



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, September 21, 2022

9:30 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

Special Meeting

M. Hicks (Chair), G. Holman (Vice-Chair), P. Brent, 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. Presentations/Delegations

The public are welcome to attend CRD Board meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

4. Committee Business

4.1. [22-548](#) 2023 Service Planning - Electoral Areas

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: 2023 Service Planning - Electoral Areas](#)
[Appendix A: Community Need Summary - Electoral Areas](#)

4.2. [22-418](#) 2023 Preliminary Electoral Areas Budget Review

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

1. That the 2023 Electoral Area Services Budgets be given provisional approval as presented; and
2. That the new initiatives identified in Appendix D for January 1, 2023, implementation be approved for expenditure.

Attachments: [Staff Report: 2023 Preliminary Electoral Areas 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 2023 Approvals](#)

4.3. [22-486](#) BC Local Government Climate Action Program - Funding Distribution

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

That the funding associated with the new BC Local Government Climate Action Program in 2022, 2023 and 2024 be distributed as follows: \$79,496 for CRD Climate Action Service; \$11,512 for Juan de Fuca Electoral Area; \$24,552 for Salt Spring Island Electoral Area; and \$10,522 for Southern Gulf Islands Electoral Area.
(WP - All)

Attachments: [Staff Report: BC LG Climate Action Program - Funding Distribution](#)

4.4. [22-540](#) Mt Erskine Water Conversion

Recommendation: The Electoral Area Committee recommends that the Capital Regional District:

Authorize the submission of an application for an Infrastructure Planning grant for Mount Erskine Water Society to assess the water society's infrastructure, operations, and financial position.
(NWA)

Attachments: [Mt Erskine Water Conversion](#)

4.5. [22-523](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only:

- a) Magic Lake Estates Water and Sewer Committee minutes of June 14, 2022
- b) Mayne Island Parks and Recreation Commission minutes of June 9, 2022
- c) Mayne Island Parks and Recreation Commission minutes of July 14, 2022
- d) Mayne Island Parks and Recreation Commission minutes of August 11, 2022
- e) Port Renfrew Utility Services Committee minutes of February 22, 2022
- f) Skana Water Service Committee minutes of February 22, 2022
- g) Sticks Allison Water Local Service Committee minutes of February 24, 2022
- h) Surfside Park Estates Water Service Committee minutes of February 24, 2022
- i) Wilderness Mountain Water Service Commission minutes of February 22, 2022

Attachments: [Minutes: MLE Water and Sewer Committee-Jun 14, 2022](#)
[Minutes: Mayne Island Parks & Rec Commission-Jun 9, 2022](#)
[Minutes: Mayne Island Parks & Rec Commission-Jul 14, 2022](#)
[Minutes: Mayne Island Parks & Rec Commission-Aug 11, 2022](#)
[Minutes: Pt. Renfrew Utility Srvs Cttee-Feb 22, 2022](#)
[Minutes: Skana Water Service Cttee-Feb 22, 2022](#)
[Minutes: Sticks Allison Water Local Svc Cttee-Feb 24, 2022](#)
[Minutes: Surfside Park Estates Water Svc Cttee-Feb 24, 2022](#)
[Minutes: Wilderness Mountain Water Svc Comm-Feb 22, 2022](#)

5. Notice(s) of Motion

5.1. [22-474](#) Motion with Notice: Wood Burning Appliance Operation of Salt Spring Island (Director Holman)

Recommendation: That staff provide a report regarding CRD or CRHD legal authority to regulate wood burning appliance operation in the Salt Spring Island electoral area, and that the Southern Gulf Islands and Juan de Fuca electoral areas be specifically excluded. (NWA)

6. Adjournment

The next meeting is October 12, 2022.

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



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 21, 2022

SUBJECT 2023 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 the Electoral Areas Community Need. These activities are undertaken by the Salt Spring Island (SSI) Administration, Southern Gulf Islands (SGI) Administration, Juan de Fuca (JdF) Local Area Services and services that cross all three electoral areas and deliver on approved Board Strategic Priorities and the Capital Regional District (CRD) Corporate Plan.

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 CRD 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 strategic check-ins in May 2020, 2021 and 2022. The CRD Board also approved the 2023 Service and Financial Planning Guidelines on May 11, 2022. The guidelines establish how management will address core service levels, new initiatives, adjustments for inflation and market cost escalations in preparation of the budget each year. Both guided staff's work developing the 2023 service plans that is documented in the Community Needs Summaries.

The upcoming year is a period of transition for staff and the CRD Board. The operational adjustments and initiatives proposed in the service plans are necessary to maintain continuity of core service over this period of time.

The Electoral Area Community Need Summary (Appendix A) provides an overview of the strategic context for service areas, core service levels associated with each service and a summary of the business model and performance metrics associated with targeted outcomes. It also provides details of the initiatives, associated staffing, timing and service levels required to advance the CRD's work in 2023. The EA Community Need Summary, along with the other 14 summaries, forms the basis of the Provisional Budget for 2023.

A summary of the initiatives progressed over the course of the CRD Board's term has also been included in Appendix A.

IMPLICATIONS

Financial Implications

To exercise constraint and cost containment, the CRD Board directed staff to keep the core inflationary adjustment to 3% through the 2023 Service and Financial Planning Guidelines.

Staff and management have taken the necessary steps to mitigate the financial impact of proposed initiatives as well as cost escalation and high inflation rate experienced in 2022. Staff have identified four initiatives that have financial implications for 2023, as shown in Table 1.

Service Delivery Implications

Minimal changes to core service delivery are reported this year. The JdF Local Area Services Division has absorbed a number of existing services which were formerly the responsibility of the Regional Parks Division. The objective of this re-organization was to improve alignment of services for the JdF EA.

New initiatives proposed for 2023:

Table 1 summarizes the four initiatives in support of the EAs that will have financial implications in 2023). The key drivers for the proposed incremental initiatives are:

1. adjustments to core service levels to maintain existing performance levels; and
2. the continuation of existing programs of work.

Table 1. Community Need Initiatives

#	Initiative	Description	Year(s)	FTE impacts (2023)	Incremental cost impacts (2023)	Funding source
1a-11	SGL Housing Strategy	Implementation of SGL Housing Strategy	2023	-	\$16K	Allocation/ Other
2e-3	SGL Transportation Service Establishment	Deliver a transportation service establishment bylaw for SGL and seek electoral assent	2023 – ongoing	+1.0 FTE ongoing	\$475K	Requisition
15a-1.1*	SSI Administrative support	Additional 0.2 FTE for administrative support	2023 – ongoing	0.2 FTE ongoing	\$2.9K	Allocations/ Other
15a-1*	SSI Local Community Commission	Create elected commission with authority over range of services for SSI	2023 – ongoing	+1.0 FTE ongoing	\$173K	Requisition & Allocation/ Other

Blue highlighted areas are contingent initiatives that are subject to further electoral approval.

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

1a-10 SGL Housing Strategy

Housing affordability is a key factor influencing the economic and social sustainability of the SGL. The housing crisis currently experienced by the island communities is the result of complex factors that are compounded by the unique characteristics of rural, remote, and environmentally-sensitive and growth-constrained communities.

