



Making a difference...together

SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE

Notice of Meeting on **Friday, October 29, 2021 at 9:30 a.m.**
Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

Louis Vallee (Chair)

Rob Noyes

Wesley Mulvin

AGENDA

1. ELECTION OF CHAIR

(Pursuant to Section 5(a) Bylaw No. 3131)

Election conducted by Matthew McCrank, Senior Manager, Wastewater Infrastructure Operations

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

Recommendation: That the minutes of the following meetings be adopted:

- November 30, 2020 Annual General Meeting 2
- November 30, 2020 Budget Agenda 4

4. CHAIR'S REMARKS

5. PRESENTATIONS/DELEGATIONS

Due to limited seating capacity this meeting will be held by without the public present. A phone in number is provided above that will allow the public to listen to the meeting.

Presentation and Delegation requests can be made [online](#) or complete this [printable form](#) (PDF). Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

6. COMMITTEE BUSINESS

6.1. Surfside Park Estates Water Service 2022 Operating and Capital Budget.....6

Recommendation: That the Surfside Park Estates Water Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund; and
2. Recommends that the Electoral Area Services Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

7. NEW BUSINESS

8. ADJOURNMENT

Next Meeting: At the call of the Chair

*To ensure quorum, advise **Denise Dionne 250.360.3087** if you cannot attend.*



Making a difference...together

MINUTES OF THE ANNUAL GENERAL MEETING OF THE SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE held Monday, November 30, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: Committee Members L. Vallee (Chair)

By WebEx: R. Bougie, W. Mulvin

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services, S. Orr (recorder)

By WebEx: T. Duthie, Manager Administrative Services

REGRETS: Southern Gulf Islands Electoral Area Director, D. Howe

The meeting was called to order at 1:31 pm.

1. RESOLUTION FOR APPROVAL

1. That this resolution applies to the Surfside Park Estates Water Service Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Surfside Park Estates Water Service Committee, because:
 - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Surfside Park Estates Water Service Committee and staff, and
 - b. There are no other facilities presently available that will allow physical attendance of the Surfside Park Estates Water Service Committee and the public in sufficient numbers; and
3. That the Surfside Park Estates Water Service Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - e. By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by R. Bougie, **SECONDED** by W. Mulvin,

That the Surfside Park Estates Water Service Committee adopt the resolution as presented.

CARRIED

**Surfside Park Estates Water Service Committee AGM
Minutes - November 30, 2020**

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2. APPROVAL OF AGENDA

MOVED by R. Bougie, **SECONDED** by W. Mulvin,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF MAY 30, 2019

MOVED by R. Bougie, **SECONDED** by W. Mulvin,
That the minutes of the Annual General Meeting of May 30, 2019 be adopted.

CARRIED

4. CHAIR'S REPORT

The Chair thanked everyone for attending.

5. APPOINTMENT OF COMMITTEE MEMBERS

The Chair stated that the two positions originally set to expire on June 30, 2020 were extended to expire on December 31, 2020, due to impacts affecting in-person meetings resulting from the pandemic. He stated two nominations were received for the two outgoing positions, for a term beginning January 1, 2021 and expiring June 30, 2022. The following nominations were received and agreed to stand:

- Rob Noyes
- Richard Bougie

MOVED by W. Mulvin, **SECONDED** by R. Bougie,
That the Surfside Park Estates Water Service Committee direct staff to forward the following names of the nominees to the Capital Regional District Board for appointment:

- Rob Noyes
- Richard Bougie

CARRIED

6. NEW BUSINESS

Staff answered questions regarding parcel tax payments

7. ADJOURNMENT

MOVED by W. Mulvin, **SECONDED** by R. Bougie,
That the meeting be adjourned at 1:45 pm.

CARRIED

Chair

Secretary



Making a difference...together

MINUTES OF THE MEETING OF THE SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE held Monday, November 30, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members** L. Vallee (Chair)

By WebEx: R. Bougie, W. Mulvin

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services, S. Orr (recorder)

REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 1:45 pm.

