000	75,000
Transfer from Capital Reserve Fund		75,000	125,000	175,000	75,000	75,000	75,000
Transfer to OPEX to pay ST Loan		(55,980)	(111,596)	(111,596)	(111,596)	(111,596)	(55,820)
Interest Income		-					
Ending Balance $		314,733	76,637	205,041	215,445	148,849	243,029

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

North Galiano Fire Protection

EAC REVIEW

OCTOBER 2021

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 $381,222.

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Honoraria	73,600	73,573	75,070	-	-	75,070	76,570	78,100	79,660	81,250
Travel - Vehicles	17,920	16,420	18,280	-	-	18,280	18,640	19,010	19,390	19,770
Insurance	5,800	5,800	6,170	-	-	6,170	6,380	6,600	6,820	7,060
Maintenance	4,300	5,165	4,380	-	-	4,380	4,470	4,560	4,650	4,740
Staff Training & Development	12,200	6,200	12,440	-	-	12,440	12,690	12,940	13,200	13,460
Internal Allocations	6,716	6,716	7,503	-	-	7,503	7,653	7,806	7,963	8,122
Operating - Supplies	13,050	13,050	13,310	-	-	13,310	13,580	13,850	14,130	14,420
Operating - Other	16,330	15,580	16,630	-	-	16,630	16,960	17,290	17,630	17,980
TOTAL OPERATING COSTS	**149,916**	**142,504**	**153,783**	**-**	**-**	**153,783**	**156,943**	**160,156**	**163,443**	**166,802**
*Percentage Increase over prior year						2.6%	2.1%	2.0%	2.1%	2.1%
DEBT / RESERVES										
Capital Equipment Purchases	6,270	6,270	6,400	-	-	6,400	6,530	6,660	6,790	6,930
Transfer to Capital Reserve Fund	5,090	-	5,000	-	-	5,000	5,000	5,000	5,000	5,000
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	20,555	20,555	20,545	-	-	20,545	20,545	20,545	20,545	20,545
TOTAL DEBT / RESERVES	**60,382**	**55,292**	**60,412**	**-**	**-**	**60,412**	**60,542**	**60,672**	**60,802**	**60,942**
TOTAL COSTS	**210,298**	**197,796**	**214,195**	**-**	**-**	**214,195**	**217,485**	**220,828**	**224,245**	**227,744**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	12,502	(12,502)	-	-	(12,502)	-	-	-	-
Balance c/fwd from 2020 to 2021	(12,270)	(12,270)	-	-	-	-	-	-	-	-
Parcel Tax	(24,440)	(24,440)	(24,440)	-	-	(24,440)	(24,440)	(24,440)	(24,440)	(24,440)
Grants in lieu of Taxes	(314)	(314)	(314)	-	-	(314)	(314)	(314)	(314)	(314)
Other Income	(400)	(400)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
TOTAL REVENUE	**(37,424)**	**(24,922)**	**(37,656)**	**-**	**-**	**(37,656)**	**(25,164)**	**(25,174)**	**(25,184)**	**(25,194)**
REQUISITION	**(172,874)**	**(172,874)**	**(176,539)**	**-**	**-**	**(176,539)**	**(192,321)**	**(195,654)**	**(199,061)**	**(202,550)**
*Percentage increase over prior year Requisition						2.1%	8.9%	1.7%	1.7%	1.8%

North Galiano Fire Protection
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	72,121	77,121	82,121	87,121	92,121	97,121
Equipment Replacement Fund	172,555	172,555	172,555	172,555	172,555	172,555
Total	**244,676**	**249,676**	**254,676**	**259,676**	**264,676**	**269,676**

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection - Capital Reserve Fund - Bylaw 3944

Reserve established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

Reserve Cash Flow

Fund:	1085	Estimated	Budget				
Fund Centre:	102137	2021	2022	2023	2024	2025	2026
Beginning Balance		66,404	72,121	77,121	82,121	87,121	92,121
Transfer from Ops Budget		5,090	5,000	5,000	5,000	5,000	5,000
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		627					
Ending Balance $		**72,121**	**77,121**	**82,121**	**87,121**	**92,121**	**97,121**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		172,555	172,555	172,555	172,555	172,555	172,555
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		-					
Ending Balance $		**172,555**	**172,555**	**172,555**	**172,555**	**172,555**	**172,555**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Saturna Fire Protection

EAC REVIEW

OCTOBER 2021

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 $234,105.

FUNDING:

Requisition

1.363 - Saturna Fire Protection	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Payment - Fire Protection Society	165,000	161,866	175,000	-	-	175,000	185,000	190,000	200,000	205,000
Operating - Other	3,269	6,403	3,365	-	-	3,365	3,433	3,501	3,571	3,643
TOTAL COSTS	**168,269**	**168,269**	**178,365**	**-**	**-**	**178,365**	**188,433**	**193,501**	**203,571**	**208,643**
*Percentage Increase over prior year						6.0%	5.6%	2.7%	5.2%	2.5%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	23	23	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(10,560)	(10,560)	(9,000)	-	-	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)
Interest Income	(60)	(60)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
TOTAL REVENUE	**(10,597)**	**(10,597)**	**(9,060)**	**-**	**-**	**(9,060)**	**(9,060)**	**(9,060)**	**(9,060)**	**(9,060)**
REQUISITION	**(157,672)**	**(157,672)**	**(169,305)**	**-**	**-**	**(169,305)**	**(179,373)**	**(184,441)**	**(194,511)**	**(199,583)**
*Percentage increase over prior year Requisition						7.4%	5.9%	2.8%	5.5%	2.6%

CAPITAL REGIONAL DISTRICT

2022 Budget

Electoral Area Fire Services

EAC REVIEW

OCTOBER 2021

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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Contract for Services	80,330	61,330	15,640	-	70,270	85,910	87,630	16,270	16,600	16,930
Staff Training & Development	5,110	5,110	5,210	-	-	5,210	5,310	5,420	5,530	5,640
Software Licenses	11,607	11,607	11,840	-	-	11,840	12,080	12,320	12,570	12,820
Allocation to Finance & Corp	9,244	9,244	9,414	-	-	9,414	9,602	9,794	9,990	10,190
Allocation to Emergency Coordination	74,862	74,862	76,359	-	-	76,359	77,886	79,443	81,033	82,653
Contingency	4,060	2,030	2,070	-	-	2,070	2,110	2,150	2,190	2,230
Operating - Other	3,060	3,060	3,120	-	5,000	8,120	8,280	2,160	2,200	2,240
TOTAL OPERATING COSTS	**188,273**	**167,243**	**123,653**	**-**	**75,270**	**198,923**	**202,898**	**127,557**	**130,113**	**132,703**
*Percentage Increase over prior year						5.7%	2.0%	-37.1%	2.0%	2.0%
CAPITAL / RESERVE										
Equipment Purchases	7,370	3,685	3,760	-	-	3,760	3,840	3,920	4,000	4,080
Transfer to Operating Reserve Fund	11,647	17,362	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	**19,017**	**21,047**	**3,760**	**-**	**-**	**3,760**	**3,840**	**3,920**	**4,000**	**4,080**
TOTAL COSTS	**207,290**	**188,290**	**127,413**	**-**	**75,270**	**202,683**	**206,738**	**131,477**	**134,113**	**136,783**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(65,000)	(46,000)	-	-	(55,270)	(55,270)	(54,018)	-	-	-
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(65,100)**	**(46,100)**	**(100)**	**-**	**(55,270)**	**(55,370)**	**(54,118)**	**(100)**	**(100)**	**(100)**
REQUISITION	**(142,190)**	**(142,190)**	**(127,313)**	**-**	**(20,000)**	**(147,313)**	**(152,620)**	**(131,377)**	**(134,013)**	**(136,683)**
*Percentage increase over prior year Requisition						3.6%	3.6%	-13.9%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.369 Electoral Area Fire Services	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$156,300	$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
		$156,300	**$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	$156,300	$156,300	$0	$0	$0	$0	$156,300
		$156,300	**$156,300**	**$0**	**$0**	**$0**	**$0**	**$156,300**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.369

Service Name: Electoral Area Fire Services

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-01	Study	Structure Protection Unit (Sprinkler trailer)	Provision of capacity to protect infrastructure and structures from wildfire	$156,300	E	Res	$156,300	$156,300	$0	$0	$0	$0	$156,300
			GRAND TOTAL	**$156,300**			**$156,300**	**$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	2021	2022	2023	2024	2025	2026
Beginning Balance		316,689	285,016	73,446	19,428	19,428	19,428
Transfer from Ops Budget		11,647	-	-	-	-	-
Transfer to Ops Budget		(46,000)	(55,270)	(54,018)	-	-	-
Planned Expenditures		-	(156,300)	-	-	-	-
Interest Income		2,680					
Ending Balance $		**285,016**	**73,446**	**19,428**	**19,428**	**19,428**	**19,428**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Emergency Program (SGI)

EAC REVIEW

OCTOBER 2021

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)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Travel Expense	11,380	10,811	11,610	-	-	11,610	11,840	12,080	12,320	12,560
Contract for Services	64,700	61,465	65,990	-	-	65,990	67,310	68,650	70,030	71,430
Staff Training & Development	6,220	5,909	6,320	-	-	6,320	6,450	6,580	6,710	6,840
Educational Material	16,000	15,200	16,320	-	-	16,320	16,650	16,980	17,320	17,670
Payments to 3rd Parties	37,960	36,063	10,160	-	-	10,160	10,360	10,570	10,780	10,990
Supplies	19,575	18,599	19,870	-	-	19,870	20,270	20,670	21,080	21,500
Allocations	9,561	9,561	12,856	-	-	12,856	13,113	13,376	13,643	13,916
Property Taxes	750	713	770	-	-	770	790	810	830	850
Other Operating Expenses	90,981	87,057	92,352	-	-	92,352	94,306	96,226	98,240	100,288
TOTAL OPERATING COSTS	**257,127**	**245,378**	**236,248**	**-**	**-**	**236,248**	**241,089**	**245,942**	**250,953**	**256,044**
*Percentage Increase over prior year						-8.1%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	9,600	21,349	8,800	-	-	8,800	9,000	9,000	9,000	9,000
Transfer to Operating Reserve Fund	6,500	6,500	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	**16,100**	**27,849**	**13,800**	**-**	**-**	**13,800**	**14,000**	**14,000**	**14,000**	**14,000**
TOTAL COSTS	**273,227**	**273,227**	**250,048**	**-**	**-**	**250,048**	**255,089**	**259,942**	**264,953**	**270,044**
FUNDING SOURCES (REVENUE)										
Estimated Balance C/FW from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance C/FWfrom 2020 to 2021	(28,000)	(28,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,519)	(2,519)	(2,570)	-	-	(2,570)	(2,620)	(2,670)	(2,720)	(2,770)
Revenue - Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(30,619)**	**(30,619)**	**(2,670)**	**-**	**-**	**(2,670)**	**(2,720)**	**(2,770)**	**(2,820)**	**(2,870)**
REQUISITION	**(242,608)**	**(242,608)**	**(247,378)**	**-**	**-**	**(247,378)**	**(252,369)**	**(257,172)**	**(262,133)**	**(267,174)**
*Percentage increase over prior year Requisition						2.0%	2.0%	1.9%	1.9%	1.9%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.373 SGI Emergency Program	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$47,000	$47,000	$0	$0	$0	$0	$47,000
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
		$47,000	**$47,000**	**$0**	**$0**	**$0**	**$0**	**$47,000**
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		$47,000	$47,000	$0	$0	$0	$0	$47,000
		$47,000	**$47,000**	**$0**	**$0**	**$0**	**$0**	**$47,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.373

Service Name: SGI Emergency Program

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	New	Shipping Containers	Storage for emergency program	$35,000	E	Res	$35,000	$35,000	$0	$0	$0	$0	$35,000
21-02	New	Computer	Computer replacement for Island coordinators	$12,000	E	Res	$12,000	$12,000	$0	$0	$0	$0	$12,000
			GRAND TOTAL	**$47,000**			**$47,000**	**$47,000**	**$0**	**$0**	**$0**	**$0**	**$47,000**

Emergency Program (SGI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	260,298	222,098	231,098	240,098	249,098	258,098
Operating Reserve Fund	118,911	123,911	128,911	133,911	138,911	143,911
Total	**379,208**	**346,008**	**360,008**	**374,008**	**388,008**	**402,008**

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Program - Capital Reserve Fund - Bylaw 2965

Surplus money from the operation of fire protection services may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund:	1063	Estimated	Budget				
Fund Centre:	101723	2021	2022	2023	2024	2025	2026
Beginning Balance		248,354	260,298	222,098	231,098	240,098	249,098
Transfer from Ops Budget		9,600	8,800	9,000	9,000	9,000	9,000
Planned Expenditures		-	(47,000)	-	-	-	-
Interest Income		2,344					
Ending Balance $		260,298	222,098	231,098	240,098	249,098	258,098

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	2021	2022	2023	2024	2025	2026
Beginning Balance		111,361	118,911	123,911	128,911	133,911	138,911
Transfer from Ops Budget		6,500	5,000	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		1,050					
Ending Balance $		118,911	123,911	128,911	133,911	138,911	143,911

Assumptions/Backgrounds:

CAPITAL REGIONAL DISTRICT

2022 Budget

Saturna Island Comm. Parks

EAC REVIEW

OCTOBER 2021

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 $41,279. (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	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Contract for Services	1,530	1,530	1,560	-	-	1,560	1,590	1,620	1,650	1,680
Supplies	400	400	400	-	-	400	400	400	400	400
Repairs & Maintenance	9,660	9,660	9,850	-	-	9,850	10,050	10,250	10,450	10,660
Allocations	982	982	929	-	-	929	948	967	986	1,006
Contingency	2,940	2,940	3,000	-	-	3,000	3,060	3,120	3,180	3,240
Other Operating Expenses	3,070	3,070	3,160	-	-	3,160	3,230	3,300	3,370	3,440
TOTAL OPERATING COSTS	**18,582**	**18,582**	**18,899**	**-**	**-**	**18,899**	**19,278**	**19,657**	**20,036**	**20,426**
*Percentage Increase over prior year						1.7%	2.0%	2.0%	1.9%	1.9%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	5,478	5,478	6,000	-	-	6,000	6,000	6,000	6,000	6,000
TOTAL CAPITAL / RESERVE	**5,478**	**5,478**	**6,000**	**-**	**-**	**6,000**	**6,000**	**6,000**	**6,000**	**6,000**
TOTAL COSTS	**24,060**	**24,060**	**24,899**	**-**	**-**	**24,899**	**25,278**	**25,657**	**26,036**	**26,426**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(1,144)	(1,144)	(1,144)	-	-	(1,144)	(1,144)	(1,144)	(1,144)	(1,144)
Revenue - Other	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	**(1,194)**	**(1,194)**	**(1,194)**	**-**	**-**	**(1,194)**	**(1,194)**	**(1,194)**	**(1,194)**	**(1,194)**
REQUISITION	**(22,866)**	**(22,866)**	**(23,705)**	**-**	**-**	**(23,705)**	**(24,084)**	**(24,463)**	**(24,842)**	**(25,232)**
*Percentage increase over prior year Requisition						3.7%	1.6%	1.6%	1.5%	1.6%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.465 Saturna Island Community Parks	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$23,000	$9,000	$6,000	$6,000	$0	$44,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$23,000**	**$9,000**	**$6,000**	**$6,000**	**$0**	**$44,000**
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	$23,000	$9,000	$6,000	$6,000	$0	$44,000
		$0	**$23,000**	**$9,000**	**$6,000**	**$6,000**	**$0**	**$44,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.465
Service Name: Saturna Island Community Parks

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	Renewal	Park upgrades	Improvements to Saturna's 70 acre "Money Watershed and New Park"	$34,000	S	Res	$0	$13,000	$2,000	$4,000	$4,000	$0	$23,000
21-02	Renewal	Park upgrades	Construction of Thomson Park Disc Golf course and Bocce court	$21,000	S	Res	$0	$5,000	$3,000	$1,000	$1,000	$0	$10,000
21-03	Renewal	Park upgrades	Salmon Enhancing Facility and Community Garden (Lyall Creek Park)	$22,000	S	Res	$0	$5,000	$4,000	$1,000	$1,000	$0	$11,000
			GRAND TOTAL	**$77,000**			**$0**	**$23,000**	**$9,000**	**$6,000**	**$6,000**	**$0**	**$44,000**

Saturna Island Comm. Parks
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	37,088	20,088	17,088	17,088	17,088	23,088
Land Reserve Fund	3,226	3,226	3,226	3,226	3,226	3,226
Total	**40,313**	**23,313**	**20,313**	**20,313**	**20,313**	**26,313**

Reserve Schedule

Reserve Fund: 1.465 Saturna Comm Parks - Capital Reserve Fund - Bylaw 2627

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund:	1036	Estimated	Budget				
Fund Centre:	101380	2021	2022	2023	2024	2025	2026
Beginning Balance		64,010	37,088	20,088	17,088	17,088	17,088
Transfer from Ops Budget		5,478	6,000	6,000	6,000	6,000	6,000
Transfer to Cap Fund		(33,000)	(23,000)	(9,000)	(6,000)	(6,000)	-
Interest Income*		600					
Ending Balance $		**37,088**	**20,088**	**17,088**	**17,088**	**17,088**	**23,088**

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: 1.465 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	2021	2022	2023	2024	2025	2026
Beginning Balance		3,196	3,226	3,226	3,226	3,226	3,226
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income*		30					
Ending Balance $		**3,226**	**3,226**	**3,226**	**3,226**	**3,226**	**3,226**

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

2022 Budget

Saturna Island Comm. Recreation

EAC REVIEW

OCTOBER 2021

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:

Greater of $17,237 or $0.079 / $1,000 on actual assessed value of land and improvements. To a maximum of $21,740.

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

1.468 - Saturna Island Comm. Recreation	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Recreation Programs	15,171	15,171	8,990	-	-	8,990	9,170	9,350	9,540	9,730
Special Events	2,240	2,240	2,280	-	-	2,280	2,330	2,380	2,430	2,480
Allocations	778	778	1,005	-	-	1,005	1,026	1,046	1,067	1,088
Other Operating Expenses	1,920	1,920	1,960	-	-	1,960	2,000	2,040	2,080	2,120
TOTAL OPERATING COSTS	**20,109**	**20,109**	**14,235**	**-**	**-**	**14,235**	**14,526**	**14,816**	**15,117**	**15,418**
*Percentage Increase over prior year						-29.2%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(6,361)	(6,361)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(757)	(757)	(757)	-	-	(757)	(757)	(757)	(757)	(757)
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	**(7,138)**	**(7,138)**	**(777)**	**-**	**-**	**(777)**	**(777)**	**(777)**	**(777)**	**(777)**
REQUISITION	**(12,971)**	**(12,971)**	**(13,458)**	**-**	**-**	**(13,458)**	**(13,749)**	**(14,039)**	**(14,340)**	**(14,641)**
*Percentage increase over prior year Requisition						3.8%	2.2%	2.1%	2.1%	2.1%

CAPITAL REGIONAL DISTRICT

2022 Budget

Mayne Island Community Parks & Rec

EAC REVIEW

OCTOBER 2021

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 $120,626.