In 2022, the CRD Board received the SGI Housing Strategy, a piece of work advanced by the SGI Administration Division in partnership with Regional Housing. One of the recommendations that has been identified is the creation of a Rural Housing Program to address housing needs outside of the urban municipalities of the region. Such a program will support the implementation of the strategy's actions in an ongoing and sustainable way.

Initiative 1a-10 seeks a one-time budget increase to develop the business case for the Rural Housing Program as well as additional labour hours (10 hours per week) to facilitate the program development and coordination. Operating and reserve funds will be used to fund the work.

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 service would change the economic geography and enable shared services and increased connections through the islands.

Staff, as requested by SGI Community Economic Sustainability Commission and directed by the CRD Board, have been working on feasibility studies and engaging the community on this topic since 2018. The CRD will be seeking electoral assent in a referendum that will coincide with the October 2022 general election.

Should the electorate vote in favour of it, staff will establish the new service for transportation improvements in the SGI EA and create a Commission to oversee the service. Initiative 2e-3 seeks a budget adjustment to fund the program delivery in line with the establishing bylaw and an increase of 1.0 FTE to support the service moving forward. As this initiative is contingent on further electoral approval, budget adjustments will be reflected in the final budget which will be presented in 2023.

15a-1.1 SSI Admin Support

Initiative 15a-1.1 seeks to add labour hours to increase the coverage of the reception desk from four to five days a week to maintain operational continuity. This is an increase equivalent to 0.2 FTE. The cost of the increase will be funded through internal allocations.

15a-1 SSI Local Community Commission

The EA Director for SSI, in consultation with residents, has asked the CRD to advance the creation of an elected local community commission (LCC) for SSI. This type of regional district commission typically has delegated authority over specified local services and comprises elected, rather than appointed, members. The purpose of the LCC is to broaden the oversight and administration of local service in the hopes of making decision-making more locally transparent. It would also support the consolidation of services for the EA. It is proposed that the SSI LCC will have delegated authority over, among other things, recreation, transportation, economic development and liquid waste disposal. The CRD will be seeking electoral assent for establishing the LCC in a referendum that will coincide with the October 2022 general election.

Initiative 15a-1 seeks a one-time budget increase to support the election of the first group of commissioners, as well as an incremental increase to the budget to provide for administrative support and commissioner remuneration. The initiative also seeks to increase staffing by 1.0 FTE to support the LCC on an ongoing basis. As this initiative is contingent on further electoral approval, budget adjustments will be reflected in the final budget which will be presented in 2023.

Alignment with Board & Corporate Priorities

At its annual check-in, the CRD Board directed staff to stay the course on the existing strategic priorities. In addition, given the transitional nature of the upcoming year, staff indicated at the annual strategic check-in that they would only bring forward work necessary to maintain continuity of service. This is to ensure there is capacity for the incoming Board of Directors and EA Directors to set their priorities in the first part of 2023.

The Executive Leadership Team has reviewed and assessed all business cases and believes the consolidated package of work is appropriate and commensurate to the organization's needs.

CONCLUSION

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

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager JdF Local Area Services
Submitted by:	Stephen Henderson, BSc, PGD, Eng., MBA, Senior Manager Real Estate & 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

ATTACHMENT

Appendix A: Community Need Summary – Electoral Areas

Community Need



2023 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 volunteer 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.
- [JdF Community Parks & Recreation Strategic Plan](#): currently under development. Expected in Q4 2022.
- Economic strategic development:
 - Strengthen sustainable economic development in the SGI and SSI EAs: Support community economic diversity and social needs, 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.
 - A Shared Business Services (SSI) 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. Between 45 and 50 businesses were serviced through the initiative.
- Optimize allocation of resources, support long-term financial plans to fund infrastructure renewal/replacement as required to ensure water and sewer systems meet acceptable levels of service, regulatory requirements, and recommendations from asset management plans.

Community Need



2023 Summary

- [Connecting SGI: Connectivity Planning for the Southern Gulf Islands \(2020\)](#) documents community perceptions/experiences with internet connectivity and demonstrates how greater connectivity can advance common goals of sustainable economic development, and community health and resilience.
- [CRD SGI Regional Broadband Strategy \(2021\)](#) provides a vision for the future of connectivity in the SGI along with current levels of connectivity.
- [SGI Housing Strategy \(2022\)](#) recognizes the need to approach housing solutions in rural and remote communities, and especially within the Islands Trust area, with different assumptions than those used for conventional housing interventions in growing urban regions. The strategy suggests a whole government approach and development of a CRD Rural Housing program.
- [SGI Transportation Integration Plan \(SGI TIP\)](#) presents a business case for a new CRD transportation service for the SGI EA. The [SGI Active Transportation Plan](#) presents opportunities for alternate transportation paths on the SGI that would improve the environment of the islands and would also be beneficial in improving the health of the residents, improve accessibility and reduce GHG emissions.
- Each major island within the SGI EA has a community parks and recreation service, guided by strategic planning and Master Plans. For example, see the Galiano Island Parks and Recreation Commission Master Plan and the [Mayne Island Parks and Recreation Commission Master Plan \(2021 -2025\)](#).

Trends, risks and issues

- **Recreation:** programs and services can be impacted by COVID-19 restrictions. Program cancellations, reduced admissions and market restrictions have affected service budgets and may continue to do so. However, with the easing of restrictions staff have worked towards expanding service offering and programs for registered and drop-in activities, facility and park use bookings.
- **Volunteer service delivery models:** many EA services depend on volunteers to advise on or deliver services to communities on behalf of the CRD Board. Challenges include succession planning and integration of volunteers with staff and CRD policy requirements.
- **Housing:** Demographic shifts and increased housing costs impact labour markets and generational transitions. Workforce housing, rental housing, and attainable ownership housing is in very short supply.
- **Economic development:** support the community through economic challenges 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 demographic diversity through housing strategies, volunteer recruitment for effective service delivery and supporting sustainable year-round tourism destination management practices.
- **Transportation:** support transportation alternatives and integrated transportation opportunities by coordinating with local transportation providers, BC Ferries and others, and advance service establishment in the SGI EA.
- **High-speed internet (SGI):** stimulate sustainable economies 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.

Community Need



2023 Summary

- **Fire Protection:** volunteer-based governance model for Fire Commission and Fire Societies in the EAs presents increasing risk to the CRD, staff, firefighters, and commission members due to limited capacity of volunteers to meet minimum regulatory and administrative requirements.
- **Volunteer Emergency Programs:** The current process of using contractors to manage the volunteer emergency programs in the EAs on behalf of the CRD is a model that needs review and potential revision due to inequity between positions, potential liabilities, and associated sustainability challenges.
- Aging volunteer base with corresponding decrease in volunteerism amongst younger populations creating challenges to maintain EA fire departments and emergency programs, such as Emergency Support Services. This is creating challenges in maintaining volunteer-based EA emergency programs, such as Emergency Support Services and within volunteer fire services.