1. ELECTION OF CHAIR

M. McCrank called for nominations for Chair of the Surfside Park Estates Water Service Committee for a one-year term. Louis Vallee was nominated and agreed to stand. Nominations were called two more times, and hearing none, Louis Vallee was elected as Chair by acclamation.

2. APPROVAL OF AGENDA

MOVED by R. Bougie, **SECONDED** by W. Mulvin,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF NOVEMBER 28, 2019

MOVED by W. Mulvin, **SECONDED** by R. Bougie,
That the minutes of November 28, 2019 be adopted.

CARRIED

4. SURFSIDE 20-01 2021 OPERATING AND CAPITAL BUDGET

M. McCrank introduced the report and provided an overview of the key budget factors influencing the 2021 Operating and Capital Budget.

Staff answered questions from the committee regarding:

- Media replacement
- Water quality
- Infrastructure review
- Asset Management Plan
- Parcel tax rate

**Surfside Park Estates Water Service Committee
Minutes - November 30, 2020**

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MOVED by W. Mulvin, **SECONDED** by R. Bougie,
That the Surfside Park Estates Water Service Committee:

1. Approve the 2021 Operating and Capital Budget as presented, and recommend that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the operating reserve fund; and,
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Surfside Park Estates Water Service as presented.

CARRIED

5. MOTION TO CLOSE THE MEETING

MOVED by W. Mulvin, **SECONDED** by R. Bougie,
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, Section 90 (1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

CARRIED

6. RISE AND REPORT

The Committee rose from its closed session without report.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by L. Vallee, **SECONDED** by R. Bougie,
That the meeting be adjourned at 2:16 pm.

CARRIED

Chair

Committee Clerk



REPORT TO SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE MEETING OF FRIDAY, OCTOBER 29, 2021

SUBJECT **Surfside Park Estates Water Service 2022 Operating and Capital Budget**

ISSUE SUMMARY

To present the 2022 operating and capital budget for Committee approval, pursuant to Bylaw No. 3131, "Surfside Park Estates Water Service Committee Bylaw No. 1, 2003".

BACKGROUND

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual Operating and Capital budget and a five-year Financial Plan. CRD staff have prepared the budget and financial plan, shown in Appendix A, for the Surfside Park Estates Water Service.

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure, upgrades or improvements to existing assets or asset review and study work that could lead to potential future capital improvements.

In preparing the Operating Budget, CRD staff considered:

- Actual expenditures incurred between 2019 and 2021
- Anticipated changes in level of service (if any)
- Maximum allowable tax requisition
- Annual cost per taxable folio and per Single Family Equivalent (SFE)

Factors taken into consideration in the preparation of the Capital Expenditure Plan included:

- Available funds on hand
- Projects in progress
- Condition of existing assets and infrastructure
- Regulatory, environmental, and health and safety factors

Adjustments for surpluses or deficits from 2021 may be made in January 2022. The CRD Board will give final approval to the budget and financial plan in March 2022.

The Financial Plan for years 2023 to 2026 may change in future years.

BUDGET OVERVIEW

Operating Budget

It is projected that the 2021 operating expenses will be approximately \$2,981 over budget. Factors contributing to the operating overage include emergency response and corrective maintenance primarily due to the following events:

- Service line repairs for 398 Companion Way.
- Leak detection efforts.

Surfside Park Estates Water Service Committee – October 29, 2021
Surfside Park Estates Water Service 2022 Operating and Capital Budget

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It is projected that the 2021 operating revenue will be slightly over budget by approximately \$150 primarily due to higher service charges/penalty.

As a result, there is an overall estimated deficit and cash flow shortage of approximately \$2,831. In order to balance the budget, it is proposed that the 2021 Capital Reserve Fund transfer be reduced by the deficit amount for the year. Otherwise, the resulting deficiency in 2021 must immediately be included as an expenditure to be recovered from revenue in the 2022 financial plan as required by Local Government Act Section 374(11).