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

1.475 - Mayne Island Community Parks & Rec	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Honoraria, Wages & Benefits	1,100	1,100	1,120	-	-	1,120	1,140	1,160	1,180	1,200
Supplies	2,310	2,310	2,360	-	-	2,360	2,410	2,460	2,510	2,560
Repairs, Maintenance, & Improvements	56,180	56,180	57,300	-	-	57,300	58,450	59,620	60,820	62,040
Allocations	5,504	5,504	5,863	-	-	5,863	5,980	6,098	6,217	6,338
Other Operating Expenses	11,370	11,370	12,030	-	-	12,030	12,340	12,650	12,970	13,310
TOTAL OPERATING COSTS	**76,464**	**76,464**	**78,673**	**-**	**-**	**78,673**	**80,320**	**81,988**	**83,697**	**85,448**
*Percentage Increase over prior year						2.9%	2.1%	2.1%	2.1%	2.1%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	7,020	7,020	7,000	-	-	7,000	7,000	7,000	7,000	7,000
TOTAL COSTS	**83,484**	**83,484**	**85,673**	**-**	**-**	**85,673**	**87,320**	**88,988**	**90,697**	**92,448**
FUNDING SOURCES (REVENUE)										
Rentals	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(69)	(69)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Revenue - Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(269)**	**(269)**	**(270)**	**-**	**-**	**(270)**	**(270)**	**(270)**	**(270)**	**(270)**
REQUISITION	**(83,215)**	**(83,215)**	**(85,403)**	**-**	**-**	**(85,403)**	**(87,050)**	**(88,718)**	**(90,427)**	**(92,178)**
*Percentage increase over prior year Requisition						2.6%	1.9%	1.9%	1.9%	1.9%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.475 Mayne Island Community Parks	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$4,000	$3,000	$7,000	$0	$0	$14,000
Equipment	E	$0	$5,000	$0	$5,000	$0	$0	$10,000
Land	L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	S	$18,000	$18,000	$10,000	$0	$15,000	$0	$43,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$18,000	**$27,000**	**$13,000**	**$12,000**	**$15,000**	**$0**	**$67,000**
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	$15,000	$15,000	$0	$0	$0	$0	$15,000
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$3,000	$12,000	$13,000	$12,000	$15,000	$0	$52,000
		$18,000	**$27,000**	**$13,000**	**$12,000**	**$15,000**	**$0**	**$67,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.475

Service Name: Mayne Island Community Parks

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-02	Replacement	Cotton Park fencing	Replace garden fencing at Cotton Park	$3,000	S	Res	$3,000	$3,000	$0	$0	$0	$0	$3,000
21-03	New	Emma and Felix Jack Park	Cultural and Heritage improvements to Emma and Felix Jack	$15,000	S	Grant	$15,000	$15,000	$0	$0	$0	$0	$15,000
22-01	Renewal	Miners Bay washrooms	Upgrade washroom facilities	$4,000	B	Res	$0	$4,000	$0	$0	$0	$0	$4,000
22-03	Replacement	Miners Bay Christmas Lights	Replace Christmas tree lights with energy efficient lights	$5,000	E	Res	$0	$5,000	$0	$0	$0	$0	$5,000
23-01	Renewal	Dinner Bay water upgrade	Upgrade water system as it's outdated; replace water line	$10,000	S	Res	$0	$0	$10,000	$0	$0	$0	$10,000
23-02	Renewal	Dinner Bay washrooms	Upgrade washroom facilities	$3,000	B	Res	$0	$0	$3,000	$0	$0	$0	$3,000
24-01	Renewal	Miners Bay parking wall	Instal a retaining wall in front of the street parking	$2,000	B	Res	$0	$0	$0	$2,000	$0	$0	$2,000
24-02	New	Miners Bay maintenance shed	Build a maintenance shed for mower	$5,000	B	Res	$0	$0	$0	$5,000	$0	$0	$5,000
24-03	New	Miners Bay mower	Dedicated mower and tools for Miners Bay	$5,000	E	Res	$0	$0	$0	$5,000	$0	$0	$5,000
25-01	Renewal	Dinner Bay pump house	Rebuild pump house for well head	$5,000	S	Res	$0	$0	$0	$0	$5,000	$0	$5,000
25-02	Renewal	Dinner Bay well pumps	Replace two well pumps	$5,000	S	Res	$0	$0	$0	$0	$5,000	$0	$5,000
25-03	Replacement	Kippen Road staircase	Replace heavy wooden staircase with lighter metal staircase	$5,000	S	Res	$0	$0	$0	$0	$5,000	$0	$5,000
			GRAND TOTAL	**$67,000**			**$18,000**	**$27,000**	**$13,000**	**$12,000**	**$15,000**	**$0**	**$67,000**

Service:	1.475	Mayne Island Community Parks

Project Number	Capital Project Title	Capital Project Description
21-02	Cotton Park fencing	Replace garden fencing at Cotton Park

Project Rationale The flower gardens at Cotton Park must be protected by fencing to keep the deer out. The fencing is rusted, piecemeal and needs to be replaced with stronger posts and wire fencing. This project has been deferred since 2019 and should take place in 2021.

Project Number	Capital Project Title	Capital Project Description
21-03	Emma and Felix Jack Park	Cultural and Heritage improvements to Emma and Felix Jack

Project Rationale A park dedicated to First Nations is important to restore thus promoting heritage and cultural awareness for the public and to aid in reconciliation with First Nations.

Project Number	Capital Project Title	Capital Project Description
22-01	Miners Bay washrooms	Upgrade washroom facilities

Project Rationale The washrooms need to be upgraded with three new taps ($1000); flush valves (5 @$400) and a new hot water tank ($700).

Project Number	Capital Project Title	Capital Project Description
22-03	Miners Bay Christmas Lights	Replace Christmas tree lights with energy efficient lights

Project Rationale Replace Christmas tree lights with energy efficient lights in Miners Bay

Project Number	Capital Project Title	Capital Project Description
23-01	Dinner Bay water upgrade	Upgrade water system as it's outdated; replace water line

Project Rationale The water system should be upgraded as it is outdated and needs to meet current standards given the public use of the Adachi Pavilion ($8,000) Also the water line between the Japanese Garden and the park needs to be replaced as it is leaking ($2,000)

Project Number	Capital Project Title	Capital Project Description
23-02	Dinner Bay washrooms	Upgrade washroom facilities

Project Rationale The washroom facilities need to be upgraded with new fixtures and valves (9@$300)

Project Number	Capital Project Title	Capital Project Description
24-01	Miners Bay parking wall	Instal a retaining wall in front of the street parking

Project Rationale The split rail fence is old and falling down. A sturdier more attractive wall is required to separate street parking from the park and protect park users.

Service:	1.475	Mayne Island Community Parks

Project Number	24-02	Capital Project Title	Miners Bay maintenance shed	Capital Project Description	Build a maintenance shed for mower
Project Rationale	Miners Bay does not have any storage for a ride on mower and hazardous materials such as gas which cannot be stored in the library basement for safety reasons.				

Project Number	24-03	Capital Project Title	Miners Bay mower	Capital Project Description	Dedicated mower and tools for Miners Bay
Project Rationale	Miners Bay needs a dedicated mower; weed eater and tools to maintain the park. Driving the tractor over from Dinner Bay places unnecessary wear and tear on the tractor and is extremely time consuming.				

Project Number	25-01	Capital Project Title	Dinner Bay pump house	Capital Project Description	Rebuild pump house for well head
Project Rationale	The existing pump house is old and needs to be rebuilt to ensure adequate insulation and protection of the pumps for the well.				

Project Number	25-02	Capital Project Title	Dinner Bay well pumps	Capital Project Description	Replace two well pumps
Project Rationale	The existing pumps are getting old and should be replaced when the pump house is rebuilt as part of the sustainable service delivery plan.				

Project Number	25-03	Capital Project Title	Kippen Road staircase	Capital Project Description	Replace heavy wooden staircase with lighter metal staircase
Project Rationale	The heavy wooden staircase is very difficult to raise and lower every year and a safety hazard for volunteers. It should be replaced with a lighter metal staircase to reduce risk of injury.				

Reserve Schedule

Reserve Fund: 1.475 Mayne Comm. Parks & Rec - Capital Reserve Fund - Bylaw 2866

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund:	1061	Estimated	Budget				
Fund Centre:	101611	2021	2022	2023	2024	2025	2026
Beginning Balance		93,976	86,796	81,796	75,796	70,796	62,796
Transfer from Ops Budget		7,020	7,000	7,000	7,000	7,000	7,000
Transfer from ERF		-	-	-	-	-	-
Transfer to Cap Fund		(15,000)	(12,000)	(13,000)	(12,000)	(15,000)	-
Interest Income*		800					
Ending Balance $		**86,796**	**81,796**	**75,796**	**70,796**	**62,796**	**69,796**

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

2022 Budget

Mayne Island Community Parks Donations

EAC REVIEW

OCTOBER 2021

1.476 - Mayne Island Community Parks Donations	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Japanese Garden	19,883	8,597	15,893	-	-	15,893	3,510	3,580	3,650	3,720
Dinner Bay	400	250	410	-	-	410	420	430	440	450
Putting Green	150	-	150	-	-	150	150	150	150	150
TOTAL COSTS	**20,433**	**8,847**	**16,453**	**-**	**-**	**16,453**	**4,080**	**4,160**	**4,240**	**4,320**
*Percentage Increase over prior year						-19.5%	-75.2%	2.0%	1.9%	1.9%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	12,453	(12,453)	-	-	(12,453)	-	-	-	-
Balance c/fwd from 2020 to 2021	(16,510)	(16,510)	-	-	-	-	-	-	-	-
Donations & Fees	(3,703)	(4,670)	(3,780)	-	-	(3,780)	(3,860)	(3,940)	(4,020)	(4,100)
Other Income	(220)	(120)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	**(20,433)**	**(8,847)**	**(16,453)**	**-**	**-**	**(16,453)**	**(4,080)**	**(4,160)**	**(4,240)**	**(4,320)**
REQUISITION	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Mayne Island Community Rec.

EAC REVIEW

OCTOBER 2021

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:

Greater of $46,532 or $0.079 / $1,000 on actual assessed value of land and improvements. To a maximum of $63,530. (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.	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Recreation Programs	35,474	35,474	27,378	-	-	27,378	27,926	28,482	29,058	29,643
Special Events	3,690	3,690	3,760	-	-	3,760	3,840	3,920	4,000	4,080
Allocations	1,627	1,627	2,122	-	-	2,122	2,164	2,208	2,252	2,297
Other Operating Expenses	1,650	1,650	1,690	-	-	1,690	1,720	1,750	1,780	1,810
TOTAL OPERATING COSTS	**42,441**	**42,441**	**34,950**	**-**	**-**	**34,950**	**35,650**	**36,360**	**37,090**	**37,830**
*Percentage Increase over prior year						-17.7%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 20201 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(8,174)	(8,174)	-	-	-	-	-	-	-	-
Revenue - Other	(28)	(28)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
Grants in Lieu of Taxes	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	**(8,232)**	**(8,232)**	**(60)**	**-**	**-**	**(60)**	**(60)**	**(60)**	**(60)**	**(60)**
REQUISITION	**(34,209)**	**(34,209)**	**(34,890)**	**-**	**-**	**(34,890)**	**(35,590)**	**(36,300)**	**(37,030)**	**(37,770)**
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Pender Parks

EAC REVIEW

OCTOBER 2021

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 $195,611. (Bylaw 4091 - March, 2016)

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

1.485 - Pender Parks	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Contract for Services	27,620	27,620	28,170	-	-	28,170	28,730	29,300	29,890	30,490
Supplies	12,250	12,250	12,490	-	-	12,490	12,740	12,990	13,240	13,500
Repairs, Maintenance, & Improvements	43,940	43,940	44,820	-	-	44,820	45,720	46,630	47,560	48,510
Allocations	8,922	8,922	10,234	-	-	10,234	10,438	10,645	10,853	11,074
Contingency	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Other Operating Expenses	17,350	17,350	17,760	-	-	17,760	18,120	18,500	18,880	19,270
TOTAL OPERATING COSTS	**114,082**	**114,082**	**117,474**	**-**	**-**	**117,474**	**119,748**	**122,065**	**124,423**	**126,844**
*Percentage Increase over prior year						3.0%	1.9%	1.9%	1.9%	1.9%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	43,000	43,000	43,000	-	-	43,000	43,000	43,000	43,000	43,000
TOTAL CAPITAL / RESERVE	**43,000**	**43,000**	**43,000**	**-**	**-**	**43,000**	**43,000**	**43,000**	**43,000**	**43,000**
TOTAL COSTS	**157,082**	**157,082**	**160,474**	**-**	**-**	**160,474**	**162,748**	**165,065**	**167,423**	**169,844**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(1,323)	(1,323)	(1,323)	-	-	(1,323)	(1,323)	(1,323)	(1,323)	(1,323)
Revenue - Other	(410)	(410)	(410)	-	-	(410)	(410)	(410)	(410)	(410)
TOTAL REVENUE	**(1,733)**	**(1,733)**	**(1,733)**	**-**	**-**	**(1,733)**	**(1,733)**	**(1,733)**	**(1,733)**	**(1,733)**
REQUISITION	**(155,349)**	**(155,349)**	**(158,741)**	**-**	**-**	**(158,741)**	**(161,015)**	**(163,332)**	**(165,690)**	**(168,111)**
*Percentage increase over prior year Requisition						2.2%	1.4%	1.4%	1.4%	1.5%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.485 Pender Island Community Parks	Carry Forward from 2021	2022	2023	2024	2025	2026	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	$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$50,000**
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	$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
		$0	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$50,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.485

Service Name: Pender Island Community Parks

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-02	Renewal	Park upgrades	Upgrades and improvements to Pender Island Parks	$50,000	S	Res	$0	$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
			GRAND TOTAL	**$50,000**			**$0**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$50,000**

Pender Parks
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	341,675	374,675	407,675	440,675	473,675	506,675
Land Reserve Fund	36,506	36,506	36,506	36,506	36,506	36,506
Total	**378,181**	**411,181**	**444,181**	**477,181**	**510,181**	**543,181**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		321,175	341,675	374,675	407,675	440,675	473,675
Transfer from Ops Budget		43,000	43,000	43,000	43,000	43,000	43,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(25,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Interest Income*		2,500					
Ending Balance $		**341,675**	**374,675**	**407,675**	**440,675**	**473,675**	**506,675**

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	2021	2022	2023	2024	2025	2026
Beginning Balance		36,164	36,506	36,506	36,506	36,506	36,506
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income*		342					
Ending Balance $		**36,506**	**36,506**	**36,506**	**36,506**	**36,506**	**36,506**

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

2022 Budget

Pender Island Community Rec.

EAC REVIEW

OCTOBER 2021

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:

Greater of $71,560 or $0.079 / $1,000 on actual assessed value of land and improvements. To a maximum of $103,022.

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

1.488 - Pender Island Community Rec	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Recreation Programs	58,920	58,920	60,100	-	-	60,100	61,300	62,530	63,780	65,060
Allocations	2,667	2,667	3,215	-	-	3,215	3,280	3,345	3,412	3,480
Other Operating Expenses	2,720	2,720	2,770	-	-	2,770	2,820	2,870	2,930	2,990
			-	-	-	-				
TOTAL OPERATING COSTS	**64,307**	**64,307**	**66,085**	**-**	**-**	**66,085**	**67,400**	**68,745**	**70,122**	**71,530**
*Percentage Increase over prior year						2.8%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	615	615	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(505)	(505)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
Revenue - Other	(260)	(260)	(270)	-	-	(270)	(280)	(290)	(300)	(310)
TOTAL REVENUE	**(150)**	**(150)**	**(790)**	**-**	**-**	**(790)**	**(810)**	**(830)**	**(850)**	**(870)**
REQUISITION	**(64,157)**	**(64,157)**	**(65,295)**	**-**	**-**	**(65,295)**	**(66,590)**	**(67,915)**	**(69,272)**	**(70,660)**
*Percentage increase over prior year Requisition						1.8%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Galiano Island Community Parks

EAC REVIEW

OCTOBER 2021

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 assessed value of land and improvements. To a maximum of $112,832.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.495 - Galiano Island Community Parks	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Repairs, Maintenance, & Improvements	68,750	68,750	70,120	-	-	70,120	71,520	72,950	74,410	75,900
Allocations	3,259	3,259	3,883	-	-	3,883	3,961	4,040	4,121	4,203
Contingency	680	680	690	-	-	690	700	710	720	730
Other Operating Expenses	4,970	4,970	5,130	-	-	5,130	5,270	5,410	5,550	5,700
TOTAL OPERATING COSTS	**77,659**	**77,659**	**79,823**	**-**	**-**	**79,823**	**81,451**	**83,110**	**84,801**	**86,533**
*Percentage Increase over prior year						2.8%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	14,481	14,481	15,000	-	-	15,000	15,000	15,000	15,000	15,000
TOTAL CAPITAL / RESERVE	**14,481**	**14,481**	**15,000**	**-**	**-**	**15,000**	**15,000**	**15,000**	**15,000**	**15,000**
TOTAL COSTS	**92,140**	**92,140**	**94,823**	**-**	**-**	**94,823**	**96,451**	**98,110**	**99,801**	**101,533**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(37)	(37)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Revenue - Other	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	**(67)**	**(67)**	**(70)**	**-**	**-**	**(70)**	**(70)**	**(70)**	**(70)**	**(70)**
REQUISITION	**(92,073)**	**(92,073)**	**(94,753)**	**-**	**-**	**(94,753)**	**(96,381)**	**(98,040)**	**(99,731)**	**(101,463)**
*Percentage increase over prior year Requisition						2.9%	1.7%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.495 Galiano Community Parks	Carry Forward from 2021	2022	2023	2024	2025	2026	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		$20,000	$36,500	$18,500	$32,000	$25,900	$0	$112,900
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$20,000	**$36,500**	**$18,500**	**$32,000**	**$25,900**	**$0**	**$112,900**
SOURCE OF FUNDS								
Capital Funds on Hand		$8,000	$8,000	$0	$0	$0	$0	$8,000
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		$12,000	$28,500	$18,500	$32,000	$25,900	$0	$104,900
		$20,000	**$36,500**	**$18,500**	**$32,000**	**$25,900**	**$0**	**$112,900**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.495

Service Name: Galiano Community Parks

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-02	New	Galiano Island Park Upgrades	Wesley Road Shore Access	$3,900	S	Res	$0	$0	$0	$1,000	$2,900	$0	$3,900
19-01	New	Galiano Island Park Upgrades	Zayer Shore Access	$10,000	S	Res	$0	$0	$2,000	$8,000	$0	$0	$10,000
19-02	Study	Sturdies Bay Trail Extension	Study to Assess feasibility and cost to extend trail to BC Ferries	$2,000	S	Res	$0	$2,000	$0	$0	$0	$0	$2,000
19-03	Study	Galiano Island Park Upgrades	Asset Management-Inventory Study/Replacement Program	$15,000	S	Res	$0	$2,000	$2,000	$2,000	$4,000	$0	$10,000
20-01	Renewal	Galiano Island Park Upgrades	Matthews Stairs to Beach	$17,500	S	Res	$0	$0	$3,500	$10,000	$4,000	$0	$17,500
21-01	New	Galiano Island Park Upgrades	New Trail at Millard Learning Centre	$1,000	S	Res	$0	$0	$0	$1,000	$0	$0	$1,000
21-03	Renewal	Galiano Island Park Upgrades	Zuker Shore Access Restoration- Remove Invasives and Restore	$15,500	S	Res	$0	$7,500	$0	$0	$0	$0	$7,500
21-03					S	Cap	$8,000	$8,000	$0	$0	$0	$0	$8,000
21-05	New	Galiano Island Park Upgrades	Construct two handicap beach accesses	$25,000	S	Res	$0	$5,000	$10,000	$10,000	$0	$0	$25,000
22-01	Study	Galiano Island Park Upgrades	Study to construct Viewpoint at Graham	$1,000	S	Res	$0	$0	$1,000	$0	$0	$0	$1,000
22-02	New	Galiano Island Park Upgrades	Install New Vault Toilet - Activity Centre	$12,000	S	Res	$12,000	$12,000	$0	$0	$0	$0	$12,000
25-01	Renewal	Install Gulf Toilet at Gulfside	Replace Porta Potti with Vault toilet at popular beach access	$15,000	S	Res	$0	$0	$0	$0	$15,000	$0	$15,000
			GRAND TOTAL	**$117,900**			**$20,000**	**$36,500**	**$18,500**	**$32,000**	**$25,900**	**$0**	**$112,900**

Service:	1.495	Galiano Community Parks

Project Number	Capital Project Title	Capital Project Description
18-02	Galiano Island Park Upgrades	Wesley Road Shore Access

Project Rationale Wesley Road Site has been identified for a number of years as very suitable for shore access development. Project construction deferred to 2024-2025.

Project Number	Capital Project Title	Capital Project Description
19-01	Galiano Island Park Upgrades	Zayer Shore Access

Project Rationale Public has long requested safe access to the small lovely beach on Active Pass at this location. It is a very short but steep access. Due to the site possibly having historical archeological significance, it is not yet clear if and how access can be provided. This is being investigated with Government and FN bodies. The engineering study and construction have therefore been deferred to 2023 and 2024.