Services

Core Services Levels	
Service	Levels
SGI Administration	
SGI Community Parks & Recreation New park development, maintenance, planning, and archaeology for Saturna Island, Pender Islands, Galiano Island and Mayne Island.	<ul style="list-style-type: none"> • Commissions have administrative powers and deliver parks service and recreation programming through an incredible volunteer effort. Staff oversee contract management, procurement and fiscal accountability, and regulatory compliance. • Programme of work for 2023 continues particular focus on implementation of the CRD Archaeological Policy and relationship building with W̱SÁNEĆ 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.	<ul style="list-style-type: none"> • 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 2023 prioritizes affordable housing, with a focus on implementation of the SGI Community Affordable Housing Strategy and development of a rural housing program. Continued work also includes supporting Connected Coast and last mile fibre to the home as part of the SGI Connectivity Project, and advising on service establishment for an integrated transportation service (pending voter approval). ↪ Service level adjusted, see initiative 2e-3 • The Commission continues its focus on food and agriculture in partnership with community groups, resourced by a combination of grants and in-kind resources.

Community Need



2023 Summary

Core Services Levels	
Service	Levels
<p>General Government Legislative and general government administration, including management of internal and external grants-in-aid for SGI.</p>	<ul style="list-style-type: none"> The SGI EA Director supports the disbursement of grant funding to SGI community groups every year. Staff ensure the money is distributed equitably to each island. In 2021 and 2022, Community Works Funds in the amount of \$716,331 were distributed to support SGI infrastructure projects. There has also been \$154,283 in Grants in Aid and \$113,000 in COVID-19 Safe Restart grants disbursed to the community.
<p>Accountability Community engagement, inter-agency and regional coordination, political support.</p>	<ul style="list-style-type: none"> SGI Liaison program – local team of islanders to support the SGI work program and facilitate community engagement with the CRD more generally.
<p>Other SGI-wide and local services</p>	<ul style="list-style-type: none"> SGI Regional Library service Harbours & Docks (11 docks and harbours) Local health contribution services (Pender Community Health, Galiano Community Health & Saturna Medical Clinic) 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	
<p>SSI Administration Responsible for the administration and management of the SSI Commissions and services.</p>	<ul style="list-style-type: none"> Planning, organizing, and delivering services for SSI and support to the EA Director through various service Commissions and Committees. ↪ Service level adjusted, see initiative 15a-1 & 15a-1.1 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.
<p>SSI Parks & Recreation Acquire, develop, operate and maintain community parks, and to provide</p>	<ul style="list-style-type: none"> Develop and maintain community trails, beach accesses, active and passive parks, community recreation, aquatic centre, child care centre, and SSI Saturday Market.

Community Need



2023 Summary

Core Services Levels	
Service	Levels
recreational programs within the EA.	<ul style="list-style-type: none"> SSI Aquatic Centre is open 49 weeks a year, 7 days/week offering a service level of 71 hours/week.
SSI Transportation & Docks Local transit service, pathways and Fernwood Dock	<ul style="list-style-type: none"> Develop active & 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 & Infrastructure, Islands 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	<ul style="list-style-type: none"> Manage eight local water and sewer service areas, and liquid waste management in collaboration with other CRD divisions. Capital infrastructure renewal and upgrade project delivery for eight services: Project design, procurement and delivery of projects planned each year, on time and budget. Installations, equipment replacement and capital projects support Infrastructure planning for eight services: strategic asset management for all services/systems including modeling and capacity analysis, vulnerability assessment, infrastructure renewal plans. Manage stormwater quality and provide for a monitoring service.
SSI Library & Arts Community	<ul style="list-style-type: none"> Facility maintenance of the Salt Spring Island Library Support contribution services and use agreements for ArtSpring and SSI 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	<ul style="list-style-type: none"> Hospital District (Construction of health facility and debt serving of capital project and equipment) Solid waste disposal and recycling

Community Need



2023 Summary

Core Services Levels	
Service	Levels
	JdF
<p>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.</p>	<ul style="list-style-type: none"> 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.
<p>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. The division provides oversight of the operations and maintenance needs of the Port Renfrew Community Centre.</p> <p>➔ Service level adjusted (absorbed): services re-organized and moved from Regional Parks to JdF Local Area Services in 2022.</p>	<p>Inspection, maintenance and repair of:</p> <ul style="list-style-type: none"> 8.6 km of trails 27 park facilities Two baseball fields and two tennis courts Two playgrounds <p>Administration of:</p> <ul style="list-style-type: none"> Four stewardship partnerships and 65 volunteers Four recreation program contracts and events Port Renfrew Community Centre JdF Parks and Recreation Advisory Commission JdF Recreation Programs Port Renfrew Community Centre <p>Other:</p> <ul style="list-style-type: none"> SEAPARC Recreation Centre and pool (for more detail see Recreation Community Need Summary) Sooke Regional Museum

Community Need



2023 Summary

Core Services Levels	
Service	Levels
General Government and other JdF-wide and local services	<ul style="list-style-type: none"> 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	
Building Inspection 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.	<ul style="list-style-type: none"> Provide information on the building permit process, BC Building Code requirements and approved construction practices Provide building permit and file information and respond to Freedom of Information requests 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 Support to fire commissions with delegated authority and oversight of fire society contracts.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Program oversight for the JdF SAR service Financial support to the SSI SAR Society to cover overhead (non-operational) costs
Bylaw Services and Animal Care Services Operational management of bylaw enforcement and animal control.	<ul style="list-style-type: none"> Operation of a bylaw enforcement and animal control program that responds at municipal and CRD operations' requests.

Community Need



2023 Summary

Core Services Levels	
Service	Levels
<p>Support Services</p> <p>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.</p>	<ul style="list-style-type: none"> 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)	2023 impacts ¹	
1a-11	SGL Housing Strategy	Partnership with Regional Housing. Support implementation of SGL Housing Strategy inc. development of a SGL Housing Program business case & contract for part-time SGL Housing Coordinator	2023	-	\$16K Allocation/ other
2e-3	SGL Transportation Service Establishment	Establish a transportation service and Commission (if approved by referendum in October 2022)	2023 – ongoing	+1.0 FTE ongoing	\$475K Requisition
15a-1.1*	SSI Admin support	Additional 0.2 FTE for admin support	2023 – ongoing	+0.2 FTE ongoing	\$2.9K Allocation/ other
15a-1*	SSI Local Community Commission	Creation of an elected local community commission with authority over parks and recreation, transit, transportation, liquid waste and economic development	2023 – ongoing	+1.0 FTE ongoing	\$173K Requisition, allocation/ other

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

Initiatives highlighted in blue are contingent on further electoral approval

¹ Budget impacts reflect full program costs, including cost of staffing

Community Need



2023 Summary

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](#)
- [Traffic Safety Commission](#)

Community Need



2023 Summary

Performance			
Definition and Source	2021 Actual	2022 Forecast	2023 Target
Metric 1: Building permits in all three EAs Total number of permits issued annually; data from CRD Tempest application database.	849	900	850 ²
Metric 2: Development application levels in the JdF EA Total number of development applications received annually; data from CRD Tempest application database.	78	75	75
SGI			
Metric 3: Broadband connectivity – attracting Internet Service Provider (ISP) investment to the SGI community Total number of new ISP projects connecting the SGI community to high-speed internet; data from SGI Administration division.	1	1	1
Metric 4: SGI Transportation Service Establishment Total value of transportation funding provided to transportation service providers in SGI (pending successful service establishment in 2022).	N/A	N/A	\$250k
SSI			
Metric 5: SSI Transit Build ridership revenue to pre-pandemic \$226K.	\$142K	\$160K	\$200K

Discussion

Discussion

- Metric 3: In 2021, the Galiano Association for Internet Access was established as a cooperative to deliver last mile wireless internet service on Galiano Island. In Q4 2022, the Connected Coast project will begin infrastructure installation in the SGI. 2023 should see completion of landing site installs and last mile fibre to the home on Galiano and Saturna Islands, possibly others, pending announcements of federal funding decisions.
- Metric 4: If service establishment is successful, development and implementation of an integrated transportation strategy will inform future metrics.