The 2022 net operating costs have been increased by \$9,756 (10.7%). The increase is primarily to account for core inflation and price increase for arsenic filtration media supplies and disposal costs of spent arsenic media.

Municipal Finance Authority Debt

The service is currently carrying no debt.

Operating Reserve Fund

The Operating Reserve Fund is used to undertake cyclical maintenance activities that typically do not occur on an annual basis. Typical maintenance activities include hydrant maintenance, reservoir cleaning and ground water well servicing. The operating reserve also funds the procurement of equipment and supplies that are not purchased on an annual basis. Additionally, the operating reserve could be used for unplanned emergency repairs.

It is proposed that transfers to the operating reserve be set at \$2,000 to ensure future maintenance activities are adequately funded and an optimal balance in the reserve fund be maintained. There is \$6,500 of planned maintenance over the next five years to be funded from the Operating Reserve Fund.

The Operating Reserve Fund balance at the end of 2021 is projected to be approximately \$25,110.

Capital Reserve Fund (CRF)

The Capital Reserve Fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget or debt.

It is proposed that the budgeted transfer to the CRF be set at \$15,000 in 2022. The reserve fund transfer planning is influenced by the funding requirement to support the five-year capital expenditure plan and further guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The Capital Reserve Fund balance at the end of 2022 is projected to be approximately \$36,719.

Capital Expenditure Plan

The 5-year Capital Plan includes \$2,040,000 of expenditures to be funded by a combination of the service's CRF and new debt. \$25,000 is to be funded by the CRF to complete a System Review (21-01) in 2022. This review will include a review of system deficiencies, including historical events, and expected end of life events in the supply, storage and distribution

Surfside Park Estates Water Service Committee – October 29, 2021
Surfside Park Estates Water Service 2022 Operating and Capital Budget

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components of the system. The review will form the asset replacement strategy to meet future system requirements, storage alternatives, and funding options, and will inform the Alternative Approval Process (AAP) (23-01) in 2023.

The Wood Dale Drive Water Main Replacement (24-01) and the New Tank and Pumpstation (25-01) are funded by new debt in 2024 and 2025. These projects have been estimated for planning purposes at \$300,000 and \$1,700,000 respectively, but the scope of the projects will be refined with the System Review project.

Table 1 below provides the future debt servicing cost simulation for analytical purposes only with the indicative interest rate provided by Municipal Finance Authority at the time of simulation.

Table 1 – Future New Debt Simulation

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Refinance Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	25	2024	2049	2034	3.30%	\$500,000	\$15,118	\$16,500	\$31,618
	25	2025	2050	2035	3.30%	\$1,500,000	\$45,354	\$49,500	\$94,854
Total						\$2,000,000	\$60,472	\$66,000	\$126,472

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). In order to provide the full amount to fund the capital project, this 1% DRF amount is budgeted in operating budget in the year of borrowing. However, there is no principal payment required in the year of borrowing.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into the Capital Project Fund from multiple funding sources if applicable, including the CRF, grant funding, external contributions and debt. Any funds remaining upon completion of a project are transferred back to the CRF for use on future capital projects or its original non-CRF funding sources if required.

The Leak Detection Program and Repairs project was completed in 2021.

The Surfside Water Pressure Release Valve (PRV) Chamber Hatch Replacement is almost complete; backordered lifting struts are remaining to be supplied from the contractor.

User Charge and Parcel Tax

The service is funded by parcel tax and fixed user charge. Properties connected to the water system pay the annual fixed user charge and all properties within the local service area are responsible for the parcel tax. Table 2 below summarizes the 2022 over 2021 changes for parcel tax and user charge.