Project Number	Capital Project Title	Capital Project Description
19-02	Sturdies Bay Trail Extension	Study to Assess feasibility and cost to extend trail to BC Ferries

Project Rationale This trail is the most heavily used by Galiano residents/pedestrians, as it parallels a very busy narrow road to the main centre of shopping and commerce on the island as well as leading almost to the BC Ferries terminal, the busiest spot on the island. Improvements were made to the trail in 2019. An engineering study needs to be done to determine the cost and feasibility of extending the trail further, right up to the BC Ferries terminal at Sturdies Bay. This study is planned for 2022.

Project Number	Capital Project Title	Capital Project Description
19-03	Galiano Island Park Upgrades	Asset Management-Inventory Study/Replacement Program

Project Rationale A detailed inventory of all GIPRC current assests and their condition must be carried out and a plan made for the timely renewal of the assets where appropriate. The inventory study has been deferred for several years and is now planned for 2021. Renewal of assets would commence in 2022.

Project Number	Capital Project Title	Capital Project Description
20-01	Galiano Island Park Upgrades	Matthews Stairs to Beach

Project Rationale This is a very popular beach access adjoining CRD regional park at Matthews point. The plan is to link the two areas. The GIPRC trail and access to the beach was improved in 2019. However the last section of the beach access trail is very steep and a challenge for many. We have had one emergency services rescue from this trail in 2020. This entire area which also links to the Galiano Club's Bluffs park is a real Galiano Showcase and a very heavily visited area. A safer, easier access down to the Active Pass beach would require an engineered stair way. Engineering study to determine feasibility and cost set for 2024 and construction in 2025.

Project Number	21-01	**Capital Project Title**	Galiano Island Park Upgrades	**Capital Project Description**	New Trail at Millard Learning Centre
Project Rationale	GIPRC had made a commitment to work with Galiano Conservancy to construct a new trail at the learning centre in conjunction with some rezoning. Planned Study to assess construction needs deferred to 2025. Conservancy may take on the project themselves, in which case it will be dropped in future.				

Project Number	21-03	**Capital Project Title**	Galiano Island Park Upgrades	**Capital Project Description**	Zuker Shore Access Restoration- Remove Invasives and Restore
Project Rationale	Zuker, very popular shore access to Active pass near Mount Galiano Park trail head is overrun with invasive species Spurge Laurel and Broom which is spreading uncontained. It is proposed over the next two years to remove the invasive species and replant with suitable local species. The project will be eligible for supporting grants from BC Hydro, Tree Canada, TD Friends of the Environment Foundation of up to 3,600.				

Project Number	21-05	**Capital Project Title**	Galiano Island Park Upgrades	**Capital Project Description**	Construct two handicap beach accesses
Project Rationale	Carrying on from Shaw Landing Project, a further study will be carried out in 2022 to define/engineer two more beach access improvement projects for the mobility impaired, with construction planned for 2023 and 2024.				

Project Number	22-01	**Capital Project Title**	Galiano Island Park Upgrades	**Capital Project Description**	Study to construct Viewpoint at Graham
Project Rationale	This site overlooking Trincomali Channel has been identified by past commissions as a very poular and suitable location for development of an access to an oustanding viewpoint in an area where currently not much public access is available. A study to detrrmine design and construction needs is deferred to 2023.				

Project Number	22-02	**Capital Project Title**	Galiano Island Park Upgrades	**Capital Project Description**	Install New Vault Toilet - Activity Centre
Project Rationale	This is a high public use area adjacent to the library and school with many sporting and recreation facilities but no toilet facilities. Will also serve as emergency facilities for school during power outages				

Project Number	25-01	**Capital Project Title**	Install Gulf Toilet at Gulfside	**Capital Project Description**	Replace Porta Potti with Vault toilet at popular beach access
Project Rationale	Heavily visited beach access on East coast of the island serviced by aging porta-potti bathroom facility. Needs to be replaced with vault toilet. Currently planned for 2025. Was previously lumped in together with Activity Centre Vault Toilet project. Now made a separate project.				

Reserve Schedule

Reserve Fund: 1.495 Galiano Island Community Parks - Capital Reserve Fund - Bylaw 2851

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund:	1058	Estimated	Budget				
Fund Centre:	101604	2021	2022	2023	2024	2025	2026
Beginning Balance		73,807	57,729	44,229	40,729	23,729	12,829
Transfer from Ops Budget		14,481	15,000	15,000	15,000	15,000	15,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(30,959)	(28,500)	(18,500)	(32,000)	(25,900)	-
Interest Income*		400					
Ending Balance $		**57,729**	**44,229**	**40,729**	**23,729**	**12,829**	**27,829**

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

2022 Budget

Galiano Community Recreation

EAC REVIEW

OCTOBER 2021

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:

Greater of $41,624 or $0.079 / $1,000 on actual assessed value of land and improvements. To a maximum of $59,425.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.498 - Galiano Community Recreation	2021 BOARD BUDGET	2021 ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Recreation Programs	38,904	38,904	34,686	-	-	34,686	35,375	36,073	36,790	37,517
Allocations	1,590	1,590	2,059	-	-	2,059	2,100	2,142	2,185	2,228
Other Operating Expenses	680	680	710	-	-	710	730	750	770	790
TOTAL OPERATING COSTS	**41,174**	**41,174**	**37,455**	**-**	**-**	**37,455**	**38,205**	**38,965**	**39,745**	**40,535**
*Percentage Increase over prior year						-9.0%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Balnace c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balnace c/fwd from 2020 to 2021	(4,454)	(4,454)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(15)	(15)	(15)	-	-	(15)	(15)	(15)	(15)	(15)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(4,469)**	**(4,469)**	**(15)**	**-**	**-**	**(15)**	**(15)**	**(15)**	**(15)**	**(15)**
REQUISITION	**(36,705)**	**(36,705)**	**(37,440)**	**-**	**-**	**(37,440)**	**(38,190)**	**(38,950)**	**(39,730)**	**(40,520)**
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Storm Water Quality Management (SGI)

EAC REVIEW

OCTOBER 2021

Service: 1.533 **SGI Stormwater Quality Management** **Committee: Electoral Area Services**

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)	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Contract for Services & Consulting	5,371	6,996	5,583	-	-	5,583	5,695	5,816	5,926	6,045
Allocations	32,895	31,270	33,467	-	-	33,467	34,135	34,814	35,514	36,225
Other Operating Expenses	70	70	50	-	-	50	50	50	50	50
TOTAL COSTS	**38,336**	**38,336**	**39,100**	**-**	**-**	**39,100**	**39,880**	**40,680**	**41,490**	**42,320**
*Percentage Increase over prior year						2.0%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(461)	(461)	(460)	-	-	(460)	(460)	(460)	(460)	(460)
TOTAL REVENUE	**(461)**	**(461)**	**(460)**	**-**	**-**	**(460)**	**(460)**	**(460)**	**(460)**	**(460)**
REQUISITION	**(37,875)**	**(37,875)**	**(38,640)**	**-**	**-**	**(38,640)**	**(39,420)**	**(40,220)**	**(41,030)**	**(41,860)**
*Percentage increase over prior year Requisition						2.0%	2.0%	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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	6,693	6,763	6,763	6,763	6,763	6,763
Transfer from Ops Budget	-	-	-	-	-	-
Transfer to Ops Budget	-	-	-	-	-	-
Interest Income	70					
Ending Balance $	**6,763**	**6,763**	**6,763**	**6,763**	**6,763**	**6,763**

Assumptions/Background:

Retain about &7,000 for speciall investigations and spill response

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI Emergency Comm. - CREST

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Payments to CREST	175,997	175,997	178,820	-	-	178,820	182,400	186,050	189,770	193,570
Allocations	3,247	3,247	3,601	-	-	3,601	3,673	3,747	3,822	3,898
Other Operating Expenses	820	700	820	-	-	820	820	820	820	820
TOTAL COSTS	**180,064**	**179,944**	**183,241**	**-**	**-**	**183,241**	**186,893**	**190,617**	**194,412**	**198,288**
*Percentage Increase over prior year						1.8%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2021 to 2022	-	90	(90)	-	-	(90)	-	-	-	-
Balance c/fwd from 2020 to 2021	(122)	(122)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,654)	(1,654)	(1,654)	-	-	(1,654)	(1,654)	(1,654)	(1,654)	(1,654)
Other Income	(100)	(70)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(1,876)**	**(1,756)**	**(1,844)**	**-**	**-**	**(1,844)**	**(1,754)**	**(1,754)**	**(1,754)**	**(1,754)**
REQUISITION	**(178,188)**	**(178,188)**	**(181,397)**	**-**	**-**	**(181,397)**	**(185,139)**	**(188,863)**	**(192,658)**	**(196,534)**
*Percentage increase over prior year Requisition						1.8%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Magic Lake Water

EAC Review

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $1,905,623.

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:

- 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

RESERVE FUND:

Magic Lake Estates - Water System Capital Reserve Fund. Bylaw No. 1498
Magic Lake Estates - Water System Operating Reserve Fund. Bylaw No. 4144

2.630 - Magic Lake Water	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	BUDGET REQUEST 2022 ONGOING	BUDGET REQUEST 2022 ONE-TIME	BUDGET REQUEST 2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Repairs & Maintenance	70,910	22,190	31,520	-	-	31,520	32,150	32,800	33,450	74,110
Allocations	48,363	48,363	54,332	-	-	54,332	55,299	56,282	57,298	58,330
Water Testing	19,170	15,200	19,550	-	-	19,550	19,940	20,340	20,750	21,170
Electricity	48,640	48,640	49,610	-	-	49,610	50,600	51,610	52,640	53,690
Supplies	46,590	51,570	55,520	-	-	55,520	56,620	57,760	58,910	60,100
Labour Charges	394,618	537,526	402,400	-	-	402,400	410,440	418,650	427,020	435,560
Other Operating Expenses	49,190	70,630	53,550	-	-	53,550	54,880	56,280	57,710	59,170
TOTAL OPERATING COSTS	**677,481**	**794,119**	**666,482**	**-**	**-**	**666,482**	**679,929**	**693,722**	**707,778**	**762,130**
*Percentage Increase over prior year						-1.6%	2.0%	2.0%	2.0%	7.7%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Capital Reserve Fund	92,390	32,460	92,390	-	-	92,390	92,390	92,390	92,390	127,390
MFA Debt Reserve Fund	730	730	670	-	-	670	670	670	670	2,120
MFA Debt Principal	130,553	130,553	131,489	-	-	131,489	131,489	131,489	131,489	92,677
MFA Debt Interest	68,521	68,521	61,697	-	-	61,697	61,697	61,697	57,070	51,658
TOTAL DEBT / RESERVES	**302,194**	**242,264**	**296,246**	**-**	**-**	**296,246**	**296,246**	**296,246**	**291,619**	**283,845**
TOTAL COSTS	**979,675**	**1,036,383**	**962,728**	**-**	**-**	**962,728**	**976,175**	**989,968**	**999,397**	**1,045,975**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(40,000)	(90,583)	-	-	-	-	-	-	-	(40,000)
Sales - Water	(18,000)	(22,000)	(18,000)	-	-	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)
User Charges	(343,555)	(345,130)	(355,288)	-	-	(355,288)	(364,170)	(373,274)	(382,606)	(389,164)
Lease Revenue	(8,100)	(8,100)	(8,100)	-	-	(8,100)	(8,100)	(8,100)	(8,100)	(8,100)
Other Revenue	(1,503)	(2,053)	(1,450)	-	-	(1,450)	(1,460)	(1,470)	(1,480)	(1,500)
TOTAL REVENUE	**(411,158)**	**(467,866)**	**(382,838)**	**-**	**-**	**(382,838)**	**(391,730)**	**(400,844)**	**(410,186)**	**(456,764)**
REQUISITION - PARCEL TAX	**(568,517)**	**(568,517)**	**(579,890)**	**-**	**-**	**(579,890)**	**(584,445)**	**(589,124)**	**(589,211)**	**(589,211)**
*Percentage increase over prior year										
Sales - Water						0.0%	0.0%	0.0%	0.0%	0.0%
User Fees						3.4%	2.5%	2.5%	2.5%	1.7%
Requisition						2.0%	0.8%	0.8%	0.0%	0.0%
Combined						**2.5%**	**1.4%**	**1.4%**	**1.0%**	**0.7%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No. 2.630 Magic Lake Estates Water (Pender)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$200,000	$205,000	$0	$0	$0	$0	$205,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$290,000	$325,000	$140,000	$47,000	$145,000	$947,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$200,000	**$495,000**	**$325,000**	**$140,000**	**$47,000**	**$145,000**	**$1,152,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$145,000	$145,000
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$0	$2,500	$0	$0	$0	$0	$2,500
Donations / Third Party Funding	$0	$200,000	$300,000	$0	$0	$0	$500,000
Reserve Fund	$200,000	$292,500	$25,000	$140,000	$47,000	$0	$504,500
	$200,000	**$495,000**	**$325,000**	**$140,000**	**$47,000**	**$145,000**	**$1,152,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.630

Service Name: Magic Lake Estates Water (Pender)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	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	$200,000	$200,000	$0	$0	$0	$0	$200,000
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	$200,000	S	Res	$0	$40,000	$25,000	$45,000	$22,000	$0	$132,000
22-01	Replacement	Failed Valve Replacement	Replace 6 failed water main valves.	$50,000	S	Res	$0	$50,000	$0	$0	$0	$0	$50,000
22-02	New	EV Charging Station	Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant.	$7,500	E	Res	$0	$2,500	$0	$0	$0	$0	$2,500
22-02					E	Grant	$0	$2,500	$0	$0	$0	$0	$2,500
22-03	Replacement	Process Pipe Replacement	Replace corroded process pipe in the water treatment plant	$500,000	S	Other	$0	$200,000	$300,000	$0	$0	$0	$500,000
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	$35,000	$0	$0	$35,000
23-02	New	ISOPAC Permanent Handling & Storage	Safety improvements to the handling of ISOPAC for the WTP were carried out in 2020, permenant solution to reduce drum waste and reduce handing is proposed	$60,000	S	Res	$0	$0	$0	$60,000	$0	$0	$60,000
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	$25,000	$0	$25,000
26-01	Renewal	Buck Lake Dam Repairs - Phase 2	Conduct additional geotechnical investigations, seepage analysis, monitoring, tree removal and the next DSR (2029).	$360,000	S	Debt	$0	$0	$0	$0	$0	$145,000	$145,000
			GRAND TOTAL	**$1,462,500**			**$200,000**	**$495,000**	**$325,000**	**$140,000**	**$47,000**	**$145,000**	**$1,152,000**

Service:	2.630	Magic Lake Estates Water (Pender)

Project Number	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.
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.				

Project Number	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.
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.				

Project Number	22-01	**Capital Project Title**	Failed Valve Replacement	**Capital Project Description**	Replace 6 failed water main valves.
Project Rationale	Through annual operations of the water system three valves have been identified as have failed. Funding is requried to replace these valves at 4708 Capstan Crescent, Schooner Way and Privateers, 3710 Rum Road, Schooner Way and Ketch Road, 4742 Bosun Way, and 37140 Galleon Way.				

Project Number	22-02	**Capital Project Title**	EV Charging Station	**Capital Project Description**	Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant.
Project Rationale	Construct a new EV Charging station at the water treatment plan, proejct is to be partially funded through a cost matching grant and the MLE Waste Water Service.				

Project Number	22-03	**Capital Project Title**	Process Pipe Replacement	**Capital Project Description**	Replace corroded process pipe in the water treatment plant
Project Rationale	The water treatment plant has corroded process piping. Funding is required to plan and replace the affected pipe.				

Project Number	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.
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.				

Project Number	23-02	**Capital Project Title**	ISOPAC Permanent Handling & Storage	**Capital Project Description**	Safety improvements to the handling of ISOPAC for the WTP were carried out in 2020, permenant solution to reduce drum waste and reduce handing is proposed.
Project Rationale	Safety improvements to reduce Operator injury when handling the ISOPAC drums were carried out in 2019-2020. A permanent solution to reduce the use of drums which cannot be readily disposed of, and reduce handling of the product is proposed in 2023.				

Project Number	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.
Project Rationale	Funds are required to conduct a referendum for future funding of water system improvements including major dam improvements.				

Project Number	26-01	**Capital Project Title**	Buck Lake Dam Repairs - Phase 2	**Capital Project Description**	Conduct additional geotechnical investigations, seepage analysis, monitoring, tree removal and the next DSR (2029).
Project Rationale	Resulting from the Hatch 2019 Dam Safety Review, funds are required to conduct additional geotechnical investigations, seepage analysis and monitoring, tree removal, and the next Dam Safety Review (2029).				

Magic Lake Water
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	38,986	48,986	58,986	68,986	78,986	48,986
Capital Reserve Fund	636,383	436,273	503,663	456,053	501,443	628,833
Capital Reserve Fund - Settlement Funds	592,842	592,842	592,842	592,842	592,842	592,842
Total	**1,268,211**	**1,078,101**	**1,155,491**	**1,117,881**	**1,173,271**	**1,270,661**

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate 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 etc. Optimum minimum balance of $50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105212	Estimated 2021	Budget 2022	2023	2024	2025	2026
Beginning Balance	118,424	38,986	48,986	58,986	68,986	78,986
Transfer from Ops Budget	10,000	10,000	10,000	10,000	10,000	10,000
Transfer to Ops Budget	(90,583)	-	-	-	-	(40,000)
Planned Maintenance Activity	Frigate and Captains Reservoir cleaning & inspection					Frigate and Captains Reservoir cleaning & inspection
Interest Income	1,146					
Ending Balance $	**38,986**	**48,986**	**58,986**	**68,986**	**78,986**	**48,986**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund

Bylaw 1498

Reserve Cash Flow

Fund: 1024 / Fund Centre: 101368	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	816,280	636,383	436,273	503,663	456,053	501,443
Transfer from Ops Budget	32,460	92,390	92,390	92,390	92,390	127,390
Transfer to Cap Fund	(225,000)	(292,500)	(25,000)	(140,000)	(47,000)	-
Transfer from Cap Fund	5,491	-	-	-	-	-
Interest Income	7,152					
Ending Balance $	**636,383**	**436,273**	**503,663**	**456,053**	**501,443**	**628,833**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund (Settlement Funds)

Bylaw 1498

Reserve Cash Flow

Fund:	1024	Estimated	Budget				
Fund Centre:	102245	2021	2022	2023	2024	2025	2026
Beginning Balance		-	592,842	592,842	592,842	592,842	592,842
Settlement Funds		592,842	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		-					
Ending Balance $		**592,842**	**592,842**	**592,842**	**592,842**	**592,842**	**592,842**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Lyall Harbour Water

EAC REVIEW

OCTOBER 2021

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 $450,006.