² Indicators of development/construction activity; we have therefore provided expected volumes rather than targets.

Community Need

Initiative Progress Report

Economic Development

Initiatives approved in 2020, 2021 & 2022			
Ref	Initiative	% complete	Progress to date
Affordable Housing			
1a-11	SGI Housing Strategy	100%	Lead: SGI Administration (2021) Completed
Transportation			
2e-1	SSI Transit Services	100%	Lead: SSI Administration (2020) Completed
2e-2	SSI Cycling & Pedestrian Infrastructure	100%	Lead: SSI Administration (2020) Completed
2e-3	SIG Public Transportation	100%	Lead: SGI Administration (2020) Completed
2e-2	SIG Transportation Service Establishment	75%	Lead: SGI Administration (2022) Progressing – SIG Transportation Service Establishment Bylaw 4484 received three readings by the CRD Board and statutory approval by the Inspector of Municipalities. Voter assent to be confirmed by referendum October 15 2022.
Economic Development			
4a-1	SIG Connect - Internet Service Establishment	75%	Lead: Real Estate & SGI Administration (2020 & 2022) Progressing – Connectivity Infrastructure Design plan complete, Connected Coast landing sites on track for 2022 installation, last mile and additional landing site connections subject to federal grant approval and confirmed community contribution by CRD SIG EA.
4b-2	Economic Development & Plans through Commissions - SSI	100%	Lead: SSI Administration (2020) Completed – Program developed to assist business with digital marketing, social media strategy and campaign, website and e-commerce solutions; and digital advertising and search engine optimization.

Community Need

Initiative Progress Report

Initiatives approved in 2020, 2021 & 2022			
Ref	Initiative	% complete	Progress to date
4b-2	Economic Development & Plans through Commissions - SGI	100%	Lead: SGI Administration (2020) Part of core services – SGI Community Economic Sustainability Commission’s priorities advanced in 2019-2022 through separate IBCs for Connectivity, affordable housing and transportation.
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
6c-1.3	Crime Prevention in Community Parks	100%	Lead: SSI Administration (2022) Progressing – Grant funding was secured in 2021/2022 to provide additional Bylaw support in SSI Community Parks. Additional funding has been budgeted in 2023 to support this initiative.
Protective Services			
7a-12	SSI Community Safety	100%	Lead: SSI Administration (2020) Completed
Planning & Development			
11b-2	Fallow Deer on SGI	100%	Lead: SGI Administration (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.
11c-2	Building Inspection Information Services	100%	Lead: Building Inspection (2022) Completed – position has been adjusted.
11d-1	New Development Application Review JdF Planning	100%	Lead: Juan de Fuca Local Area Services (2020) Completed – through adoption of a new Development Applications Fees and Procedures bylaw at beginning of 2019.
Arts & Culture			

Community Need

Initiative Progress Report

Initiatives approved in 2020, 2021 & 2022			
Ref	Initiative	% complete	Progress to date
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.
13a-1.5	Recreational Programming and Rates - SSIA	100%	Lead: SSI Administration (2020) Part of core services.
13a-1.5	SSI Community Centre	100%	Lead: SSI Administration (2022) Completed – The CRD assumed the operation and management of the SSI Middle School on July 2, 2022.
Accountability			
15a-1	EA Strategy and Operations	100%	Lead: SSI Administration (2020) Completed – Establishment of Local Community Commission subject to fall 2022 referendum.
15c-2	SGI-CRD Liaisons *	100%	Lead: SGI Administration (2020) Part of core services.



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 21, 2022

SUBJECT **2023 Preliminary Electoral Area Budget Review**

ISSUE SUMMARY

To present the 2023 Electoral Area budgets and obtain recommendation from the Electoral Areas Committee (EAC) to forward, along with initiatives for implementation as of January 1, 2023, to the Capital Regional District Board (Board) for provisional plan approval.

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 single Municipalities, Electoral Areas or to groups of residents within local service areas. The CRD provides services to approximately 23,300 Electoral Area residents.¹

Budgets for review are specific to Electoral Area (EA) services in the Juan de Fuca EA (JDF), the Salt Spring Island EA (SSI), and the Southern Gulf Islands EA (SGI). EA 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 budget direction provided by the Board, review and recommendation for approval of all EA service budgets, including local service commission budgets, is delegated to the EAC. These budgets will be included in the preliminary 2023 CRD Financial Plan to be presented to the CRD Board on September 21, 2022. 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 local EA commissions will take place between September and November 2022 consistent with commission bylaws and handbook guidelines. Changes from commission reviews will be considered by the Board for final budget approval in March 2023.

Service Planning and Budget Development

The 2022 service planning process marked the fourth and final year of the four-year strategic and corporate planning cycle. The planning cycle is designed to ensure alignment and implementation of strategic objectives during the election term. A new corporate plan will be prepared to incorporate new and revised priorities following local government elections this fall. Any changes to service levels and financial plans to be brought forward in the annual planning cycle.

¹ 2021 Census Data

As part of the planning process, the Executive Leadership Team (ELT) has met multiple times over recent months to review individual service plans, initiative business cases (IBCs), and financial implications in alignment with the corporate plan and Board approved financial planning guidelines. ELT has prioritized initiatives in consideration of fiscal constraints, organizational capacity, and workforce pressures.

Budget development is based on resources required for delivery of core services, impacts of new initiatives through service planning, proposed capital programming, and other cost pressures such as inflation and contractual agreements. Service budgets include operating and capital plans in addition to any changes in reserve funds. A detailed discussion of main budget drivers for each EA is included in this report supported by Appendices A, B, and C.

ALTERNATIVES

Alternative 1

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

1. That the 2023 Electoral Area Services Budgets be given provisional approval as presented; and
2. That the new initiatives identified in Appendix D for January 1, 2023, implementation be approved for expenditure.

Alternative 2

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

1. That the 2023 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, 2023, implementation be approved with specific direction on amendments.

IMPLICATIONS

Financial Implications

Requisition

Table 1 summarizes the change in tax requisition from 2022 final to 2023 provisional for each EA.