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Surfside Park Estates Water Service 2022 Operating and Capital Budget

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Table 2 – Parcel Tax and User Charge Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Parcel Tax & User Charge
2021	\$22,000	105	\$220.52	\$81,151	68	\$1,193.40	\$1,413.92
2022	\$23,100	105	\$231.55	\$94,807	68	\$1,394.22	\$1,625.77
Change (\$)	\$1,100	0	\$11.03	\$13,656	0	\$200.82	\$211.85
Change (%)	5.0%	0.0%	5.0%	16.8%	0.0%	16.8%	15.0%

* Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

RECOMMENDATION

That the Surfside Park Estates Water Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund; and
2. Recommends that the Electoral Area Services Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

Submitted by	Matthew McCrank, M.Sc., P.Eng., Senior Manager, Wastewater Infrastructure Operations
Submitted by	Joseph Marr, P.Eng. Acting Senior Manager, Infrastructure Engineering
Submitted by	Rianna Lachance, B.Com, CPA, CA, Senior Manager, Financial Services
Concurrence	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: 2022 Surfside Park Estates Service Budget

CAPITAL REGIONAL DISTRICT

2022 Budget

Surfside Park Estates (Mayne)

Commission 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:	<u>\$0</u>
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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				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
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%
<u>DEBT / RESERVES</u>										
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
<u>FUNDING SOURCES (REVENUE)</u>										
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%

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: Surfside Water - Operating Reserve Fund Bylaw 4144

<p>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.</p>
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Reserve Cash Flow

Fund: Fund Centre:	1500 105216	Estimated	Budget				
		2021	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: 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: Fund Centre:	1066 101850	Estimated	Budget				
		2021	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.
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* 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.
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CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.667	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Surfside Park Estates (Mayne)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$15,000	\$500,000	\$1,500,000	\$0	\$0	\$2,015,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$25,000	\$25,000	\$15,000	\$500,000	\$1,500,000	\$0	\$0	\$2,040,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$500,000	\$1,500,000	\$0	\$0	\$2,000,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$25,000	\$25,000	\$15,000	\$0	\$0	\$0	\$0	\$40,000
	\$25,000	\$25,000	\$15,000	\$500,000	\$1,500,000	\$0	\$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 numerical 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 from the 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 preliminary 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	Alternative Approval Process	Undertake an alternative approval process to borrow funds to carry out water system and dam safety improvements 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)
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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 improvements 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				

2.667 - Surfside Park Estates (Mayne)

Capital Projects

Updated @ Sep 8th, 2021

Year	Project#	Status	Capital Project Description	Total Project Budget	Expenditure Actuals	Remaining Funds
2018	CE.663	Close	Leak Detection Program & Repairs	20,297	20,297	0
2019	CE.686	Open	Surfside Wtr PRV Chamber Hatch Replaceme	8,000	2,197	5,803
			Totals	28,297	22,494	5,803

Service: **2.667 Surfside Park Estates (Mayne)**

Committee: Electoral Area

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>SFE's</u>	<u>User Charge*</u>	<u>Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2011	107	\$326.11	62	\$925.53	\$1,251.64	3778	16,580.50
2012	107	\$326.11	64	\$953.30	\$1,279.41	3823	14,943.50
2013	107	\$326.11	64	\$953.30	\$1,279.41	3892	13,249.40
2014	107	\$326.11	64	\$953.30	\$1,279.41	3924	12,331.30
2015	107	\$326.11	64	\$953.30	\$1,279.41	3987	12,398.30
2016	106	\$329.15	64	\$1,058.10	\$1,387.25	4074	13,735.30
2017	106	\$329.16	64	\$1,058.10	\$1,387.25	4170	13,782.40
2018	106	\$332.29	65	\$1,100.40	\$1,432.69	4233	15,871.30
2019	106	\$332.29	65	\$1,150.92	\$1,480.07	4274	15,522.80
2020	105	\$279.09	66	\$1,178.82	\$1,457.91	4337	19,308.40
2021	105	\$220.52	68	\$1,193.40	\$1,413.92	4389	19,316.90
2022	105	\$231.55	68	\$1,394.22	\$1,625.77		

Change from 2021 to 2022

\$11.03

5.00%

\$200.82

16.83%

\$211.85

14.98%