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:

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)

RESERVE FUND:

Bylaw No. 1785 (February 14, 1990)

2.640 - Lyall Harbour Water	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Repairs & Maintenance	15,200	6,900	5,310	-	10,000	15,310	20,420	25,662	5,640	5,750
Allocations	11,820	11,820	12,477	-	-	12,477	12,697	12,921	13,160	13,402
Water Testing	8,280	8,280	8,450	-	-	8,450	8,620	8,790	8,970	9,150
Electricity	4,230	3,400	3,550	-	-	3,550	3,620	3,690	3,760	3,840
Supplies	5,680	5,680	5,790	-	-	5,790	5,910	6,030	6,150	6,270
Labour Charges	110,217	130,000	112,420	-	-	112,420	114,670	116,960	119,300	121,690
Other Operating Expenses	10,460	16,140	15,400	-	-	15,400	15,770	16,160	16,550	16,960
TOTAL OPERATING COSTS	**165,887**	**182,220**	**163,397**	**-**	**10,000**	**173,397**	**181,707**	**190,213**	**173,530**	**177,062**
*Percentage Increase over prior year			-1.5%			4.5%	4.8%	4.7%	-8.8%	2.0%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	15,000	15,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Capital Reserve Fund	15,000	9,474	30,000	-	-	30,000	30,800	25,000	30,800	43,500
MFA Debt Reserve Fund	130	130	120	-	-	120	650	2,370	120	120
MFA Debt Principal	22,148	22,148	22,148	-	-	22,148	22,148	25,158	25,450	15,787
MFA Debt Interest	7,929	7,929	7,929	-	-	7,929	8,313	11,097	9,214	8,062
TOTAL DEBT / RESERVES	**60,207**	**54,681**	**80,197**	**-**	**-**	**80,197**	**81,911**	**83,625**	**85,584**	**87,469**
TOTAL COSTS	**226,094**	**236,901**	**243,594**	**-**	**10,000**	**253,594**	**263,618**	**273,838**	**259,114**	**264,531**
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2020 to 2021	22,103	22,103	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(10,000)	(20,592)	-	-	(10,000)	(10,000)	(15,000)	(20,000)	-	-
User Charges	(109,462)	(109,462)	(112,304)	-	-	(112,304)	(114,698)	(117,238)	(119,784)	(122,411)
Grants in Lieu of Taxes	(767)	(767)	(780)	-	-	(780)	(800)	(820)	(840)	(860)
Other Revenue	(230)	(445)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	**(98,356)**	**(109,163)**	**(113,304)**	**-**	**(10,000)**	**(123,304)**	**(130,718)**	**(138,278)**	**(120,844)**	**(123,491)**
REQUISITION - PARCEL TAX	**(127,738)**	**(127,738)**	**(130,290)**	**-**	**-**	**(130,290)**	**(132,900)**	**(135,560)**	**(138,270)**	**(141,040)**
*Percentage increase over prior year										
User Fees						2.6%	2.1%	2.2%	2.2%	2.2%
Requisition						2.0%	2.0%	2.0%	2.0%	2.0%
Combined						**2.3%**	**2.1%**	**2.1%**	**2.1%**	**2.1%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.640 Lyall Harbour Boot Cove Water (Sat	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$8,000	$58,000	$0	$0	$0	$66,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$390,000	$30,000	$645,600	$0	$0	$1,065,600
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$398,000**	**$88,000**	**$645,600**	**$0**	**$0**	**$1,131,600**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$53,000	$225,000	$0	$0	$278,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$390,000	$20,000	$420,600	$0	$0	$830,600
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$8,000	$15,000	$0	$0	$0	$23,000
		$0	**$398,000**	**$88,000**	**$645,600**	**$0**	**$0**	**$1,131,600**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.640

Service Name: Lyall Harbour Boot Cove Water (Saturna)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
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 maintenance	$8,000	E	Res	$0	$8,000	$0	$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. If the grant is not successful	$15,000	S	Res	$0	$0	$15,000	$0	$0	$0	$15,000
19-05	New	Autoflush Installation	Install 3 autoflushes within the water distribution system to maintain distribution water quality.	$20,000	E	Grant	$0	$0	$20,000	$0	$0	$0	$20,000
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
22-01	New	Install Larger Supply Line to Tank	Construct a larger supply line to the tank to improve system reliability and operation.	$175,000	S	Debt	$0	$0	$0	$175,000	$0	$0	$175,000
22-02	Renewal	Dam Improvements & Regulatory Requirements	Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. Includes seepage pit construction and Dam Safety Review	$390,000	S	Grant	$0	$390,000	$0	$0	$0	$0	$390,000
23-01	New	WTP Upgrades	Upgrades to the water treatment plant to meet IHA requirements including ozone upgrades and chlorination upgrades	$470,600	S	Grant	$0	$0	$0	$420,600	$0	$0	$420,600
23-01					S	Debt	$0	$0	$0	$50,000	$0	$0	$50,000
												$0	
			GRAND TOTAL	**$1,131,600**			**$0**	**$398,000**	**$88,000**	**$645,600**	**$0**	**$0**	**$1,131,600**

Service:	2.640	Lyall Harbour Boot Cove Water (Saturna)

Project Number	19-01	**Capital Project Title**	Air Valve Replacement - Ph 2	**Capital Project Description**	Replace aging air valves that are a safety concern.
Project Rationale	The air valves are 35 years old and are corroded, giving rise to safety concerns.Project has been deferred to 2022.				

Project Number	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 maintenance.
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.				

Project Number	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
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.				

Project Number	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. If the grant is not successful.
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.				

Project Number	19-05	**Capital Project Title**	Autoflush Installation	**Capital Project Description**	Install 3 autoflushes within the water distribution system to maintain distribution water quality.
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.				

Project Number	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.
Project Rationale	Install a new turbidity meter in the raw water line to aid in operation of the WTP.				

Project Number	21-01	**Capital Project Title**	Source Water Viability Study	**Capital Project Description**	Study to determine vulnerability of the source water and its viability.
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 a				

Project Number	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.
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.				

Project Number	22-02	**Capital Project Title**	Dam Improvements & Regulatory Requirements	**Capital Project Description**	Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. Includes seepage pit construction and Dam Safety Review
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 and retain a consultant to conduct the dam safety review.				

Project Number	23-01	**Capital Project Title**	WTP Upgrades	**Capital Project Description**	Upgrades to the water treatment plant to meet IHA requirements including ozone upgrades and chlorination upgrades.
Project Rationale	Funds are required to upgrade the water treatment plant to meet IHA requirements including ozone upgrades and chorination works.				

Lyall Harbour Water
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	2,060	12,060	17,060	17,060	37,060	57,060
Capital Reserve Fund	13,164	35,164	50,964	75,964	106,764	150,264
Total	**15,223**	**47,223**	**68,023**	**93,023**	**143,823**	**207,323**

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 2021	Budget 2022	2023	2024	2025	2026
Beginning Balance	7,592	2,060	12,060	17,060	17,060	37,060
Transfer from Ops Budget	15,000	20,000	20,000	20,000	20,000	20,000
Transfer to Ops Budget	(20,592)	(10,000)	(15,000)	(20,000)	-	-
Planned Maintenance Activity		Chlorine Contact Tank Inspection	Resevoir Cleaning & inspection	Replace filtration Media		
Interest Income	60					
Ending Balance $	**2,060**	**12,060**	**17,060**	**17,060**	**37,060**	**57,060**

Assumptions/Background:

Set level of transfers in order to avoid spikes in requisition resulting from unforeseen breakdowns in water infrastructure

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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	23,490	13,164	35,164	50,964	75,964	106,764
Transfer from Ops Budget	9,474	30,000	30,800	25,000	30,800	43,500
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(20,000)	(8,000)	(15,000)	-	-	-
Interest Income*	200					
Ending Balance $	**13,164**	**35,164**	**50,964**	**75,964**	**106,764**	**150,264**

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.

CAPITAL REGIONAL DISTRICT

2022 Budget

Skana Water (Mayne)

EAC REVIEW

OCTOBER 2021

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 $205,703.

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:

Capital Reserve Fund, established by Bylaw # 3192 (July 14, 2004)
Operating Reserve Fund, established by Bylaw # 4144 (December 14, 2016)

2.642 - Skana Water (Mayne)	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
JLB Services Contract	11,260	14,500	11,490	-	-	11,490	11,720	11,950	12,190	12,430
Repairs & Maintenance	3,180	12,140	1,210	-	-	1,210	1,240	1,270	6,300	6,330
Allocations	5,828	5,828	5,834	-	-	5,834	5,938	6,055	6,175	6,295
Water Testing	2,840	3,200	2,900	-	-	2,900	2,960	3,020	3,080	3,140
Electricity	2,540	2,540	2,590	-	-	2,590	2,640	2,690	2,740	2,790
Supplies	710	710	720	-	-	720	730	740	750	760
Labour Charges	21,526	24,000	21,960	-	-	21,960	22,400	22,850	23,310	23,780
Other Operating Expenses	3,440	4,880	3,530	-	-	3,530	3,600	3,670	3,740	3,820
TOTAL OPERATING COSTS	**51,324**	**67,798**	**50,234**	**-**	**-**	**50,234**	**51,228**	**52,245**	**58,285**	**59,345**
*Percentage Increase over prior year						-2.1%	2.0%	2.0%	11.6%	1.8%
DEBT / CAPITAL /RESERVES										
Transfer to Operating Reserve Fund	1,060	1,060	7,000	-	-	7,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	15,000	6,576	15,000	-	-	15,000	20,000	20,000	20,000	20,000
Asset Purchases	-	-	-	-	-	-	-	-	-	-
MFA Debt Principal	1,458	1,458	1,458	-	-	1,458	4,259	33,789	33,789	33,789
MFA Debt Interest	657	657	1,163	-	-	1,163	5,795	17,105	17,105	17,105
MFA Debt Reserve Fund	10	10	760	-	-	760	5,210	10	10	10
TOTAL DEBT / RESERVES	**18,185**	**9,761**	**25,381**	**-**	**-**	**25,381**	**37,264**	**72,904**	**72,904**	**72,904**
TOTAL COSTS	**69,509**	**77,559**	**75,615**	**-**	**-**	**75,615**	**88,492**	**125,149**	**131,189**	**132,249**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(2,000)	(10,000)	-	-	-	-	-	-	(5,000)	(5,000)
User Charges	(44,514)	(44,514)	(51,505)	-	-	(51,505)	(53,118)	(54,135)	(55,175)	(56,235)
Other Revenue	(110)	(160)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
TOTAL REVENUE	**(46,624)**	**(54,674)**	**(51,615)**	**-**	**-**	**(51,615)**	**(53,228)**	**(54,245)**	**(60,285)**	**(61,345)**
REQUISITION - PARCEL TAX	**(22,885)**	**(22,885)**	**(24,000)**	**-**	**-**	**(24,000)**	**(35,264)**	**(70,904)**	**(70,904)**	**(70,904)**
*Percentage increase over prior year										
User Fees						15.7%	3.1%	1.9%	1.9%	1.9%
Requisition						4.9%	46.9%	101.1%	0.0%	0.0%
Combined						**12.0%**	**17.1%**	**41.5%**	**0.8%**	**0.8%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.642 Skana Water (Mayne)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$75,000	$485,000	$0	$0	$0	$560,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$45,000	$35,000	$0	$0	$0	$80,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$120,000**	**$520,000**	**$0**	**$0**	**$0**	**$640,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$75,000	$520,000	$0	$0	$0	$595,000
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	$45,000	$0	$0	$0	$0	$45,000
		$0	**$120,000**	**$520,000**	**$0**	**$0**	**$0**	**$640,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.642

Service Name: Skana Water (Mayne)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
17-03	New	Alternative Approval Process	Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for storage tank replacement and well protection upgrades	$15,000	S	Res	$0	$15,000	$0	$0	$0	$0	$15,000
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	$30,000	$0	$0	$0	$0	$30,000
18-01	Replacement	Storage Tank Replacement	Replace the existing storage tanks.	$560,000	E	Debt	$0	$75,000	$485,000	$0	$0	$0	$560,000
23-01	Renewal	Well Protection Upgrades	Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximit	$35,000	S	Debt	$0	$0	$35,000	$0	$0	$0	$35,000
			GRAND TOTAL	**$640,000**			**$0**	**$120,000**	**$520,000**	**$0**	**$0**	**$0**	**$640,000**

Service:	2.642	Skana Water (Mayne)

Project Number	17-03	**Capital Project Title**	Alternative Approval Process	**Capital Project Description**	Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for storage tank replacement and well protection upgrades.
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.				

Project Number	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.
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.				

Project Number	18-01	**Capital Project Title**	Storage Tank Replacement	**Capital Project Description**	Replace the existing storage tanks.
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 bolted steel tank.				

Project Number	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.
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
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	980	7,980	9,980	11,980	8,980	5,980
Capital Reserve Fund	39,200	9,200	29,200	49,200	69,200	89,200
Total	**40,180**	**17,180**	**39,180**	**61,180**	**78,180**	**95,180**

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Operating Reserve Fund

Bylaw 4144

Reserve Cash Flow

Fund: 1500 **Fund Centre:** 105214	**Estimated**	**Budget**				
	2021	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance	9,820	980	7,980	9,980	11,980	8,980
Transfer from Ops Budget	1,060	7,000	2,000	2,000	2,000	2,000
Transfer to Ops Budget	(10,000)	-	-	-	(5,000)	(5,000)
Planned Maintenance Activity	Reservoir cleaning & inspection				Well inspection	Reservoir cleaning and inspection
Interest Income	100					
Ending Balance $	**980**	**7,980**	**9,980**	**11,980**	**8,980**	**5,980**

Assumptions/Backgrounds:

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Capital Reserve Fund

Bylaw 3192

Reserve Cash Flow

Fund: 1067 Fund Centre: 101849	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	82,024	39,200	9,200	29,200	49,200	69,200
Transfer from Ops Budget	6,576	15,000	20,000	20,000	20,000	20,000
Transfer to Cap Fund	(50,000)	(45,000)	-	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Interest Income*	600					
Ending Balance $	**39,200**	**9,200**	**29,200**	**49,200**	**69,200**	**89,200**

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.

CAPITAL REGIONAL DISTRICT

2022 Budget

Sticks Allison Water

EAC REVIEW

OCTOBER 2021

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 of actual assessed value of land and improvements. To a maximum of $53,318.

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:

User Charge: Annual charge per single family equivalency unit connected to the system.
Exess Consumption Fee-for metered water use per service connection in excess of 136 cubic meters per three months: $2.20 per cubic meter

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 of $400

RESERVE FUND:

Capital Reserve Fund - Bylaw No. 2740.
Operating Reserve Fund - Bylaw No. 4144.

2.665 - Sticks Allison Water	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Repairs & Maintenance	5,980	2,850	5,990	-	-	5,990	11,100	11,220	6,340	6,460
Allocations	3,144	3,144	3,300	-	-	3,300	3,355	3,413	3,472	3,532
Water Testing	2,150	2,400	2,190	-	-	2,190	2,230	2,270	2,320	2,370
Electricity	1,360	1,420	1,390	-	-	1,390	1,420	1,450	1,480	1,510
Supplies	790	790	810	-	-	810	830	850	870	890
Labour Charges	32,315	40,000	35,000	-	-	35,000	35,700	36,410	37,140	37,880
Other Operating Expenses	3,260	4,790	3,840	-	-	3,840	3,910	3,980	4,050	4,120
TOTAL OPERATING COSTS	**48,999**	**55,394**	**52,520**	**-**	**-**	**52,520**	**58,545**	**59,593**	**55,672**	**56,762**
*Percentage Increase over prior year						7.2%	11.5%	1.8%	-6.6%	2.0%
CAPITAL/RESERVES										
Transfer to Operating Reserve Fund	6,000	6,000	6,000	-	-	6,000	6,000	6,000	6,000	6,000
Transfer to Capital Reserve Fund	5,000	3,016	5,000	-	-	5,000	8,000	9,000	10,000	11,000
TOTAL CAPITAL / RESERVES	**11,000**	**9,016**	**11,000**	**-**	**-**	**11,000**	**14,000**	**15,000**	**16,000**	**17,000**
TOTAL COSTS	**59,999**	**64,410**	**63,520**	**-**	**-**	**63,520**	**72,545**	**74,593**	**71,672**	**73,762**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(5,000)	(8,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	-	-
User Charges	(49,299)	(50,710)	(52,820)	-	-	(52,820)	(60,845)	(61,893)	(62,972)	(64,062)
Other Revenue	(700)	(700)	(700)	-	-	(700)	(700)	(700)	(700)	(700)
TOTAL REVENUE	**(54,999)**	**(59,410)**	**(58,520)**	**-**	**-**	**(58,520)**	**(66,545)**	**(67,593)**	**(63,672)**	**(64,762)**
REQUISITION - PARCEL TAX	**(5,000)**	**(5,000)**	**(5,000)**	**-**	**-**	**(5,000)**	**(6,000)**	**(7,000)**	**(8,000)**	**(9,000)**
*Percentage increase over prior year										
User Fee						7.1%	15.2%	1.7%	1.7%	1.7%
Requisition						0.0%	20.0%	16.7%	14.3%	12.5%
Combined						**6.5%**	**15.6%**	**3.1%**	**3.0%**	**2.9%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.665 Sticks Allison Water (Galiano)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$5,000	$0	$0	$0	$5,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$5,000	$0	$0	$0	$0	$5,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$5,000**	**$5,000**	**$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	$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	$5,000	$5,000	$0	$0	$0	$10,000
		$0	**$5,000**	**$5,000**	**$0**	**$0**	**$0**	**$10,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.665

Service Name: Sticks Allison Water (Galiano)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-02	New	Aquifer Impact Study	Study impacts with adjoining wells on aquifer to review short and long term viability.	$5,000	E	Res	$0	$0	$5,000	$0	$0	$0	$5,000
22-01	New	Service Line Replacement	Replace failed/leaking service lines	$5,000	S	Res	$0	$5,000	$0	$0	$0	$0	$5,000
			GRAND TOTAL	**$10,000**				**$5,000**	**$5,000**				**$10,000**

Service:	2.665	Sticks Allison Water (Galiano)

Project Number	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.
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.				

Project Number	22-01	**Capital Project Title**	Service Line Replacement	**Capital Project Description**	Replace failed/leaking service lines
Project Rationale	Funds are required to fund replacement of failed/leaking service lines.				

Sticks Allison Reserves
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	366	1,366	2,366	3,366	9,366	15,366
Capital Reserve Fund	4,158	4,158	7,158	16,158	26,158	37,158
Total	**4,524**	**5,524**	**9,524**	**19,524**	**35,524**	**52,524**

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**				
	2021	**2022**	**2023**	**2024**	**2025**	**2026**
Beginning Balance	2,326	366	1,366	2,366	3,366	9,366
Transfer from Ops Budget	6,000	6,000	6,000	6,000	6,000	6,000
Expenditures	(8,000)	(5,000)	(5,000)	(5,000)	-	-
Planned Maintenance Activity		Well and well pump inspection	Reservoir cleaning and inspection	Hydrant maintenance		
Interest Income	40					
Ending Balance $	**366**	**1,366**	**2,366**	**3,366**	**9,366**	**15,366**

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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	10,542	4,158	4,158	7,158	16,158	26,158
Transfer from Ops Budget	3,016	5,000	8,000	9,000	10,000	11,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(9,500)	(5,000)	(5,000)	-	-	-
Interest Income*	100					
Ending Balance $	**4,158**	**4,158**	**7,158**	**16,158**	**26,158**	**37,158**

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

2022 Budget

Surfside Park Estates (Mayne)

EAC REVIEW

OCTOBER 2021

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 $269,857.