Table 1: 2023 Provisional vs 2022 Final Requisition

	2023 Provisional Requisition		2022 Final Requisition		\$M Change		% Change
	\$M	\$ Per HH	\$M	\$ Per HH	\$M	\$ Per HH	Per HH
Juan de Fuca	2.66	682	2.58	663	0.08	18.71	2.8%
Salt Spring Island	7.49	1,140	7.23	1,101	0.26	38.81	3.5%
Southern Gulf Island	3.64	536	3.57	525	0.07	10.65	2.0%

Requisition increases are inclusive of all regional, sub-regional, and EA services in addition to the Capital Regional Hospital District (CRHD). However, Table 1 excludes changes in specified and 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 at Committee of the Whole and the Board at the end of September.

The actual tax rates impact to EA residents will vary depending on the specified and defined service areas in which they reside in addition to their individual 2023 property assessment values. The 2023 preliminary requisition impact shown in Table 1 (above) reflects the 2022 assessment values from BC Assessments. New assessment information will be incorporated in the final budget when revised data is released by BC Assessments in early February 2023.

Detailed Requisition summaries by service area are included in Appendix A-1 (JDF), Appendix B-1 (SSI), and Appendix C-1 (SGI).

Operating Budget Overview

Table 2 summarizes the change in expenditures for each EA in the 2023 provisional budget compared to the 2022 final budget, for individual EA budgets only (excludes Regional, Sub-regional and CRHD services).

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

	2023 Provisional Plan \$M	2022 Financial Plan \$M*	\$M Change	% Change
Juan de Fuca	4.63	4.38	0.25	5.8%
Salt Spring Island	10.28	9.86	0.42	4.3%
Southern Gulf Island	7.90	7.75	0.15	2.0%
Total	22.81	21.99	0.82	3.7%

*Based on Amendment Financial Plan (Bylaw No. 4498)

- JDF: The Provisional 2023 operating budget is \$ 4.63 million, an increase of \$0.25 million or 5.8% from 2022. The primary driver of this increase is new debt servicing costs on behalf of the Vancouver Island Regional Library (the “Library”), which has no impact on the JDF requisition as the actual cost is fully recovered from the Library. The minor increase in operating expenses is due to inflationary adjustments partially offset by discontinued one-time expenses from 2022. Transfer to reserves have increased in support of lifecycle replacement estimates and capital programs.
- SSI: The provisional 2023 operating budget is \$10.28 million, an increase of \$0.42 million or 4.3% from 2022. The increase in operating expenditure is primarily due to the annualization contract costs for Economic Development Coordinator and the SSI Community Centre, the higher BC Transit costs and one-time cyclical maintenance costs (ORF-funded) for local utility services. Transfer to reserves have increased primarily in support of lifecycle replacement estimates and capital programs. The minor increase in debt servicing costs is primarily due to the new debt for the Maliview Estates Sewer System upgrade project.
- SGI: The provisional 2023 operating budget is \$7.9 million, an increase of \$0.15 million or 2% from 2022. The primary driver of this increase is new debt servicing costs for major capital projects for South Galiano Fire and Magic Lake Estates Wastewater services. The minor

increase in operating expenses is due to inflationary adjustments partially offset by discontinued one-time expenses from 2022. The minor decrease in transfer to reserves is to lessen the new debt servicing costs pressure while still in alignment with reserves planning principle and guidelines.

The Operating Budget Overview summary of notable changes by service and by expenditure type are included in Appendix A-2 (JDF), Appendix B-2 (SSI) and Appendix C-2 (SGI).

Capital Budget Overview

Capital plan highlights including capital projects over \$100,000 for each EA, are summarized in Appendix A-3 (JDF), Appendix B-3 (SSI), and Appendix C-3 (SGI).

Capital plans are developed through a process of reviewing:

- projects in progress
- condition of existing assets and infrastructure
- regulatory, environmental, risk, health and safety
- new or renewal initiatives prioritized by communities

The following table summarizes the capital plan by Electoral Area.

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

	2023 Capital Plan \$M	2022 Capital Plan \$M*	\$M Change	% Change
Juan de Fuca	2.22	1.24	0.98	79.4%
Salt Spring Island	6.22	6.66	(0.44)	-6.7%
Southern Gulf Island	7.69	8.09	(0.40)	-5.0%
Total	16.13	15.99	0.14	0.8%

*Based on Amendment Financial Plan (Bylaw No. 4498)

- JDF: Provisional 2023 capital plan is \$2.22 million, an increase of \$0.98 million or 79.4% from 2022. The increase is primarily due to new projects including a firetruck replacement for Willis Point Fire Protection \$650k, East Sooke Fire Protection \$300k, and playground equipment for JDF EA Parks in Port Renfrew \$160k. There is an additional \$100k for Port Renfrew Water to design a supply system replacement. Increases in capital are offset by projects completing by the end of 2022, including Self-contained Breathing Apparatus (SCBA) packs \$(130k) for Otter Point Fire.
- SSI: Provisional 2023 capital plan is \$6.22 million, a decrease of \$0.44 million or 6.7% from 2022. New projects in 2023 include upgrades to the Maliview Estates Sewer Treatment Plant \$2 million, and the design and replacement of pool electrical in the SSI Park Land & Recreation service \$250k. Increases in capital are offset by projects completing by the end of 2022, including upgrades to Centennial Park \$(600k) and the Recreation Centre expansion project \$(1.2 million) in the SSI Community Parks service; and purchases of parkland \$(850k) in the SSI Park Land & Recreation service in 2022.
- SGI: Provisional 2023 capital plan is \$7.69 million, a decrease of \$0.40 million or 5.0% from 2022. Capital spending will increase \$757k in 2023 for Magic Lakes Estates Wastewater Treatment Plant Upgrade project. Increases in capital are offset by projects completing by the

end of 2022, including a mini pumper for Pender Fire \$(400k); Money Lake Dam seismic reinforcement for Lyall Harbour Water \$(390k); and the design and construction of adjustable intakes \$(200k), and process pipe replacement \$(200k) for Magic Lake Estates Water.

The 2023 Capital Plan Summary overview are included in Appendix A-4 (JDF), Appendix B-4 (SSI) and Appendix C-4 (SGI).

Capital projects are typically funded by annual contributions from operating, grants, reserves and/or long-term debt. Grant funding can have a significant impact on the implementation of the plan as program intakes and results are unknown during the planning process. When changes in funding occurs, Financial Plan Amendments are prepared and presented for approval to proceed.

Advanced Approvals

Advanced approval is requested in situations where the commencement or continuity of work before March 2023 is required to address operational needs. 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 can have negative impacts on service delivery. Items identified as required activities to begin in advance of the March final budget are listed in Appendix D.

Summary

The attached 2023 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 items that, as a result of business requirements, need early approval in advance of the March final budget.

The provisional budget is subject to change as a result of the final 2022 surplus/deficits, receipt of revised assessment and any adjustments recommended by the respective Commissions and Electoral Area directors prior to final approval of the Financial Plan bylaw by March 31.

CONCLUSION

The 2023 Electoral Area budgets have been delegated to the EAC by the CRD Board for review and provisional approval. Overall, the 2023 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 the Committee of the Whole recommend to the Capital Regional District Board:

1. That the 2023 Electoral Area Services Budgets be given provisional approval as presented; and
2. That the new initiatives identified in Appendix D for January 1, 2023, 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 2023 Approvals

Appendix A-1: Requisition Summary (JDF)

Electoral Area Juan de Fuca	Provisional		Cost per Avg.		Change in Requisition		Change in cost per avg		
	2023	Res Asst/ Parcel	2022	Res Asst/ Parcel	\$	%	\$	%	
1.010	Legislative & General Government	190,364	48.74	185,794	47.57	4,570	2.5%	1.17	2.5%
1.101	G.I.S.	2,176	0.56	2,120	0.54	56	2.7%	0.01	2.7%
1.112	Regional Grant in Aid	265	0.07	-	-	265	100.0%	0.07	100.0%
1.224	Community Health - Homeless Sec.	8,305	2.13	10,736	2.75	(2,431)	-22.6%	(0.62)	-22.6%
1.280	Regional Parks	280,834	71.90	272,633	69.80	8,200	3.0%	2.10	3.0%
1.280A	Regional Parks - Land Acquisition	-	-	1,411	0.36	(1,411)	-100.0%	(0.36)	-100.0%
1.309	Climate Action and Adaptation	26,634	6.82	21,794	5.58	4,841	22.2%	1.24	22.2%
1.310	Land Banking & Housing	26,105	6.68	25,485	6.52	621	2.4%	0.16	2.4%
1.324	Regional Planning Service	21,663	5.55	21,059	5.39	603	2.9%	0.15	2.9%
1.335	Geo-Spatial Referencing System	2,847	0.73	2,794	0.72	53	1.9%	0.01	1.9%
1.374	Regional Emergency Program Support	2,108	0.54	2,047	0.52	61	3.0%	0.02	3.0%
1.375	Hazardous Material Incident Response	5,164	1.32	5,014	1.28	150	3.0%	0.04	3.0%
1.911	Call Answer	2,431	0.62	2,360	0.60	71	3.0%	0.02	3.0%
1.921	Regional CREST Contribution	23,091	5.91	22,418	5.74	673	3.0%	0.17	3.0%
Total Regional		591,985	\$151.56	\$575,663	\$147.38	\$16,322	2.8%	\$4.18	2.8%
1.126	Victoria Family Court Committee	237	0.06	237	0.06	-	0.0%	-	0.0%
1.128	Greater Victoria Police Victim Services	835	1.73	822	1.70	13	1.6%	0.03	1.6%
1.230	Traffic Safety Commission	1,342	0.34	1,342	0.34	-	0.0%	-	0.0%
1.313	Animal Care Services	66,134	16.93	64,208	16.44	1,926	3.0%	0.49	3.0%
1.330	Regional Growth Strategy	5,718	1.46	5,551	1.42	166	3.0%	0.04	3.0%
1.913	Fire Dispatch	36,118	9.25	35,092	8.98	1,026	2.9%	0.26	2.9%
3.701	Millstream Remediation	2,279	0.58	4,616	1.18	(2,337)	-50.6%	(0.60)	-50.6%
Total Sub-Regional		\$112,663	\$30.36	\$111,869	\$30.13	\$795	0.7%	\$0.23	0.8%
1.103	Elections	14,422	3.69	14,422	3.69	(0)	0.0%	(0.00)	0.0%
1.104	U.B.C.M.	2,727	0.70	2,647	0.68	79	3.0%	0.02	3.0%
1.318	Building Inspection	105,551	27.02	102,477	26.24	3,074	3.0%	0.79	3.0%
1.320	Noise Control	9,241	2.37	8,968	2.30	273	3.0%	0.07	3.0%
1.322	Nuisances & Unightly Premises	12,347	3.16	11,983	3.07	364	3.0%	0.09	3.0%
1.372	Electoral Area Emergency Program	34,384	8.80	33,381	8.55	1,002	3.0%	0.26	3.0%
Total Joint Electoral Area		\$178,671	\$45.74	\$173,879	\$44.52	\$4,792	2.8%	\$1.23	2.8%
1.109	Electoral Area Admin Exp-JDF	63,123	16.16	60,129	15.39	2,994	5.0%	0.77	5.0%
1.317	JDF Building Numbering	13,295	3.40	12,902	3.30	393	3.0%	0.10	3.0%
1.319	Soil Deposit Removal	5,859	1.50	5,682	1.45	177	3.1%	0.05	3.1%
1.325	Electoral Area Services - Planning	718,640	183.99	697,706	178.63	20,934	3.0%	5.36	3.0%
1.340	JDF Livestock Injury Compensation	3,158	0.81	3,150	0.81	8	0.3%	0.00	0.3%
1.370	Juan de Fuca Emergency Program	89,719	22.97	88,578	22.68	1,141	1.3%	0.29	1.3%
1.377	JDF Search and Rescue	69,952	17.91	69,952	17.91	-	0.0%	-	0.0%
1.405	JDF EA - Community Parks	199,051	50.96	193,274	49.48	5,777	3.0%	1.48	3.0%
1.924	Emergency Comm - Crest - J.D.F.	144,644	37.03	125,143	32.04	19,501	15.6%	4.99	15.6%
Total JDF Electoral Area		\$1,307,441	\$334.74	\$1,256,516	\$321.70	\$50,925	4.1%	\$13.04	4.1%
Total Capital Regional District		\$2,190,761	\$562.40	\$2,117,927	\$543.73	\$72,834	3.4%	\$18.67	3.4%
Cost/average residential property		\$562.40		\$543.73		\$18.67			
CRHD	Capital Regional Hospital District	466,986	119.56	466,847	119.52	139	0.0%	0.04	0.0%
Total CRD and CRHD		\$2,657,747	\$681.96	\$2,584,775	\$663.26	\$72,972	2.8%	\$18.71	2.8%

Average residential assessment - 2022

\$849,943

\$849,943

Major Impacts (Changes in \$/Avg HH >+/-\$.100)

	Change in Requisition		Change in Avg HH	
	\$	%	\$	%
REGIONAL				
Legislative & General Government	4,570	0.2%	1.17	0.2%
Regional Parks	8,200	0.3%	2.10	0.3%
Climate Action and Adaptation	4,841	0.2%	1.24	0.2%
JDF EA				
Electoral Area Services - Planning	20,934	0.8%	5.36	0.8%
JDF EA - Community Parks	5,777	0.2%	1.48	0.2%
Emergency Comm - Crest - J.D.F.	19,501	0.8%	4.99	0.8%
Capital Regional Hospital District	139	0.0%	0.04	0.0%
Other	9,010	0.3%	2.33	0.4%
Total	72,972	2.8%	18.71	2.8%