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:

Capital Reserve Fund, established by Bylaw # 3191 (July 16, 2004)
Operating Reserve Fund, established by Bylaw # 4144 (December 14, 2016)

2.667 - Surfside Park Estates (Mayne)	2021		BUDGET REQUEST 2022				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
JLB Services Contract	18,970	19,000	19,350	-	-	19,350	19,740	20,130	20,530	20,940
Repairs & Maintenance	9,110	1,200	4,190	-	-	4,190	5,770	4,350	4,430	4,510
Allocations	7,982	7,982	7,907	-	-	7,907	8,054	8,212	8,373	8,536
Water Testing	3,960	3,500	4,040	-	-	4,040	4,120	4,200	4,280	4,370
Electricity	4,020	3,750	4,100	-	-	4,100	4,180	4,260	4,350	4,440
Supplies	7,910	18,950	18,980	-	-	18,980	19,360	19,760	20,160	20,570
Labour Charges	33,409	30,000	32,000	-	-	32,000	32,640	33,290	33,960	34,640
Other Operating Expenses	5,890	9,850	10,440	-	-	10,440	10,690	10,940	11,190	11,450
TOTAL OPERATING COSTS	**91,251**	**94,232**	**101,007**	**-**	**-**	**101,007**	**104,554**	**105,142**	**107,273**	**109,456**
*Percentage Increase over prior year						10.7%	3.5%	0.6%	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	2,000
Transfer to Capital Reserve Fund	15,000	12,169	15,000	-	-	15,000	20,000	15,000	15,000	15,000
MFA Debt Principal	-	-	-	-	-	-	-	-	15,118	60,472
MFA Debt Interest	-	-	-	-	-	-	-	4,125	28,875	66,000
MFA Debt Reserve Fund	-	-	-	-	-	-	-	5,000	15,000	-
TOTAL DEBT / RESERVES	**17,000**	**14,169**	**17,000**	**-**	**-**	**17,000**	**22,000**	**26,125**	**75,993**	**143,472**
TOTAL COSTS	**108,251**	**108,401**	**118,007**	**-**	**-**	**118,007**	**126,554**	**131,267**	**183,266**	**252,928**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(5,000)	(5,000)	-	-	-	-	(1,500)	-	-	-
User Charges	(81,151)	(81,151)	(94,807)	-	-	(94,807)	(99,954)	(101,167)	(148,166)	(212,828)
Other Revenue	(100)	(250)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(86,251)**	**(86,401)**	**(94,907)**	**-**	**-**	**(94,907)**	**(101,554)**	**(101,267)**	**(148,266)**	**(212,928)**
REQUISITION - PARCEL TAX	**(22,000)**	**(22,000)**	**(23,100)**	**-**	**-**	**(23,100)**	**(25,000)**	**(30,000)**	**(35,000)**	**(40,000)**
*Percentage increase over prior year										
User Fee						16.8%	5.4%	1.2%	46.5%	43.6%
Requisition						5.0%	8.2%	20.0%	16.7%	14.3%
Combined						**14.3%**	**6.0%**	**5.0%**	**39.6%**	**38.0%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.667 Surfside Park Estates (Mayne)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$25,000	$25,000	$0	$0	$0	$0	$25,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$15,000	$500,000	$1,500,000	$0	$2,015,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$25,000	**$25,000**	**$15,000**	**$500,000**	**$1,500,000**	**$0**	**$2,040,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$500,000	$1,500,000	$0	$2,000,000
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		$25,000	$25,000	$15,000	$0	$0	$0	$40,000
		$25,000	**$25,000**	**$15,000**	**$500,000**	**$1,500,000**	**$0**	**$2,040,000**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

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
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or prelimminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 2.667

Service Name: Surfside Park Estates (Mayne)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	Replacement	System Review	Review the system with tank location and accessibility taken into account.	$25,000	E	Res	$25,000	$25,000	$0	$0	$0	$0	$25,000
23-01	Replacement	Public Engagement and Referendum	Undertake a referendum to borrow funds to carry out water system and dam safety improvments in future years.	$15,000	S	Res	$0	$0	$15,000	$0	$0	$0	$15,000
24-01	Replacement	Wood Dale Drive Water Main Replacement	Replace approximately 200 m of leaking water main along Wood Dale Drive.	$300,000	S	Debt	$0	$0	$0	$300,000	$0	$0	$300,000
25-01	Replacement	New Tank & PS	Design and construction new water storage tank and pump station	$1,700,000	S	Debt	$0	$0	$0	$200,000	$1,500,000	$0	$1,700,000
			GRAND TOTAL	**$2,040,000**			**$25,000**	**$25,000**	**$15,000**	**$500,000**	**$1,500,000**	**$0**	**$2,040,000**

Service:	2.667	Surfside Park Estates (Mayne)

Project Number	21-01	**Capital Project Title**	System Review	**Capital Project Description**	Review the system with tank location and accessibility taken into account.
Project Rationale	Review the location and replacement of the existing tanks, with accessibility taken into account, resulting in recommendations for future improvements.				

Project Number	23-01	**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.
Project Rationale	Funds are required to conduct a referendum for future funding of water system improvements including water main replacement.				

Project Number	24-01	**Capital Project Title**	Wood Dale Drive Water Main Replacement	**Capital Project Description**	Replace approximately 200 m of leaking water main along Wood Dale Drive.
Project Rationale	Funds are required to replace approximately 200 m of 150 mm diameter PVC water main that is leaking along Wood Dale Drive.				

Project Number	25-01	**Capital Project Title**	New Tank & PS	**Capital Project Description**	Design and construction new water storage tank and pump station
Project Rationale	Design and construction new water storage tank and pump station				

Surfside Park Estates (Mayne)
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	25,110	27,110	27,610	29,610	31,610	28,610
Capital Reserve Fund	36,719	26,719	31,719	46,719	61,719	76,719
Total	**61,829**	**53,829**	**59,329**	**76,329**	**93,329**	**105,329**

Reserve Schedule

Reserve Fund: 2.667 Surfside Water - Operating Reserve Fund Bylaw 4144

The Operating Reserve Fund (ORF) is used to undertake the cyclical maintenance activities, to fund the procurement of equipment and supplies that typically do not occur on an annual basis and also to be used for emergency unplanned repairs. Operating surplus from time to time can be transferred to ORF.

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105216	Estimated 2021	Budget 2022	2023	2024	2025	2026
Beginning Balance	27,842	25,110	27,110	27,610	29,610	31,610
Transfer from Ops Budget	2,000	2,000	2,000	2,000	2,000	2,000
Transfer to Ops Budget	-	-	-	-	-	-
Expenditures	(5,000)	-	(1,500)	-	-	(5,000)
Planned Maintenance Activity	Reservoir cleaning and inspection		Hydrant maintenance			Reservoir cleaning and inspection
Interest Income	268					
Ending Balance $	**25,110**	**27,110**	**27,610**	**29,610**	**31,610**	**28,610**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.667 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 2021	Budget 2022	2023	2024	2025	2026
Beginning Balance	49,087	36,719	26,719	31,719	46,719	61,719
Transfer from Ops Budget	12,169	15,000	20,000	15,000	15,000	15,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(25,000)	(25,000)	(15,000)	-	-	-
Interest Income*	463					
Ending Balance $	**36,719**	**26,719**	**31,719**	**46,719**	**61,719**	**76,719**

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

2022 Budget

Magic Lake Estates Sewer

EAC Review

OCTOBER 2021

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 $2,381,752.

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:

User Charge: Per single family equivalency unit to connected properties only

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.

RESERVE FUND:

Magic Lake Estates sewage system capital reserve fund (Dec 17, 1986). Bylaw No. 1497.

3.830 - Magic Lake Estates Sewer	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
OPERATING COSTS										
Sludge Hauling Contracts	88,940	85,500	90,720	-	-	90,720	92,530	94,380	96,270	98,200
Grit & Waste Sludge Disposal	88,940	83,000	90,720	-	-	90,720	92,530	94,380	96,270	98,200
Repairs & Maintenance	23,640	8,230	11,600	-	25,000	36,600	11,840	12,030	12,280	12,530
Allocations	43,961	43,961	44,220	-	-	44,220	45,004	45,809	46,627	47,458
Electricity	23,200	24,800	23,660	-	-	23,660	24,130	24,610	25,100	25,600
Supplies	21,520	18,390	21,940	-	-	21,940	22,360	22,800	23,240	23,710
Labour Charges	264,429	300,285	280,445	-	-	280,445	285,886	291,600	297,432	303,382
Other Operating Expenses	32,500	34,284	33,660	-	-	33,660	34,500	35,360	36,240	37,140
TOTAL OPERATING COSTS	**587,130**	**598,450**	**596,965**	**-**	**25,000**	**621,965**	**608,780**	**620,969**	**633,459**	**646,220**
*Percentage Increase over prior year						5.9%	-2.1%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	80,000	80,000	75,000	-	-	75,000	80,000	80,000	80,000	80,000
Transfer to Operating Reserve Fund	13,260	13,260	13,260	-	-	13,260	13,260	13,260	13,260	13,260
Transfer to Capital Project Fund ($6M Phase 1)	-	-	-	-	-	-	-	-	-	-
Debt Reserve Fund	370	370	320	-	-	320	320	320	320	320
MFA Principal Payment	133,463	133,463	133,463	-	-	133,463	133,463	133,463	133,463	133,463
MFA Interest Payment	40,640	40,640	40,640	-	-	40,640	40,640	40,640	40,640	40,640
TOTAL DEBT / RESERVES	**267,733**	**267,733**	**262,683**	**-**	**-**	**262,683**	**267,683**	**267,683**	**267,683**	**267,683**
TOTAL COSTS	**854,863**	**866,183**	**859,648**	**-**	**25,000**	**884,648**	**876,463**	**888,652**	**901,142**	**913,903**
Sludge Disposal Recovery	(10,654)	(10,654)	(10,870)	-	-	(10,870)	(11,090)	(11,310)	(11,540)	(11,770)
TOTAL COSTS NET OF RECOVERIES	**844,209**	**855,529**	**848,778**	**-**	**25,000**	**873,778**	**865,373**	**877,342**	**889,602**	**902,133**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(15,000)	(26,320)	-	-	(25,000)	(25,000)	-	-	-	-
User Charges	(250,203)	(250,203)	(259,240)	-	-	(259,240)	(269,932)	(275,938)	(282,176)	(288,625)
Grants in Lieu	(985)	(985)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
Other Revenue	(1,190)	(1,190)	(1,160)	-	-	(1,160)	(1,180)	(1,200)	(1,220)	(1,240)
TOTAL REVENUE	**(267,378)**	**(278,698)**	**(260,410)**	**-**	**(25,000)**	**(285,410)**	**(271,122)**	**(277,148)**	**(283,406)**	**(289,875)**
REQUISITION - PARCEL TAX	**(576,831)**	**(576,831)**	**(588,368)**	**-**	**-**	**(588,368)**	**(594,251)**	**(600,194)**	**(606,196)**	**(612,258)**
*Percentage increase over prior year										
User Fees						3.6%	4.1%	2.2%	2.3%	2.3%
Requisition						2.0%	1.0%	1.0%	1.0%	1.0%
Combined						**2.5%**	**2.0%**	**1.4%**	**1.4%**	**1.4%**

3.830 - Magic Lake Estates Sewer - Debt Only - 6M Phase 1 Wastewater Treatment Plan Upgrade	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	BUDGET REQUEST 2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	FUTURE PROJECTIONS 2023	2024	2025	2026
DEBT										
Debt Reserve Fund	37,600	37,600	10,500	-	-	10,500	500	500	500	500
MFA Principal Payment	-	-	89,110	-	-	89,110	112,809	112,809	112,809	112,809
MFA Interest Payment	41,610	41,610	105,844	-	-	105,844	111,844	111,844	111,844	111,844
TOTAL DEBT	**79,210**	**79,210**	**205,454**	**-**	**-**	**205,454**	**225,153**	**225,153**	**225,153**	**225,153**
FUNDING SOURCES (REVENUE)										
MFA Debt Reserve Earning	-	-	(500)	-	-	(500)	(500)	(500)	(500)	(500)
REQUISITION - PARCEL TAX	**79,210**	**79,210**	**204,954**	**-**	**-**	**204,954**	**224,653**	**224,653**	**224,653**	**224,653**
*Percentage increase over prior year Requisition							9.6%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	3.830 Magic Lake Sewer Utility (Pender)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$5,000	$0	$0	$0	$0	$5,000
Land	L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	S	$1,700,000	$4,100,000	$4,600,000	$709,350	$0	$0	$9,409,350
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$1,700,000	**$4,105,000**	**$4,600,000**	**$709,350**	**$0**	**$0**	**$9,414,350**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$1,700,000	$1,900,100	$1,666,800	$189,180	$0	$0	$3,756,080
Equipment Replacement Fund	ERF	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	Grant	$0	$2,202,400	$2,933,200	$520,170	$0	$0	$5,655,770
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$2,500	$0	$0	$0	$0	$2,500
		$1,700,000	**$4,105,000**	**$4,600,000**	**$709,350**	**$0**	**$0**	**$9,414,350**

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

Capital Expenditure 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

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
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

Funding Source Codes
Debt = Debenture Debt (new debt only)
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Cap = Capital Funds on Hand
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Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
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Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 3.830

Service Name: Magic Lake Sewer Utility (Pender)

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-01	Renewal	Wastewater Improvements - Sewer Replacement	1. Replace about 3km of failing AC pipe and install Cannon forcemain pipe (2021) 2. Replace as much failing AC pipe as possible with remaining funds left from $6M loan (2022-2	$3,943,916	S	Debt	$1,700,000	$1,100,000	$600,000	$0	$0	$0	$1,700,000
21-01	Renewal	Wastewater Improvements - Pump Station and Treatment Plant Upgrades	1. Renew Buccaneer, Galleon, Schooner, Capstan, Cutlass and Masthead Pump Sta 2. Replace Cannon WWTP with a new pump station 3. Upgrade Schooner WWTP (headworks, EQ tank, 2nd aeration tank, new clarifiers, electrical/gens	$7,709,350	S	Debt	$0	$800,100	$1,066,800	$189,180	$0	$0	$2,056,080
21-01					S	Grant	$0	$2,199,900	$2,933,200	$520,170	$0	$0	$5,653,270
22-01	New	EV Charging Station	Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant	$5,000	E	Res	$0	$2,500	$0	$0	$0	$0	$2,500
22-01					E	Grant	$0	$2,500	$0	$0	$0	$0	$2,500
			GRAND TOTAL	**$11,658,266**			**$1,700,000**	**$4,105,000**	**$4,600,000**	**$709,350**			**$9,414,350**

Service:	3.830	Magic Lake Sewer Utility (Pender)

Project Number	20-01	**Capital Project Title**	Wastewater Improvements - Sewer Replacement	**Capital Project Description**	1. Replace about 3km of failing AC pipe and install Cannon forcemain pipe (2021) 2. Replace as much failing AC pipe as possible with remaining funds left from $6M loan (2022-23).
Project Rationale	Several km of failing AC sewer pipe requires replacement (to be completed over 3 years from 2021-2023).				

Project Number	21-01	**Capital Project Title**	Wastewater Improvements - Pump Station and Treatment Plant Upgrades	**Capital Project Description**	1. Renew Buccaneer, Galleon, Schooner, Capstan, Cutlass and Masthead Pump Stns 2. Replace Cannon WWTP with a new pump station
Project Rationale	Successfully received an Infrastructure Canada grant to complete upgrades on six pump stations, install a new pump station at Cannon to pump to Schooner WWTP, and upgrade Schooner WWTP to treat flow from Cannon and renew many components to bring the wastewater system into compliance with environmental regulations.				

Project Number	22-01	**Capital Project Title**	EV Charging Station	**Capital Project Description**	Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant.
Project Rationale	Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant.				

Magic Lake Estates Sewer
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	32,138	20,398	33,658	46,918	60,178	73,438
Capital Reserve Fund	331,143	403,643	483,643	563,643	643,643	723,643
Total	**363,282**	**424,042**	**517,302**	**610,562**	**703,822**	**797,082**

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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	44,740	32,138	20,398	33,658	46,918	60,178
Transfer from Ops Budget	13,260	13,260	13,260	13,260	13,260	13,260
Planned Expenditures	(26,320)	(25,000)	-	-	-	-
Planned Maintenance Activity		Outfall inspection and Clean Schooner aeration ditch				
Interest Income	458					
Ending Balance $	**32,138**	**20,398**	**33,658**	**46,918**	**60,178**	**73,438**

Assumptions/Background:

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	2021	2022	2023	2024	2025	2026
Beginning Balance		278,391	331,143	403,643	483,643	563,643	643,643
Transfer from Ops Budget		80,000	75,000	80,000	80,000	80,000	80,000
Transfer to Cap Fund		(30,000)	-	-	-	-	-
Transfer from Cap Fund		-	(2,500)	-	-	-	-
Interest Income		2,752					
Ending Balance $		**331,143**	**403,643**	**483,643**	**563,643**	**643,643**	**723,643**

Assumptions/Background:

Appendix D: January 2022 Approvals

Purpose: To summarize the budget items that require implementation as of January 2022 before final budget approval in March 2022.

Electoral Area	Service Type	Service Area	Project Description	Operating Budget	Capital Budget	Funding Source	IBC (if applicable)
Juan de Fuca	Recreation & Cultural Services	1.405 Community Parks and Recreation	Creation of a long term strategic plan for JDF EA		40,000	Grants	
			Total: Juan de Fuca	**-**	**40,000**		
Salt Spring Island	Recreation & Cultural Services	1.141 SSI Library	HVAC upgrades		95,000	Grants	
		1.459 Salt Spring Island - Pool & Park Land	Pool mechanical lifecycle report	15,000		Reserves	
			Community Centre lease	17,500		Lease Revenue	13a-1.5
			Recreation Centre expansion - multipurpose room		1,202,735	Grants, Reserves	
			Purchase additional parkland		50,000	Reserves	
	Water	2.621 Highland/Fernwood Water	Construct new intake and screen		110,000	Grants, Reserves	
		2.624 Beddis Water	Dismantle and remove Lautman reservoir		30,000	Reserves	
		2.626 Fulford Water	Water main assessment, replacement strategy, and detailed design		90,000	Reserves	
			Relocate Water Line at Weston Creek		70,000	Grants	
		2.628 Cedar Lane Water	Referendum or Alternative Approval Process for Manganese Removal project		20,000	Reserves	
			Public engagement for Manganese Removal project		10,000	Reserves	
	Sewer	3.810 Ganges Sewer	Aeration system improvement detailed design		90,000	Reserves	
			Total: Salt Spring Island	**32,500**	**1,767,735**		
Southern Gulf Islands	Water	2.640 Lyall Harbour Boot Cove	Dam Improvements & Regulatory Requirements		390,000	Grants	
			Total: Southern Gulf Islands	**-**	**390,000**		
Joint Electoral Service (3 EAs)	Protective Services	1.318 Building Inspection	0.50 FTE Administrative Clerk	38,204		Requisition	11c-2
			Total: Joint Electoral Services	**38,204**	**-**		
			Grand Total	**70,704**	**2,197,735**		

Making a difference...together

REPORT TO THE ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 13, 2021

SUBJECT **Bylaw No. 4455: Tax Exemption (Permissive) Bylaw, 2021**

ISSUE SUMMARY

To authorize electoral area permissive tax exemptions for 2022.

BACKGROUND

Under Section 391 of the *Local Government Act* (LGA), the Capital Regional District (CRD) may provide tax exemption for eligible properties in an electoral area. A bylaw must be adopted by the CRD Board prior to October 31 each year for the exemption to be processed by BC Assessment for the following year.

The permissive tax exemption requests are evaluated and considered by the CRD Board annually. The application deadline is July 31 each year to apply for the tax exemption of the next taxation year. The detailed information regarding the application process and additional resources are available on the CRD website (Appendix D).

2022 Exemption Requests

For the 2022 taxation year, there are eight renewals and one new request to be considered. The renewals include 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 CRD services (North Galiano Fire Service).

Table 1: 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 2022 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 2022 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 2022 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 2022 attached.

#	PROPERTY	DESCRIPTION
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 2022 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 2022 attached.
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 2022 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; no letter of request necessary (CRD itself).

Table 2: New Request

#	PROPERTY	DESCRIPTION
1	Salt Spring Island Rod & Gun Club	New in 2022 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2022 attached.

The Salt Spring Island Rod &Gun Club (the "Club") has been a not-for profit society since 1960. The Club promotes shooting sports and teaches the legal safe handling and usage of firearms and archery for recreational purposes to both members and the general public. It is the only safe, federally licensed and inspected shooting facility on Salt Spring Island. The Club has been the home facility for several national and international champions in their sports. The facility is also widely used for community events, educational workshops and onsite programs and events for other sporting and recreational organizations. The club has also provided its land and facilities to the RCMP, Salt Spring Island Fire Rescue and Salt Spring Search and Rescue for emergency and training purposes.

The Club is seeking a permissive tax exemption under LGA Section 391(4)(a) following a reversal of their tax exemption status by BC Assessment in 2019. BC Assessment previously exempted this property under the *Taxation (Rural Area) Act*, RSBC 1996, c 448, Section 15(1)(q), which references that the non-profit organization's activities must have demonstrable benefit to all members of the community. Under LGA Section 391(4)(a) eligibility differs, requiring that the land and improvements be principally used for public athletic or recreation purposes but not requiring benefit to the community as a whole.

The assessed value for land and improvements excluding the residential class (Class 1) portion meets the criteria for exemption under LGA Section 391(4)(a).

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4455, "Tax Exemption (Permissive) Bylaw, 2021", be introduced and read a first, second and third time;
2. That Bylaw No. 4455 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 2021 assessment values and tax rates):

Estimated Total Proposed Tax Exemptions:

PROPERTY	CRD	CRHD	OTHER	TOTAL
Pender Island Golf & Country Club	$2,148	$228	$4,651	$7,027
Galiano Golf and Country Club	$2,241	$211	$4,405	$6,857
Magic Lake Property Owners Society	$6,167	$154	$3,288	$9,609
Royal Canadian Legion, Branch #239 Pender Island (Class 8 Only)	$364	$34	$732	$1,130
Royal Canadian Legion, Branch #92, Salt Spring Island (Class 8 Only)	$379	$30	$777	$1,185
Salt Spring Island Golf & Country Club	$4,992	$757	$18,759	$24,508
Galiano Parks and Recreation Commission—Donated Land—Life Estate Doreen Kennedy	$2,801	$268	$3,706	$6,775
North Galiano Fire Hall	$2,648	$248	$4,640	$7,536
Salt Spring Island Rod & Gun Club	$845	$119	$3,090	$4,054

The estimated exemption under "Other" in the table above accumulates 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).