Juan de Fuca Local/Specified/Defined Services		Provisional		Cost per Avg.		Change in Requisition		Change in cost per avg	
		2023	Cost per Avg. Res Asst/ Parcel	2022	Cost per Avg. Res Asst/ Parcel	\$	%	\$	%
1.119	Vancouver Island Regional Library	331,760	97.07	322,102	94.25	9,658	3.0%	2.83	3.0%
1.121	Sooke Regional Museum	78,651	23.01	76,361	22.34	2,290	3.0%	0.67	3.0%
1.133	Langford E.A. - Greater Victoria Public Library	32,435	67.19	31,491	65.23	944	3.0%	1.96	3.0%
1.232	Port Renfrew Street Lighting	3,589	40.91	3,485	39.72	104	3.0%	1.19	3.0%
1.350	Willis Point Fire Protection	145,282	610.78	141,330	594.17	3,952	2.8%	16.61	2.8%
1.353	Otter Point Fire Protection	554,473	507.84	539,558	494.18	14,915	2.8%	13.66	2.8%
1.354	Malahat Fire Protection	67,560	726.62	65,597	705.51	1,963	3.0%	21.11	3.0%
1.355	Durrance Road Fire Protection	3,016	349.20	3,020	349.66	(4)	-0.1%	(0.46)	-0.1%
1.357	East Sooke Fire Protection	492,703	556.01	479,055	540.61	13,648	2.8%	15.40	2.8%
1.358	Port Renfrew Fire Protection	99,111	256.78	96,622	250.33	2,489	2.6%	6.45	2.6%
1.360	Shirley Fire Protection	202,170	611.80	167,487	506.84	34,683	20.7%	104.96	20.7%
1.40X	SEAPARC	772,113	252.16	751,115	245.31	20,998	2.8%	6.86	2.8%
1.408	JDF EA - Community Recreation	71,600	20.95	69,508	20.34	2,092	3.0%	0.61	3.0%
1.523	Port Renfrew Refuse Disposal	34,870	90.14	33,852	87.51	1,018	3.0%	2.63	3.0%
2.650	Port Renfrew Water	66,243	329.14	64,508	320.52	1,735	2.7%	8.62	2.7%
2.691	Wilderness Mountain	66,701	823.21	61,900	763.96	4,801	7.8%	59.25	7.8%
3.700	Septage Disposal - JDF Service Area	-	-	464	0.13	(464)	-100.0%	(0.13)	-100.0%
3.755	Regional Source Control - Port Renfrew Sewer	726	8.06	705	7.82	21	3.0%	0.23	3.0%
3.850	Port Renfrew Sewer	64,750	739.95	62,294	711.88	2,456	3.9%	28.07	3.9%
Total JdF Local/Specified/Defined Requisition		\$3,087,752		\$2,970,453		\$117,299			

Average residential assessment - 2022

\$849,943

\$849,943

Appendix A-2

Juan de Fuca - Operating Budget Highlights - Gross Expenditure (+/- 3.0% and +/- \$20,000)

JDF Services +/- 3.0% and +/- \$20,000	Gross Expenditure 2023	Gross Expenditure 2022	Changes \$	Changes %	Main Budget Driver
1.114 - Grant-in-Aid - JDF	29,956	54,425	(24,469)	-45.0%	• One-time expense in 2022 funded by \$18.5k COVID 19 Safe Restart Grant
1.325 - Electoral Area Services - Planning	848,371	807,042	41,329	5.1%	• Salary increase inclusive of estimated contract changes, \$23K • One-time orthophotos in 2023, \$13.5k - funded by Operating Reserve Fund (ORF)
Total Juan de Fuca Electoral Area	878,327	861,467	16,860	2.0%	
1.129 - Vancouver Island Regional Libray - Debt	339,466	180,600	158,866	88.0%	• Increased debt costs - \$6 million long-term MFA debt in 2022 on behalf of VIRL
1.360 - Shirley Fire Protection	193,332	158,639	34,693	21.9%	• Ongoing increase in salaries expense
1.369 - EA Fire Services - JDF	97,529	141,568	(44,039)	-31.1%	• One-time Fire Governance Review in 2022 - funded by Operating Reserve Fund (ORF)
Total Local/Specified/Defined Area	630,327	480,807	149,520	31.1%	
Other (Services not meeting criteria above)	3,120,274	3,034,950	85,324	2.8%	
Total Juan de Fuca	4,628,928	4,377,223	251,704	5.8%	

Juan de Fuca - Operating Budget by Expenditure Type (in \$ millions)

Expenditure Type	Provisional Plan \$M 2023	Financial Plan \$M* 2022	Changes \$M	Changes %
Operations	3.50	3.49	0.01	0.3%
Capital Funding	0.03	0.03	-	-
Debt Servicing	0.52	0.30	0.22	73.0%
Transfer to Reserves	0.58	0.56	0.02	3.6%
Total Juan de Fuca	4.63	4.38	0.25	5.8%

*Based on Amendment Financial Plan (Bylaw No. 4498)

Appendix A-3
Juan de Fuca 2023 Major Capital Projects ≥ \$100,000

SERVICE AREA	\$('000)	FUNDING SOURCE
1.325 Community Planning		
Otter Point Ground Water Study for Official Community Plan (OCP)	100	Grants
Port Renfrew Official Community Plan (OCP) Review & Update	100	Grants
Protective Services		
1.350 Willis Point Fire Protection		
Engine 2 Replacement	650	Reserves, Debt
1.357 East Sooke Fire Protection		
Tender 2 Replacement	300	Reserves
Recreation & Cultural Services		
1.405 JDF EA Parks		
Port Renfrew Playground Equipment	160	Grants
Coppermine Park-Playground Improvements	100	Grants
Water		
2.650 Port Renfrew Water		
Supply System Replacement Design	100	Grants

Total Projects ≥ \$100K	1,510
Total Projects < \$100K	706
Total 2023 Capital Projects	2,216

Appendix A-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JDF 2023							Schedule B - Extract								
Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING							
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL	
1.109	JDF Admin. Expenditures						-								
1.318	Building Inspection	7,300	11,300				18,600			18,600					18,600
1.325	Community Planning	37,700			200,000		237,700			37,700	200,000				237,700
1.350	Willis Point Fire	87,030	650,000	18,000	10,000		765,030		275,000	447,000		43,030			765,030
1.353	Otter Point Fire	28,300		40,000			68,300			28,300		40,000			68,300
1.357	East Sooke Fire	31,795	300,000	10,000			341,795			316,295		25,500			341,795
1.358	Port Renfrew Fire	33,000					33,000			33,000					33,000
1.360	Shirley Fire Department	10,000					10,000			10,000					10,000
1.405	JDF EA Community Parks & Recreation				490,000	50,000	540,000	5,000			535,000				540,000
1.523	Port Renfrew Refuse Disposal				12,000		12,000					12,000			12,000
2.650	Port Renfrew Water	10,000			100,000		110,000				100,000	10,000			110,000
2.691	Wilderness Mountain Water Service				15,000		15,000					15,000			15,000
3.850	Port Renfrew Sewer				65,000		65,000				50,000	15,000			65,000
TOTAL		245,125	961,300	68,000	892,000	50,000	2,216,425	5,000	275,000	890,895	885,000	160,530	-		2,216,425

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 JDF Emergency Program**
- 1.377 JDF Search and Rescue**
- 1.405 JDF Community Parks**
- 1.408 JDF 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