The exemption from property taxes removes the eligible assessed values on these properties and corresponding tax assessed values from the total taxable assessed value that taxes will be applied to. This results in other ratepayers absorbing the tax revenue from which these properties are exempted.

Staff have consulted with the respective Electoral Area Director on each application received and have compiled this report and recommendation in alignment with support for exemption.

CONCLUSION

The CRD has nine (9) permissive tax exemptions to consider for the taxation year 2022; eight (8) by request and one for the North Galiano Fire Hall now located on property that the CRD leases from the North Galiano Fire Protection Society. The proposed Bylaw No. 4455 will grant permissive tax exemption in accordance with Section 391 of the *Local Government Act*. Staff have consulted with the respective Electoral Area Director on each application received and have compiled this report and recommendation in alignment with support for exemption.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4455, "Tax Exemption (Permissive) Bylaw, 2021", be introduced and read a first, second and third time;
2. That Bylaw No. 4455 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, 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 No. 4455
Appendix B: Correspondence (8)
Appendix C: BC Assessment Property Classifications
Appendix D: CRD Permissive Tax Exemption Application Process

APPENDIX A

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4455

****

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 2022.

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 2022 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, 2021".

READ A FIRST TIME THIS	day of	202_
READ A SECOND TIME THIS	day of	202_
READ A THIRD TIME THIS	day of	202_
ADOPTED THIS	day of	202_

CHAIR

CORPORATE OFFICER

Bylaw No. 4455

SCHEDULE "A"

OWNER / OCCUPIER / HOLDER	DESCRIPTION	EXEMPTION	LGA REFERENCE
Salt Spring Island Rod & Gun Club	Lot A, Plan VIP14462, Section 4, Range 4, Cowichan Land District, Portion Salt Spring, (221 Long Harbour Road) Tax Roll No. 01-64-764-00716.007	Land and improvements (exclude Class 1 Residential Class)	391(4)(a)
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 (exclude Class 1 Residential Class)	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 (exclude 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 (exclude 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)

Salt Spring Island Rod & Gun Club

July 30, 2021

Att: Lia Xiu
Finance Manager, *Local Services and Grant Management*
Finance and Technology

CRD

Re: Salt Spring Island Rod and Gun Club request for 2022 Permissive Tax Exemption

The Salt Spring Island Rod and Gun Club (the "Club") respectfully requests an exemption from property taxes for its lands and facilities located at 221/223 Long Harbour Road, Salt Spring Island for the upcoming tax year pursuant to Sections 391(3) and (4) of the Local Government Act. The Club's property has for many years been exempted from most property tax by BC Assessment. However, circumstances now require that a Section 391 property tax exemption be sought.

Backround

The Salt Spring Island Rod and Gun Club was organized in 1913 and has been a non profit society since about 1960. It ranks as one of the two or three oldest public service and recreational clubs on Salt Spring Island. The Club promotes shooting sports and teaches the legal safe handling and usage of firearms and archery for recreational and hunting purposes to both members and the general public. The Club's facilities, include an indoor shooting range, a meeting and classroom for educational events, an outdoor trap shooting range and associated trap shack, an outdoor rifle range (currently closed for modifications) and an outdoor archery range. The Club is a federally licensed shooting facility and zoned for its activities. It is the only safe, licensed and inspected shooting facility on Salt Spring Island. The Club has been the home facility for several national and international champions in their sport as well as a judge for the Canada Games. Subject to the Club's policies and rules, the general public is welcome to join members in the recreational and educational activities offered. The Club has also made its facilities available to other sporting and recreational organizations. Such organizations have included the island's roller derby club and the Victoria Outdoorsmen.

The Club Today

Since its inception, the Club's facilities have served as a community hub for indoor and outdoor recreation, weddings, dinners, gatherings, educational workshops and community events. The Club has provided its land and facilities without charge to the CRD, the RCMP, Salt Spring Island Fire Rescue, and the Salt Spring Amateur Radio Society, the communications team of Salt Spring Island Search and Rescue for emergency and training purposes.

The Club has a signed agreement with the CRD for the use of the lands and facilities as an emergency marshaling, shelter and care giving site. The grounds have been evaluated as an alternate emergency helicopter landing site. The CRD has also made use of the facilities for activities related to Camp Colossus. The Club's facilities have also been used for the Wolf Kids Nature Program.

Members of the local RCMP detachment use the Club's facilities for firearms practice.

Salt Spring Island Fire Rescue has used the lands and facilities for training purposes including hose lays, the set up of a helispot and most recently for the fire department's drone pilot training. The Club's large open area surrounded by tall trees is well suited for drone training. In addition to training of fire department members, the fire department has used the Club's facilities for a public fire extinguisher workshop.

The Salt Spring Amateur Radio Society has used the Club's facilities for training and social events. The next session is tentatively scheduled for August, 2021 and consideration has been given to establishing a permanent antenna on the Club grounds for emergency communications.

The Club has also regularly provided a number of educational opportunities to its members and the general public. These classes have included:

- Junior Rifle Program for youth 11-15 to learn the basics and safe handling of firearms
- Archery and rifle shooting for the Boy Scouts and high school students
- Canadian Firearms Safety Courses (CFSC)
- BC CORE Hunter education courses (CORE)
- Archery Canada courses

All Club events and activities are planned and run by volunteers and wherever possible facility maintenance and improvement is also done by volunteers from the membership or the general public. Nominal fees are charged for membership and for some activities. These fees are used only to cover club operating and insurance costs and no group or individual members make a profit from Club sponsored events.

In the recent past the Club began extensive and costly environmental and sound testing studies. These studies have placed a financial burden on the Club at the expense of maintenance and repairs. The requested property tax exemption would help the Club to continue such testing, to maintain and repair

the Club facilities and with pandemic restrictions easing, to continue to provide the use of the facilities to the public and public agencies without charge.

As requested please find attached a copy of the 2021 Property Assessment Notice. I am including also a few of the Assessment Notices of prior years to affirm the Club's receipt of past property tax exemptions from BC Assessment

Thank you for your time and consideration and should you have any questions please do contact me.

On behalf of the Salt Spring Island Rod and Gun Club,

Sincerely,

Ken Cameron, president

John Wiebe, treasurer

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: **01-Capital**
Jurisdiction: **764-Gulf Islands Rural**
Roll: **00716.007**

CONFIDENTIAL PIN: 0001060807

School District: 64-Gulf Islands
Neighbourhood: 810

2021 PROPERTY ASSESSMENT NOTICE

Property Location & Description

221 LONG HARBOUR RD
LOT A, PLAN VIP14462, SECTION 4, RANGE 4, COWICHAN LAND DISTRICT, RGE 4E, N SALT SPRING ISLAND; LOT 1, PLAN VIP20794, SECTION 3&4, RANGE 4, COWICHAN LAND DISTRICT, PORTION SALT SPRING, RGE 4E, N SALT SPRING ISLAND; MANUFACTURED HOME REG.# 43606
PID: 004-416-074 003-598-861

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.

2021 Assessment – represents your property value as of July 1, 2020

Assessed Value	Value	Class
Land	47,800	Residential
	575,000	Rec/Non Profit
Buildings	24,400	Residential
	43,500	Business/Other
2021 Assessed Value	**$690,700**	

Taxable Value	Rural
Less Exemptions	10,000
2021 Taxable Value	**$680,700**

YOUR PROPERTY VALUE HISTORY

2021	+14%	$690,700
2020	-29%	$606,800
2019	+69%	$860,700
2018	+21%	$509,700

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

Important messages about your 2021 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 2021.
- 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.
- 2021 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

IMPORTANT DATES

July 1, 2020
Assessed value is the property's market value as of this date.

October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS FEBRUARY 1, 2021

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
01-64-764-00716 007

The Owner/Lessee of this property is:

142836

S-03
SALT SPRING IS ROD & GUN CLUB
PO BOX 442 STN GANGES
SALT SPRING ISLAND BC V8K 2W1

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.

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142836_1_2

BCA_PROP_1NOT_21_STD_20201204

Pender Island Golf & Country Club

2305 Otter Bay Road, Pender Island, B.C. □ www.penderislandgolf.com

Mailing Address:
P.O. Box 6, Pender Island, B.C. V0N 2M0

Golf Shop 250-629-6659
Office Phone/Fax 778-402-6527

A scenic 9-hole golf course located on Pender Island amidst B.C.'s beautiful Gulf Islands.

August 4, 2021

Capital Regional District
Attention: Ms. Rianna Lachance
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 2022 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, the golf course 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 whom are retired or semi-retired. The summertime 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. As well, 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 400 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.

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 a "Pro-Am" tournament is held 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 eight 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 2022. Should you require additional information regarding this request, we would be pleased to provide it.

Yours sincerely,

Daniel J. Weeks
President, Pender Island Golf & Country Club

Enclosure: Copy of 2021 Assessment Notice

CC: David Howe, Capital Regional District Director
7915 Swanson View Drive
Pender Island, BC V0N 2M2

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

2021 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

2021 Assessment – represents your property value as of **July 1, 2020**

Assessed Value	Value	Class
Land	21,300	Business/Other
	775,000	Rec/Non Profit
Buildings	186,000	Business/Other
2021 Assessed Value	**$982,300**	
Taxable Value	**Rural**	
Less Exemptions	982,300	
2021 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

2021	0%	$982,300
2020	+8%	$982,300
2019	0%	$909,400
2018	0%	$909,400

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

IMPORTANT DATES

July 1, 2020
Assessed value is the property's market value as of this date.

October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS **FEBRUARY 1, 2021**

Important information about the complaint process can be found on the back page.

Important messages about your 2021 Assessment

- **2021 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
01-64-764-08647 010

The Owner/Lessee of this property is:

151816

S-04
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.

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.

151816_1_2
BCA PROD ANOT 21 STD 20201204

Galiano Golf Course Society

24 St. Andrews Crescent

Galiano Island, BC

VON 1P0

Ms. Lia Xu, Finance Manager, Financial Services

Capital Regional District

625 Fisgard St.

PO Box 1000. Victoria, BC

V8N 2S6

August 19, 2021

Dear Ms. Lia Xu,

I am writing on behalf of the Galiano Golf Course Society to request an exemption from property taxes for the year 2022. 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, practising 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 non members and seniors. Our island recreational facilities are limited when compared with other communities 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 Hatch, President

John F. Hatch

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

2021 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)

2021 Assessment – represents your property value as of **July 1, 2020**

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
2021 Assessed Value	**$1,114,200**	

Taxable Value	Rural
Less Exemptions	1,114,200
2021 Taxable Value	**NIL**

Important messages about your 2021 Assessment

- A copy of this Property Assessment Notice is sent to all owners
- 2021 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.

COPY

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

2021	0%	$1,114,200
2020	+9%	$1,114,200
2019	0%	$1,023,800
2018	0%	$1,023,800

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

IMPORTANT DATES

July 1, 2020
Assessed value is the property's market value as of this date.

October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS FEBRUARY 1, 2021

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
01-64-764-02192.023

The Owner/Lessee of this property is:

165386

S-04
GALIANO GOLF & COUNTRY CLUB
PO BOX 186
GALIANO ISLAND BC V0N 1P0

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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P.O. Box 65, Pender Island, BC V0N 2M0

March 15, 2021.

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 2021 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.

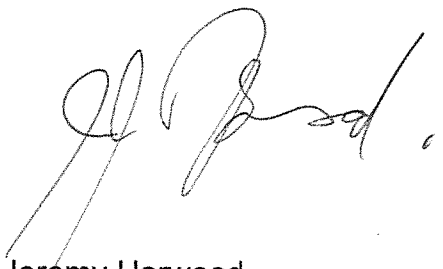
MLPOS operates and maintains a recreational marina at Thieves Bay with 180 berths for the use of members and guests of the society. Our marina provides emergency moorage for any vessel in the area requiring shelter and/or assistance. We reserve, at no charge, a designated berth for the Ambulance Service 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 2022. 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 2021 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: 08455.036

CONFIDENTIAL PIN: 003371340

Bulk Mail: 5316
School District: 64-Gulf Islands
Neighbourhood: 910

2021 PROPERTY ASSESSMENT NOTICE

Property Location & Description

PRIVATEERS RD
LOT 18, PLAN VIP22424, SECTION 10, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND
PID: 003-246-442

2021 Assessment – represents your property value as of **July 1, 2020**

Assessed Value	Value	Class
Land	230,000	Rec/Non Profit
Buildings	17,500	Business/Other
2021 Assessed Value	**$247,500**	
Taxable Value	**Rural**	
Less Exemptions	240,000	
2021 Taxable Value	**$7,500**	

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

2021	+6%	$247,500
2020	-12%	$233,500
2019	+43%	$265,700
2018	+23%	$185,300

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

IMPORTANT DATES

July 1, 2020
Assessed value is the property's market value as of this date.

October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

FEB 1 **DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS FEBRUARY 1, 2021**

Important information about the complaint process can be found on the back page.

Important messages about your 2021 Assessment

- 2021 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
01-64-764-08455.036

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.

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.

We Value BC

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2976_5_10

BCA_PROD_ANOT_21_MBK_20201204

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

2021 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

2021 Assessment – represents your property value as of July 1, 2020

Assessed Value	Value	Class
Land	398,000	Rec/Non Profit
Buildings	226,000	Business/Other
2021 Assessed Value	**$624,000**	
Taxable Value	**Rural**	
Less Exemptions	119,000	
2021 Taxable Value	**$505,000**	

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

2021	-10%	$624,000
2020	-5%	$694,000
2019	+2%	$730,000
2018	0%	$714,000

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

Important messages about your 2021 Assessment

- A copy of this Property Assessment Notice is sent to all owners
- 2021 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

IMPORTANT DATES

July 1, 2020
Assessed value is the property's market value as of this date.

October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS FEBRUARY 1, 2021

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

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Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

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FOLLOW US

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2976_9_10

RC4 PROP ANOT 21 MBK 20201204

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

2021 PROPERTY ASSESSMENT NOTICE

Property Location & Description

THIEVES BAY
LOT A, PLAN VIP41807, SECTION 9, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND
PID: 000-952-141

2021 Assessment – represents your property value as of **July 1, 2020**

Assessed Value	Value	Class
Land	99,200	
2021 Assessed Value	**$99,200**	**Rec/Non Profit**
Taxable Value	**Rural**	
Less Exemptions	99,200	
2021 Taxable Value	**NIL**	

Important messages about your 2021 Assessment

- 2021 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

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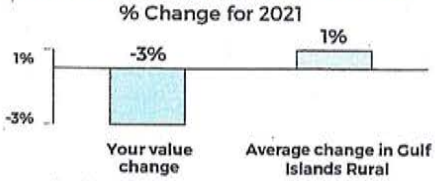
This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE CHANGE



The graph above shows average change for multiple property types, and is for informational purposes only.

Visit **bcassessment.ca/marketmovement** for information on individual property types.

YOUR PROPERTY VALUE HISTORY

2021	-3%	$99,200
2020	0%	$102,000
2019	+5%	$102,000
2018	+4%	$97,300

IMPORTANT DATES

July 1, 2020
Assessed value is the property's market value as of this date.

October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

FEB 1 **DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS FEBRUARY 1, 2021**

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CONTACT US

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Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

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We Value BC

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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

2021 PROPERTY ASSESSMENT NOTICE

Property Location & Description

LOT 67, PLAN VIP22335, SECTION 9, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND
PID: 003-219-666

2021 Assessment – represents your property value as of July 1, 2020

Assessed Value	Value	Class
Land	13,000	
2021 Assessed Value	**$13,000**	**Residential**
Taxable Value	**Rural**	
Less Exemptions	13,000	
2021 Taxable Value	**NIL**	

Important messages about your 2021 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.
- 2021 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

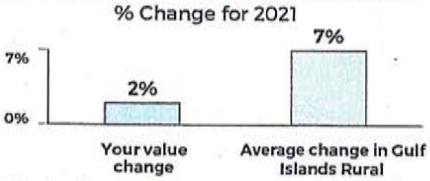
The Owner/Lessee of this property is:

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.

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



The graph above shows average change for multiple property types, and is for informational purposes only.

Visit **bcassessment.ca/marketmovement** for information on individual property types.

YOUR PROPERTY VALUE HISTORY

2021	+2%	$13,000
2020	+5%	$12,700
2019	+5%	$12,100
2018	+5%	$11,500

IMPORTANT DATES

July 1, 2020
Assessed value is the property's market value as of this date.

October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS FEBRUARY 1, 2021

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.

2976_3_10

RCA PROD ANOT 21 MRK 20201204

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We Value BC

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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

2021 PROPERTY ASSESSMENT NOTICE

Property Location & Description

STORM CRES
LOT 21, PLAN VIP22335, SECTION 9, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND
PID: 003-275-400

2021 Assessment – represents your property value as of **July 1, 2020**

Assessed Value	Value	Class
Land	111,000	
2021 Assessed Value	**$111,000**	**Rec/Non Profit**
Taxable Value	**Rural**	
Less Exemptions	111,000	
2021 Taxable Value	**NIL**	

Important messages about your 2021 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.
- 2021 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:

2976

S-01
MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

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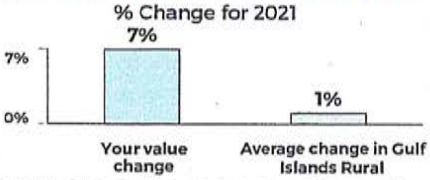
This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE CHANGE



The graph above shows average change for multiple property types, and is for informational purposes only.

Visit **bcassessment.ca/marketmovement** for information on individual property types.

YOUR PROPERTY VALUE HISTORY

2021	+7%	$111,000
2020	+25%	$104,000
2019	+22%	$83,300
2018	+33%	$68,400

IMPORTANT DATES

July 1, 2020
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October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS FEBRUARY 1, 2021

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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FOLLOW US

We Value BC

2976_1_10

RCA PROD ANOT 21 MAR 20201204

LEGION

RECEIVED
APR 14 2021

Royal Canadian Legion
Branch #239
1344 Mackinnon Road
Pender Island, BC V0N 2M1

250-629-3441
branch239.rcl@gmail.com

March 30, 2021

Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Attention: Rianna Lachance
Senior Manager, Financial Services

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 a brief description of the Legion's normal contribution to island life. During this past year of Covid, normal activities and events have been cancelled pursuant to regulations.

Every year, Branch #239 organizes the island's Canada Day, Labour Day and Remembrance Day celebrations and services. Gaming funds (meat draws, 50/50 draws, bingo) 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, the poppy fund generates approximately $2,500 in support of both island youth and Canadian veterans. The branch also provides part time employment.

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, private functions and memorials.

The Legion building also 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.

This past year we operated at a loss due to the inability to be open for normal activities and generate revenue. Fixed expenses, including taxes, continue to be payable regardless of closure.

Therefore, we respectfully request another tax exemption under Section 391(3)(a) of the *Local Government Act* for the year 2022. 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 2021 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

2021 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

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.

2021 Assessment – represents your property value as of July 1, 2020

Assessed Value	Value	Class
Land	70,800	Business/Other
	120,000	Rec/Non Profit
Buildings	40,100	Business/Other
	68,400	Rec/Non Profit
2021 Assessed Value	**$299,300**	
Taxable Value	**Rural**	
Less Exemptions	198,400	
2021 Taxable Value	**$100,900**	

YOUR PROPERTY VALUE HISTORY

2021	+1%	$299,300
2020	+11%	$295,700
2019	+1%	$266,200
2018	0%	$262,800

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

Important messages about your 2021 Assessment

- **2021 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax**

IMPORTANT DATES

July 1, 2020
Assessed value is the property's market value as of this date.

October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS FEBRUARY 1, 2021

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
01-64-764-08666 000

The Owner/Lessee of this property is:

S-04 151834
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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We Value BC

151834_1_2

RECEIVED
AUG 11 2021

Royal Canadian Legion Branch 92
120 Blain Road Salt Spring Island V8K 2P7
250 537-5822
legionbr92@shaw.ca

Aug. 6/2021

Attention:
Chief Financial Officer, Nelson Chan
Po Box 1000
Victoria BC V8W 2S6

Dear Mr. Chan :

The Royal Canadian Legion Br. 92 on 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 since 1931 and has occupied its current premises for over 30 years. The Branch's membership coming into 2020 was 612, approximately 6% of SaltSpring Island's full-time population of 10,557 (2016 census). As of Jan 2021 our membership had declined to 340. We are very proud to have the dedicated members doing their best to support Br. #92 but they and the Executive need your support more than ever.

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 Services. The Branch strives to support the community of Salt Spring by raising Gaming, Poppy and General funds which are then allocated to local organizations and individuals as grants, donations, Scholarships and Bursaries. Br. 92 also currently employs 8 part time employees and a part time bookkeeper. We proudly offer our staff a living wage.

Branch 92 facilities in addition to being used for Legion functions are available to other Salt Spring 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.

Our Branch has an integral role in the event of an emergency. The Salt Spring Island Emergency Supply container is located on our property and the Branch is a muster point and shelter for several of the Island's Emergency Pods. Finally, our Branch's lower floor is a designated back-up location for Lady Minto Hospital. During the Coved 19 crisis the Hospital used our parking facilities, their parking was covered with temporary shelters for various services.
Salt Spring Pharmacy organized a drive-through vaccination event through our property as well in 2020.

We are in the process of building a *Therapeutic Garden* for the neighbouring Health Care and Senior Centres. We have realized how important it is for our ageing population to have a safe environment to get out in the fresh air and smell the roses as they grow, or sit in the shade on a bench and enjoy their friends and family. As part of this initiative we are updating our outside washroom facilities to support physically challenged participants.

While the Branch manages to remain solvent, it is under regular and continuous financial pressure. An exemption from paying taxes would lessen this burden significantly. As a result the Branch will be able to continue 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 any additional information about the request is required, please contact the undersigned.

Yours Truly,

T Woods

Tom Woods
President, Royal Canadian Legion #92 (Salt Spring Island)

Enclosed : A Copy of 2021 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

2021 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

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

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2021 Assessment – represents your property value as of July 1, 2020

Assessed Value	Value	Class
Land	361,000	Business/Other
	97,800	Rec/Non Profit
Buildings	73,600	Business/Other
	65,300	Rec/Non Profit
2021 Assessed Value	**$597,700**	
Taxable Value	**Rural**	
Less Exemptions	173,100	
2021 Taxable Value	**$424,600**	

YOUR PROPERTY VALUE HISTORY

2021	+5%	$597,700
2020	-13%	$566,900
2019	+24%	$652,000
2018	-2%	$527,700

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

Important messages about your 2021 Assessment

- 2021 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

IMPORTANT DATES

July 1, 2020
Assessed value is the property's market value as of this date.

October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS FEBRUARY 1, 2021

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
01-64-764-00655 001

The Owner/Lessee of this property is:

142514

S-03
ROYAL CANADIAN LEGION SALT SPRING ISLAND BRANCH NO. 092
120 BLAIN RD
SALT SPRING ISLAND BC V8K 2P7

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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Salt Spring Island Golf & Country Club
805A Lower Ganges Road
Salt Spring Island, B.C. V8K 2N5
Telephone: 250-537-2121
Fax: 250-537-2126
Email: president@saltspringgolf.com
Web Site: www.saltspringgolf.com

Date: August 3rd, 2021

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 previous permissive tax exemption for the year 2021 and respectfully requests relief from property taxes for the year 2022 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:

In the past year, over 29,000 9-hole equivalent rounds of golf were played on the course, with more than 8,300 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 360 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 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 in 2020 our site became an Emergency Reception Centre for the Salt Spring Island Emergency Program to provide service and care of evacuees during an emergency or disaster.

We provide free charging facilities for both electric vehicles and electric bicycles.

The club currently provides 19 staff course operation positions (the majority are seasonal/part-time positions and exclusive of restaurant operations) to local residents. A 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 2020, the general public was able to enjoy our facility again with continuously monitored and updated sanitizing and distancing rules in place, and this continued into 2021, although the indoor tennis facility still had COVID limits on play.

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 an ongoing 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: 2021 Property Assessment Notice

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 00481.000

School District: 64-Gulf Islands
Neighbourhood: 810

2021 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

2021 Assessment – represents your property value as of **July 1, 2020**

Assessed Value	Value	Class
Land	61,000	Business/Other
	1,914,000	Rec/Non Profit
Buildings	870,000	Business/Other
2021 Assessed Value	**$2,845,000**	
Taxable Value	**Rural**	
Less Exemptions	2,845,000	
2021 Taxable Value	**NIL**	

COPY

Important messages about your 2021 Assessment

- 2021 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:

159807

S-04
SALT SPRING REC HOLDINGS
PO BOX 242 STN GANGES
SALT SPRING ISLAND BC V8K 2V9

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YOUR PROPERTY VALUE HISTORY

2021	0%	$2,845,000
2020	-4%	$2,847,000
2019	+22%	$2,958,500
2018	+35%	$2,429,500

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

IMPORTANT DATES

July 1, 2020
Assessed value is the property's market value as of this date.

October 31, 2020
Assessed value reflects property's physical condition and permitted use as of this date.

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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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From: Paul Longridge
To: Stephen Henderson
Subject: Permissive tax exemption request for 1-720 Active Pass Drive, Galiano Island
Date: Tuesday, May 25, 2021 9:37:31 AM

I am writing to respectfully relief from property taxes for the year 2022 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 overlooking Active Pass at Collinson Point. It has a cliff of about 125 feet at the water. The property contains a house, work shop, garage, and storage for firewood and garden tools. There is an extensive garden of about 2 acres with an irrigation system using stored rainwater.

Betty Kennedy donated the property to the CRD in 2015, and retained a life interest for herself and me. My primary home is in Oak Bay. Betty used to care for the garden until her failing health made her no longer able to do the work. When she donated the property for a park to the CRD she set up a trust fund of $300,000 , the income from which was to maintain the garden and buildings.

The property was donated for Community Park purposes. The house and garden were occasionally used during Betty's lifetime by the Galiano Parks and Recreation Commission for social functions and 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 the 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 is an invalid comparison as this property can never be sold.

I am hoping to surrender my Life Interest before the end of 2022, at which time the GIPRC will take over maintaining the property, and inherit the balance of the trust fund to help them.

Please exempt this property from taxation in 2022.

Sincerely,

Paul Longridge
1-720 Active Pass Drive
Galiano Island, BC V0N 1P0

May 25, 2021

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

2021 PROPERTY ASSESSMENT NOTICE

Property Location & Description

1 720 ACTIVE PASS DR
LOT A, PLAN VIP15952, DISTRICT LOT 2&8, COWICHAN LAND DISTRICT, PORTION GALIANO ISLAND
PID: 004-601-009

2021 Assessment – represents your property value as of **July 1, 2020**

Assessed Value	Value	Class
Land	1,251,000	
Buildings	225,000	
2021 Assessed Value	**$1,476,000**	**Residential**
Taxable Value		**Rural**
Less Exemptions	1,476,000	
2021 Taxable Value	**NIL**	

COPY

Important messages about your 2021 Assessment

- A copy of this Property Assessment Notice is sent to all owners
- 2021 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:

165225

S-04
CAPITAL (REGIONAL DISTRICT)
ATTN FACILITIES MANAGER
PO BOX 1000 STN CENTRAL
VICTORIA BC V8W 2S6

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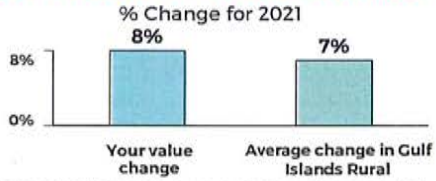
YOUR PROPERTY VALUE CHANGE



The graph above shows average change for multiple property types, and is for informational purposes only.

Visit **bcassessment.ca/marketmovement** for information on individual property types.

YOUR PROPERTY VALUE HISTORY

2021	+8%	$1,476,000
2020	-7%	$1,361,000
2019	+18%	$1,460,000
2018	+13%	$1,234,000

IMPORTANT DATES

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FOLLOW US

We Value BC

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 Farm Land Assessment (/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)

APPENDIX D

Regional Area Property Taxes

Electoral Areas

Salt Spring Island

Juan de Fuca

Southern Gulf Islands

Grants in Aid

Community Works Fund

Electoral Area Property Taxes

Noise & Nuisance

As a regional district, the Capital Regional District (CRD) does not directly collect property taxes from electoral area property owners. Instead, the Provincial Surveyor of Taxes collects revenue on behalf of the CRD and the hospital district (CRHD).

The CRD delivers local, sub-regional and regional services to residents within electoral areas. Each service is budgeted for separately and the tax burden is shared between participating municipalities and electoral areas as set out in each service bylaw. For local services delivered to a smaller area within an electoral area, taxes are only levied for those within the boundaries of that service. Read more

Permissive Tax Exemptions

The CRD may exempt non-profit organizations from taxation for a specified period of time. This exemption is granted by bylaw under the authority of Section 391 of the *Local Government Act*.

Property tax exemptions remove the assessed value of that property from the total taxable assessed value in a service or area. This means the remaining assessed values generate the total tax revenue required for each tax category collected by the Surveyor of Taxes, including School Tax, Islands Trust, Hospital Districts, BC Assessment, Municipal Finance Authority and Regional District services.

Exemptions may be limited to a specified portion of the net taxable value of the property to which the exemption applies.

Eligibility

Eligible non-profit organizations include:

- an athletic or service organization used principally for public athletic or recreation purposes;
- a church as tenant or licensee for the purpose of public worship or for the purposes of a church hall;
- an agricultural or horticultural society and that is in excess of the area exemption under section 15 (1) (j) of the *Taxation (Rural Area) Act*;
- a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a board of school trustees;
- a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees;
- a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a francophone education authority

Application process

Applications are evaluated and considered by the Board annually; the application deadline is July 31 each year. To apply, applicants must submit the following to the CRD:

- a letter requesting an exemption,
- an application form (under development), and
- a copy of their property assessment notice.

Applicants meeting all criteria are included in a bylaw to authorize electoral area permissive tax exemptions and presented to the Board for approval.

Applicants will be notified of submissions to the Board and any subsequent approvals.

Once approved, the CRD submits the bylaw authorizing the exemptions to the BC Assessment Authority to be included in the following year's assessment roll.

Additional Resources

- Exemption and Tax Relief Programs
- Property Taxes in Rural Areas
- Local Government Act, section 391

Contact Information

For more information about the process, please contact us by email.

What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands, serving more than 425,500 people. Guided by its Board, the CRD works collaboratively to build a vibrant, livable and sustainable region. Read more >>

Navigate

» About the CRD
» Services
» Parks, Recreation & Culture
» Projects & Initiatives
» Education & Environment

Contact Us

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Canada V8W 1R7

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» Contacts, Locations & Hours

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 13, 2021

SUBJECT **Appointment of Officers**

ISSUE SUMMARY

This report is to update bylaw enforcement appointments to reflect staff changes in the Capital Regional District Bylaw and Animal Care Services Division.

BACKGROUND

Pursuant to 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, the Electoral Areas Committee must from time to time make resolutions for persons in new positions.

ALTERNATIVES

Alternative 1
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, Mark Groulx be appointed as Chief Bylaw Officer.

Alternative 2
That the Appointment of Officers report be referred back to staff for further information based on Electoral Areas Committee direction.

IMPLICATIONS

Service Delivery Implications
This appointment is for the new Manager of Bylaw and Animal Care Services.

CONCLUSION

The bylaw enforcement appointments reflect staff changes in the Capital Regional District Bylaw and Animal Care Services Division.

RECOMMENDATION

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, Mark Groulx be appointed as Chief Bylaw Officer.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence:	Bob Lapham, MCIP, RPP, Chief Administrative Officer

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 13, 2021

SUBJECT **Expansion of Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Area (Bylaw No. 1951)**

ISSUE SUMMARY

Three properties located in Willis Point within the Juan de Fuca Electoral Area have petitioned the Capital Regional District (CRD) to be included in the Willis Point Fire Protection service area. The proposed change requires an amendment to the Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Establishment Bylaw.

BACKGROUND

Three properties in Willis Point area of the Juan de Fuca Electoral Act are currently excluded from the Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Area. These property owners have worked with staff to prepare a petition to the CRD to be included in the Willis Point Fire Protection, Emergency Response and Recreation Service area boundary. The proposed boundary amendment would include properties located at 400, 410 and 420 Durrance Close.

The petition process was concluded on September 10, 2021. All three property owners provided unanimous support to the amended service area and results have been certified by the CRD Corporate Officer (Appendix B).

The proposed bylaw amendment ensures properties receive timely life-safety services and increases the tax base for the service. There are no operational concerns with the addition of these properties. The proposal is supported by staff and the Willis Point Fire Protection, Emergency Response and Recreation Commission.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the attached Certificate of Results of the petition to expand the service area boundary for the Willis Point Fire Protection, Emergency Response and Recreation Service be received;
2. That Bylaw No. 4458, “Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 5, 2021" be read a first, second, and third time; and
3. That Bylaw No. 4458 be referred to the Inspector of Municipalities for approval.

Alternative 2
That this report be referred back to staff for additional information.

CONCLUSION

Three properties located within the Juan de Fuca Electoral Area submitted a petition to be included in the Willis Point Fire Protection service area. If approved, the proposed change amends the Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Establishment Bylaw to include these properties.

RECOMMENDATION

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

1. That the attached Certificate of Results of the petition to expand the service area boundary for the Willis Point Fire Protection, Emergency Response and Recreation Service be received;
2. That Bylaw No. 4458, "Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 5, 2021" be read a first, second, and third time; and
3. That Bylaw No. 4458 be referred to the Inspector of Municipalities for approval.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4458
Appendix B: Certification of Petition Results

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4458

****

A BYLAW TO AMEND THE SERVICE AREA OF THE WILLIS POINT FIRE PROTECTION, EMERGENCY RESPONSE, AND RECREATION FACILITIES LOCAL SERVICE (BYLAW NO. 1951)

****

WHEREAS:

A. Under Bylaw No. 1951, "Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Establishment Bylaw No. 1, 1991", the Regional Board established a fire protection and emergency response service for the area commonly known as Willis Point, expanding the service area by amendment over the years;

B. By petition under section 337 of the *Local Government Act*, property owners on the north-side of Durrance Close wish to be added to the service area;

C. The Electoral Area Director for the Juan de Fuca Electoral Area has consented to the modifications to the establishing bylaw under ss. 347 and 349 of the *Local Government Act*; and

D. The Board wishes to amend Bylaw No. 1951 to extend the service area and make certain changes modernizing the language of the bylaw at the same time;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 1951, "Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Establishment Bylaw No. 1, 1991" is hereby amended as follows:
   (a) By deleting Schedule "A" in its entirety and replacing it with the attached Schedule "A";

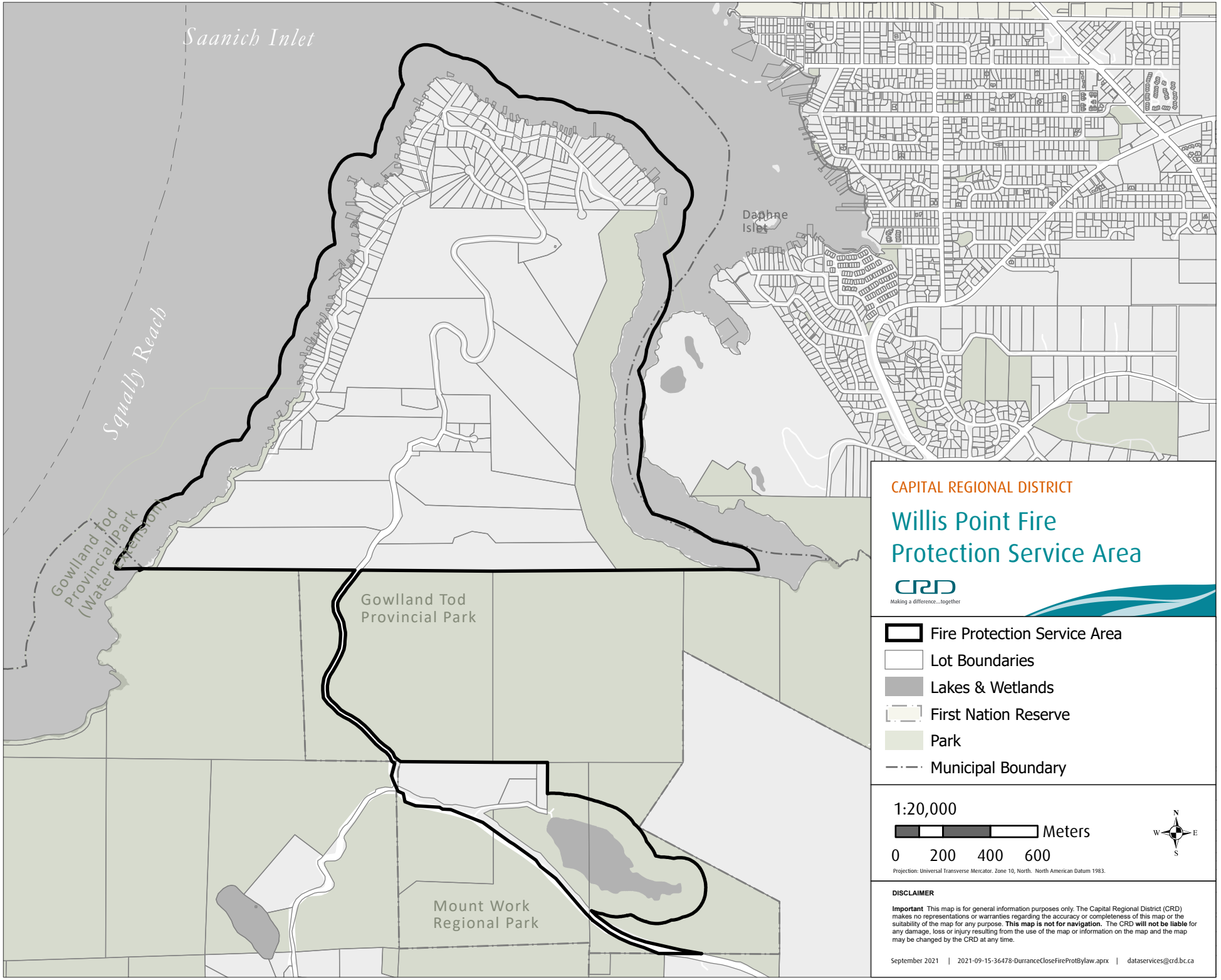
2. This bylaw may be cited for all purposes as "Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 5, 2021".

APPROVED BY PETITION PER S. 337 OF THE LOCAL GOVERNMENT ACT	10th	day of	September	2021
READ A FIRST TIME THIS	th	day of		20__
READ A SECOND TIME THIS	th	day of		20__
READ A THIRD TIME THIS	th	day of		20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of		20__
ADOPTED THIS	th	day of		20__

CHAIR

CORPORATE OFFICER

Schedule "A"
Service Area Boundaries



CAPITAL REGIONAL DISTRICT

Willis Point Fire Protection Service Area

CRD
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- Fire Protection Service Area
- Lot Boundaries
- Lakes & Wetlands
- First Nation Reserve
- Park
- Municipal Boundary

1:20,000

Meters

0 200 400 600

N W E S

Projection: Universal Transverse Mercator. Zone 10, North. North American Datum 1983.

DISCLAIMER

Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

September 2021 | 2021-09-15-36478-DurranceCloseFireProtBylaw.aprx | dataservices@crd.bc.ca

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CAPITAL REGIONAL DISTRICT

CERTIFICATION OF RESULTS

WILLIS POINT FIRE PROTECTION, EMERGENCY RESPONSE AND RECREATION SERVICE – PETITION TO INCLUDE 400, 410 & 420 DURRANCE CLOSE

I, Kristen Morley, Corporate Officer for the Capital Regional District, do hereby declare that a petition was signed by 100% of the owners of properties located at 400, 410 and 420 Durrance Close requesting expansion of the service area boundary under Bylaw 1951, "*Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991*".

The requirements for the petition as set out in section 337 of the *Local Government Act* and 212 of the *Community Charter* have been satisfied.

Dated at Victoria, BC
this 10th day of September, 2021.

Kristen Morley
Corporate Officer

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 13, 2021

SUBJECT Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021."

ISSUE SUMMARY

To advance Bylaw No. 4444, to amend the Southern Gulf Islands Community Economic Sustainability Commission (CESC) Bylaw No. 3803 to add up to four (4) commissioners, increasing the number of commissioners from five (5) to a maximum of nine (9).

BACKGROUND

At the April 20, 2021 meeting of the CESC, the following motion was carried:

> *That the CESC requests the Electoral Area Director request the CRD board amend the bylaw to allow for the appointment of four additional commissioners, who would be commissioners at large.*

At the May 12, 2021 meeting of the Capital Regional District Board, the following motion was carried:

> *That staff be directed to report back with amendments to Bylaw 3803, the "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012" to increase the number of commissioners from five (5) to nine (9), with the additional members considered commissioners at large to represent the Southern Gulf Islands Electoral Area as a whole, and to enable the commissioners at large to be appointed for one (1) or two (2) year terms.*

The CESC, established in 2011 through Bylaw No. 3803, provides an economic development service for the Southern Gulf Island Electoral Area, advising on the economic prosperity, social equity, and environmental quality of the EA. The CESC is an advisory commission comprised of the Electoral Area Director (or Alternate), and one member appointed to represent each of Galiano, Mayne, Pender, and Saturna Islands.

The Commission has indicated an interest in broadening the diversity of its membership to bring a greater range of perspectives to its work. More voices around the table would deepen the understanding of the region's economic sustainability and increase the accountability of the Commissions' deliberations.

In accordance with the CESC request and Board direction, Bylaw No. 4444 has been drafted to increase Commission membership from five (5) to a maximum of nine (9) commissioners, with up to four (4) additional members as "commissioners at large." The commissioners at large would represent a regional perspective in addition to the Regional Director and the existing four members that are appointed to represent each of the islands.

The Commission also requested flexibility in the term of the appointments to enable those with specific expertise to be appointed to support a special project for a shorter term. Bylaw No. 4444 enables commission appointments to be made for up to two years, with a maximum of three terms. The actual term of each new commissioner would be specified at the time of appointment.

ALTERNATIVES

Alternative 1:

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

1. That Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021" be introduced and read a first, second, and third time.

2. That Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021" be adopted.

Alternative 2:

That the Electoral Areas Committee request staff report back with additional information.

IMPLICATIONS

This request supports CRD Board priorities and the corporate plan priorities for Advocacy, Governance & Accountability.

The addition of commissioners at large will broaden the diversity of voices and allow different perspectives to inform the work of the CESC. Flexibility in the term of appointments will allow individuals with specific expertise to be appointment for shorter terms to serve special projects.

Administratively, this request will increase the number of appointments that require advertising and tracking, but does not represent a significant increase in work load.

CONCLUSION

Bylaw No. 4444 amends the CESC Establishing Bylaw 3803 to increase the number of commissioners from five (5) to nine (9). An increase in the number of commissioners will bring a greater range of perspectives and broaden the diversity of deliberations of the CESC, thus improving governance of the economic development service in the SGI EA.

RECOMMENDATIONS

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

1. That Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021" be introduced and read a first, second, and third time.

2. That Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021" be adopted.

Submitted by:	Justine Starke, MCIP, RPP, Manager, SGI Service Delivery, Corporate Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021"

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4444

****

A BYLAW TO AMEND THE MEMBERSHIP OF THE SOUTHERN GULF ISLANDS COMMUNITY ECONOMIC DEVELOPMENT COMMISSION (BYLAW NO. 3803)

****

WHEREAS:

A. Under Bylaw No. 3803, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012", the Regional Board established a commission to advise on economic development and sustainability for the Southern Gulf Islands Electoral Area;

B. The Commission wishes to expand its membership to include additional representatives from industry and the community; and

C. The Board wishes to amend Bylaw No. 3803 to ensure fulsome representation as requested;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 3803, "Southern Gulf Islands Community Economic Development Commission Bylaw No. 1, 2012", is hereby amended as follows:

   (a) By replacing section 3(a) with the following:

   3(a) The Commission shall consist of nine (9) members, including:

   i. The Director representing the Southern Gulf Islands Electoral Area;

   ii. Four (4) other individuals: one each representing Galiano Island, Mayne Island, Saturna Island, and the Pender Islands (the "Island Representatives");

   iii. Four (4) other individuals to be appointed as commissioners at large to represent a Southern Gulf Islands regional perspective (the "At Large Representatives").

   (b) By replacing section 5, Term of Office, in its entirety with the following:

   5. <u>TERM OF OFFICE</u>

   (a) The terms of office for the Island Representatives and At Large Representatives is a two year period, expiring December 31 in the second year of appointment or for such shorter period as set out in the appointment.

   (b) No appointee, other than the Electoral Area Director, may serve more than three (3) consecutive two-year terms, absent Board Approval.

2. This bylaw may be cited for all purposes as "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021".

READ A FIRST TIME THIS th day of 20__

READ A SECOND TIME THIS th day of 20__

READ A THIRD TIME THIS th day of 20__

ADOPTED THIS th day of 20__

CHAIR

CORPORATE OFFICER

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MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, July 13, 2021 at 9:30 a.m., Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members:** K. Heslop (Chair); M. Fossl (Vice Chair), D. Howe (EP), Southern Gulf Islands Electoral Area Director; D. Reed (9:45 a.m.) (EP); W. Foster (EP); M. Kenwell (EP)

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations (EP); M. Cowley; Manager Wastewater Engineering & Planning; D. Dionne, Administrative Coordinator (recorder)

REGRETS: J. Deschenes

EP = Electronic Participation

The meeting was called to order at 9:31 a.m.

1. APPROVAL OF AGENDA

MOVED by W. Foster, **SECONDED** by M. Fossl,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by W. Foster, **SECONDED** by D. Howe,
That the minutes of the June 8, 2021 meeting be adopted.

CARRIED

3. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

4. COMMISSION BUSINESS

4.1. Water Update [Verbal]

Water Treatment Plant – Stainless Steel Pipe Replacement

I. Jesney reported that the process is now in the closing stages with final sign-off by Lloyd's. Capital Regional District's (CRD) lawyer was advised on July 5, 2021 that the funds should be arriving soon.

4.2. Wastewater Update [Verbal]

M. Cowley reported on the collection system upgrades:

- Triahn Enterprises Ltd. is currently installing pipe heading up Gunwhale to Spyglass Road and should have that section completed by end of June, 2021.

- Once that section is complete, Triahn will have installed about 1,200m of pipe (about 40% complete). They are ahead of their original schedule and should be complete within their November 6, 2021 substantial completion date.
- More rock has been encountered than anticipated as the rock profile is very undulating and the existing sewer pipe meanders from the original as-constructed drawings. To date about 180 m^3 of rock has been removed and the original quantity estimate was 100 m^3. This amounts to about $28,000 over the quantity estimate which will be funded from the construction contingency allowance.
- Currently the project is still within its original $2 million budget estimate, but depending on the final remaining quantities and the road restoration requirements, it could be slightly higher.
- Notices are being delivered to residents prior to the commencement of work in each of the specific work zones. Triahn is planning to complete the remaining areas in the following order:
    - Privateers/Rope Road
    - Pirates/Cannon Crescent
    - Cutlass Court
    - Capstan Lane
    - Schooner Way

CRD's website is updated with new information as it is received. The new link is: https://www.crd.bc.ca/project/capital-projects/magic-lake-estates-wastewater-system-infrastructure-replacement-project-infrastructure-replacement-project

Discussion ensued and staff responded to questions from the Committee.

I. Jesney advised that chip seal will be used for road surface replacement as opposed to asphalt, however asphalt will be used at major road crossings. Waiting for information on process and costs. The paving should be complete early august, with chip sealing being done late September and/or early October.

M. Cowley stated that the contractor is on schedule for the November 6, 2021 completion date.

4.3. Operations Update [Verbal]

M. McCrank reported on the following items:

Water Operations Highlights:

- Emergency water shut off for a property on Bosun's Way.
- Corrective maintenance performed on Magic Lake Estates Water Treatment Plant dissolved air floatation air saturator 1 and saturator 2 equipment.
- Magic Lake intake screen cleaning and Buck Lake intake pipe inspection by contract diving operation.
- Emergency response to high water demand resulting in Frigate Reservoir low water level during the June 26/27/28 heat wave.

M. McCrank advised that many of the Gulf Islands have been advised to implement Stage 3 of the water conservation bylaw. Pender Island has not been advised to move to Stage 3 yet. As of the end of June, Buck Lake was at 65%, which is only slightly lower than normal.

Wastewater Operations Highlights:

- Schooner Wastewater Treatment Plant:
  - Replacement of HMI panel with salvaged spare.

Capital Improvement work by Infrastructure Operations:

- Sewer Collection System (Phase 1) Project:
  - Ongoing operational support provided during the month. Operational response was primarily related to the crossing of existing water infrastructure by the new sewer main.

Discussion ensued and staff responded to questions from the Committee regarding:

- Increased water usage during the heat wave at the end of June.
- Triahn's use of water for the purpose of compacting.
- Signage at the entrance to Magic Lake.

The Committee requested that staff update the signage at the entrance to Magic Lake that shows the current water level, and to ensure that it is updated more frequently during the dry weather.

4.4. Grants Discussion [Verbal]

I. Jesney reported that the Capital Regional District (CRD) had initially expected the grant announcements by the end of spring. Announcements did not happen by that date. The latest update is that the announcements will be made by the end of July. The Grants webpage latest update shows that a decision has been made, however staff have not received a letter for Magic Lake yet.

Staff will advise the Committee once the announcement has been made.

5. CORRESPONDENCE

There was no correspondence.

6. NEW BUSINESS

The Committee asked what is happening with Annual General Meetings this year. Staff advised that more details from the CRD's Legislative Services department will be forthcoming.

The Committee confirmed cancelling its August 10, 2021 meeting and to reconvene in September.

7. ADJOURNMENT

MOVED by M. Fossl, **SECONDED** by D. Howe,
That the July 13, 2021 meeting be adjourned at 9:57 a.m.

CARRIED

_____
CHAIR

_____
SECRETARY

Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Miners Bay Park Bandstand on August 12, 2021 at 3 pm.

Present: Debra Bell (Chair) Peter Askin (Vice Chair) Veronica Euper
Adrian Wright Lauren Edwards (Recorder)

Absent: Lance Shook
David Howe, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:02 pm

1. **Territorial Acknowledgement**
   It was acknowledged that the meeting was held on the traditional territory of the Coast Salish people.

2. **Approval of Agenda**

   MOVED by Commissioner Euper and **SECONDED** by Commissioner Wright,
   that the agenda be approved as presented.
   CARRIED

3. **Adoption of Minutes**

   3.1. Approval of July 8, 2021 Information Only Meeting Report

   MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
   that the Mayne Island Parks and Recreation Commission information gathered on July 8, 2021, and presented as a written report attached, be approved as presented.
   CARRIED

   3.2 Adoption of Minutes of June 10, 2021

   MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
   that the Mayne Island Parks and Recreation Commission Minutes of June 10, 2021 be approved as presented.
   CARRIED

4. **Chair's Remarks**
   Special thanks was expressed for Jacquie Burrows' creation and donation of the horsehead sculpture for the horseshoe pitch as well as a seal sculpture she is creating for the disc golf course. Thanks was also offered to Commissioners Askin and Euper for their work on the recreational funding submissions.

5. Reports

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period June 1 - 30, 2021

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright,
that the Treasurer's report for the period June 1 - 30, 2021 be approved as presented.
CARRIED

5.1.2. Treasurer's Report for the period July 1 – 31, 2021

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the Treasurer's report for the period July 1 - 31, 2021 be approved as presented.
CARRIED

5.2. Administration

5.2.1. Follow up Action Report including;

a) Amendment of Bylaws
- Remove amendment to bylaws at this time.

b) Schedule Commissioner Retreat
Commissioner Bell will discuss with Commissioner Shook availability.

c) Land Altering Projects – update
- A three-hour tour of the island was made with Kat Ferneyhough, CRD Liaison.
- There may be submissions in the fall from all Southern Gulf Islands for archaeological approval of routine maintenance. This affects CRD projects including leased land.

d) Assess/schedule Volunteer BBQ 2021and responsibilities
- With possible increase of Covid risk, invitations will be limited to current and fully vaccinated volunteers.
- Proposed dates would be on Tuesday or Thursday during the second or third week of September.
- Commissioner Bell will coordinate with the Lions Club.

e) Budget input for 2022 – 2026
- There remain items on last year's capital budget and new item suggestions were requested.
- Discussed Kippen Road staircase which will be followed up by Commissioner Askin.

f) Sustainable Service Delivery Planning Committee.
- CRD Finance will enquire on status, but issue seems separate from budgeting process.
- The Committee will stand down.

g) Williams Road and reparation
- Remove item regarding contacting Ministry of Transportation.

5.2.2. Insured asset replacement values
- Item completed with input from Commissioners.

5.2.3. SGI Active Transportation Network

Commissioner Euper attended the second meeting and reported that:
- Some trail mapping was completed;
- Watt Consulting met with CRD and will schedule a community engagement meeting in the fall;
- Coordination and governance were discussed. Proposed service delivery is by way of an Integrated Transportation Commission for three different travel modalities (trails, transit and water) with CRD providing support to the Commission and ensuring regulatory compliance;
- Maps for review were to be received and finalized by Labour Day weekend;
- This project would require a referendum; and
- The purpose of the project is to make inter-island travel accessible.

5.3. Committees

5.3.1. Sanitation

a) Library water system update
- The UV light may need replacement.
- Pressure assisted toilets are not possible without major disruption to floors to relocate outflow pipe.
- Discussed methods to track incidents to better understand the problem although no emergency call outs to Commissioner Shook have been received.

b) Garbage/recycling station at Dinner Bay
- A metal system is being considered for the station due to several issues including rodents.
- This will be a capital project with cost up to $2,000.

5.3.2. Land Acquisition
- While some progress has been made with regards to the Bennett Bay property, it is necessary to first create the priority list.

5.4. Parks

5.4.1. Miners Bay

- Commissioner Wright will investigate the cost of shatter proof glass to replace windows at the library which have been chipped several times in the past.
- It was reported that malicious damage had been done to the first Earth Day planted apple tree and, while a product was used to fill in the gouge that was made, it is doubtful the tree will recover.
- Garden maintenance was discussed and Commissioner Wright will co-ordinate with volunteers and purchase a garden hose.
- It was reported that the bandstand repair may begin on Monday, August 16th.

5.4.2. Dinner Bay

a) Volleyball/walking circuit update
- The fitness circuit is under discussion with the Lions Club.
- The volleyball equipment has arrived.
- The First Nations review should have taken place although not yet confirmed

b) Lions building license
- A draft version of the license was received.

c) Horseshoe pitch horse head sculpture
- The sculpture was installed.

d) Adachi Pavilion contents
- Commissioner Bell will ensure basic kitchen utensils are purchased and broken pieces are discarded before the next scheduled event.

e) Dog Sign transfer
- Completed

5.4.3. Japanese Garden

- Due to budget limit, a request was made for wood to replace the zigzag bridge at Japanese Garden.
- Advertising and donations have increased.

5.4.4. Cotton Park

- No further information received on the First Nations recognition.
- Commissioner Bell will distribute and request comments before the next meeting on the draft Policy for Events which will be finalized in September.
- The property has officially been rezoned to Park.

5.4.5. Emma and Felix Jack Park

- The sign will be shifted off of the road allowance if no contact has been received from MoTi in the next two weeks.

- Discussed library water use for new trees and Commissioner Bell will email Bill Warning regarding water tests at Miners Bay.

5.4.6. Trail Network Development and Pocket Parks

a) Kadonaga Bay Trail and trespass on adjacent property
- It was reported that the temporary signs have been picked up.
- Commissioner Askin will email an order for the aluminum signs.
- All materials are on hand including 30 feet of fencing.
- The conservancy will create a map.

b) Kippen Road flagpole
- The new flagpole is up and a picture was posted on Facebook.
- Commissioner Bell will enquire with CRD regarding keeping the flag at half-mast.

6. Correspondence

6.1. Email correspondence with CRD regarding archaeology policy.
6.2. Email correspondence and video conference with CRD regarding 2022-2026 budget process.
6.3. Telephone call from resident concerned with trespassing on property adjacent to Kadonaga Bay Trail.
6.4. Email correspondence from library board regarding Occupational Health and Safety Policy.
- Commissioner Bell discuss this issue with Commissioner Shook and CRD.

6.5. Email correspondence from/to Frankie Gowing regarding use of the Adachi Pavilion in August 2021.
6.6. Email correspondence from/to Lions regarding use of Dinner Bay Park and Adachi Pavilion September 5 and 6, 2021.
6.7. Email correspondence regarding request to use the Adachi Pavilion on September 25 and 26 for wedding breakfast.
6.8. Email correspondence regarding request to use Dinner Bay Park and Adachi Pavilion on October 2, 2021 by the Mayne Island Disc Golf Club.
6.9. Email correspondence from Shelley Marshall, Senior Wildlife Biologist, FLNROD regarding hunting regulation options for Mayne Island.
6.10. Email correspondence from Mayne Island Conservancy Society regarding AGM at Miners Bay Park and Starry Night at Dinner Bay Park in August 2021.
6.11. Email correspondence from Terry Fox Organizing Committee for Movie Night August 1 and Terry Fox Run September 19, 2021 at Miners Bay Park.
6.12. Telephone call from local trustee of Islands Trust regarding article in the *Driftwood* regarding pickleball.
- This item will be investigated.

6.13. Email correspondence regarding request to use the Adachi Pavilion for a wedding in August 2022.
6.14. Telephone call from resident concerning trees at Sandy Hook pocket park.
- Commissioner Shook and arborist, Matt Bola, investigated and agreed one or two trees should come down.
- An estimate was submitted and work will complete in September.

6.15. Email correspondence regarding rescheduling of Celebration of Life at Dinner Bay Park to August 6, 2022.

7. New Business

7.1. Requests to use Adachi Pavilion for above noted events.

- Applications were filled and insurance obtained for the above events with no issues noted.

7.2. Request by F. Gowing to use Adachi Pavilion for exercise class in August 2021.

- Approved.

7.3. MIPRC position on Mayne Island Hunting Regulation Options.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Wright,
that Mayne Island Parks and Recreation Commission support option 4.1 maintaining existing General Open Seasonfor fallow deer as set out in the email from Shelley Marshall of August 5, 2021.
Carried

Shelley Marshall, who is a Senior Wildlife Biologist with the BC Ministry of FLNROD, will be visiting Mayne Island and Commissioner Wright will try to meet with her.

8. Motion to Close the Meeting

MOVED by Commissioner Bell and **SECONDED** by Euper,
that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(b) and that the recorder and staff attend the meeting.
CARRIED

9. Rise and Report (If any)

The following list of recreational services received 2021 funding allocations from Mayne Island Parks and Recreation Commission:

Ladies Fitness Group (Frankie Gowing)
Dave Ewanchuk (fitness)
Mayne Islands Lions Club (Christmas ship)
2nd Mayne Island Scout Group
Mayne Island Softball
Mayne Island Conservancy
Mayne Island Firefighters' Association (fireworks)
Mayne Island Early Childhood Society
Mayne Island Garden Club
Mayne Island School PAC
Mayne Island Tennis Association
Diane Watson (NIA)
Pender Island Otters Swim Club
Southern Gulf Islands Arts Council
Terry Fox Mayne Island Volunteers
Donna Williams (Yoga)
Mayne Island Pickleball Club
Mayne Island Youth
Mayne Island Disc Golf Club
Mayne Island Quilter's Guild
Gulf Island Centre for Ecological Learning

10. Meeting Adjournment

MOVED by Commissioner Wright and **SECONDED** by Commissioner Askin, that the Mayne Island Parks and Recreation Commission meeting be adjourned.
CARRIED

Meeting adjourned at 4:58 pm

Original signed by

Debra Bell, Chair

September 9, 2021

DATE

Original signed by

Lauren Edwards, Recorder