2023 BUDGET

Elections

EAC REVIEW

SEPTEMBER 2022

Service: 1.103 Elections

Committee: Electoral Areas

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 - Elections	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Electoral Area Elections	162,500	162,500	-	-	-	-	-	-	177,620	-
Islands Trust	74,900	74,900	-	-	-	-	-	-	81,870	-
Allocations and Insurance	32	32	380	-	-	380	400	420	13,038	460
TOTAL OPERATING COSTS	237,432	237,432	380	-	-	380	400	420	272,528	460
*Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	25,500	25,500	65,200	-	-	65,200	65,200	65,200	-	65,200
TOTAL COSTS	262,932	262,932	65,580	-	-	65,580	65,600	65,620	272,528	65,660
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(122,457)	(122,457)	-	-	-	-	-	-	(125,038)	-
Recovery from Islands Trust	(74,900)	(74,900)	-	-	-	-	-	-	(81,870)	-
Other Income	(84)	(84)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(197,441)	(197,441)	(90)	-	-	(90)	(90)	(90)	(206,998)	(90)
REQUISITION	(65,491)	(65,491)	(65,490)	-	-	(65,490)	(65,510)	(65,530)	(65,530)	(65,570)
*Percentage increase over prior year Requisition			0.0%			0.0%	0.0%	0.0%	0.0%	0.1%

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: Fund Centre:	1500 105515	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		103,359	6,402	71,602	136,802	202,002	76,964
Transfer from Op Budget		25,500	65,200	65,200	65,200	-	65,200
Transfer to Op Budget		(122,457)	-	-	-	(125,038)	-
Interest Income		-					
Ending Balance \$		6,402	71,602	136,802	202,002	76,964	142,164

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections every 4 years

CAPITAL REGIONAL DISTRICT

2023 Budget

UBCM

EAC REVIEW

SEPTEMBER 2022

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Membership Fee	12,945	12,067	13,002	-	-	13,002	13,260	13,523	13,797	14,071
TOTAL COSTS	12,945	12,067	13,002	-	-	13,002	13,260	13,523	13,797	14,071
*Percentage Increase over prior year						0.4%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	848	(848)	-	-	(848)	-	-	-	-
Balance c/fwd from 2021 to 2022	(1,147)	(1,147)	-	-	-	-	-	-	-	-
Other Revenue	(76)	(46)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(1,223)	(345)	(928)	-	-	(928)	(80)	(80)	(80)	(80)
REQUISITION	(11,722)	(11,722)	(12,074)	-	-	(12,074)	(13,180)	(13,443)	(13,717)	(13,991)
*Percentage increase over prior year Requisition						3.0%	9.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Building Inspection

EAC Review

SEPTEMBER 2022

Service: 1.318 Building Inspection

Committee: Electoral Areas

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 2022 to 2023
Service: 1.318 Building Inspection

Total Expenditure

Comments

2022 Budget

1,792,001

Change in Salaries:

Base salary change	25,500	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(4,022)	
Overtime and auxiliary wages	15,886	Due to increased construction activity
Total Change in Salaries	37,364	

Other Changes:

Standard Overhead Allocation	10,290	Increase in 2022 operating costs
Human Resources Allocation	971	
Building Occupancy Allocation	6,581	
Bylaw Enforcement Allocation	5,000	Cost recovery from Bylaw services to issue fines for building infractions Increase in salaries due to step increase/paygrade change from sender:
Emergency Program Allocation	1,345	1.372 Emergency Planning Coordination
Staff Training and Development	2,930	Wood stove inspection training course
Office Supplies	2,100	First aid supplies and safety equipment
Equipment Purchases and Vehicle Maintenance	7,660	Earth quake equipment, cell phone boosters, and satellite phone
Other (Travel, Licenses, Electricity)	6,893	
Total Other Changes	43,770	

2023 Budget

1,873,135

Summary of % Expense Increase

Auxiliary labour due to increased construction activity	0.9%	
Equipment and maintenance	0.4%	
Building infraction enforcement (Bylaw allocation)	0.3%	
Training and Development	0.2%	
Balance of increase	2.8%	
% expense increase from 2022:	4.5%	
% Requisition increase from 2022 (if applicable):	3.0%	<i>Requisition funding is 25.0% of service revenue</i>

Overall 2022 Budget Performance
 (expected variance to budget and surplus treatment)

Revenues are projected at \$149,640 (11.4%) higher than budget primarily due to higher permit fee revenues driven by increased construction activity in 2022. Operating expenditures are projected at \$147,935 (-8.5%) lower than budget primarily due to staff vacancies and lower travel expenses. The \$297,575 favourable variance will be transferred to the Operating Reserve Fund (\$247,575), which has an expected year end balance of \$226,999 before this transfer; and the Equipment Replacement Fund (\$50,000), which has an expected year end balance of \$94,830 before this transfer.

1.318 - Building Inspection

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	1,197,922	1,092,247	1,235,286	-	-	1,235,286	1,261,679	1,288,627	1,316,163	1,344,285
Telecommunications	36,610	21,557	37,710	-	-	37,710	38,470	39,230	40,020	40,820
Legal Expenses	10,600	10,600	10,920	-	-	10,920	11,140	11,360	11,590	11,820
Building Rent	34,880	34,880	35,480	-	-	35,480	36,090	36,810	37,550	38,300
Supplies	16,700	17,888	18,800	-	-	18,800	17,540	17,900	18,260	18,620
Allocations	298,869	300,410	324,529	-	-	324,529	337,519	347,458	356,968	366,799
Other Operating Expenses	153,120	123,184	167,110	-	-	167,110	169,710	173,140	176,640	180,210
TOTAL OPERATING COSTS	1,748,701	1,600,766	1,829,835	-	-	1,829,835	1,872,148	1,914,525	1,957,191	2,000,854
*Percentage Increase over prior year						4.6%	2.3%	2.3%	2.2%	2.2%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	20,000	70,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Operating Reserve Fund	-	247,575	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	20,000	317,575	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	1,792,001	1,941,641	1,873,135	-	-	1,873,135	1,915,448	1,957,825	2,000,491	2,044,154
*Percentage Increase over prior year						4.5%	2.3%	2.2%	2.2%	2.2%
Internal Recoveries	(30,076)	(30,076)	(30,980)	-	-	(30,980)	(31,600)	(32,230)	(32,870)	(33,530)
TOTAL COSTS LESS INTERNAL RECOVERIES	1,761,925	1,911,565	1,842,155	-	-	1,842,155	1,883,848	1,925,595	1,967,621	2,010,624
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(66,235)	(66,235)	(51,755)	-	-	(51,755)	(57,648)	(62,875)	(67,621)	(72,594)
Permit Fees Revenue	(1,200,000)	(1,350,000)	(1,280,000)	-	-	(1,280,000)	(1,305,600)	(1,331,710)	(1,358,350)	(1,385,510)
Contract Revenue	(37,510)	(37,150)	(38,640)	-	-	(38,640)	(39,410)	(40,200)	(41,010)	(41,830)
Grants in Lieu of Taxes	(1,802)	(1,802)	(1,720)	-	-	(1,720)	(1,750)	(1,790)	(1,830)	(1,880)
Revenue - Other	(2,610)	(2,610)	(2,660)	-	-	(2,660)	(2,710)	(2,760)	(2,820)	(2,900)
TOTAL REVENUE	(1,308,157)	(1,457,797)	(1,374,775)	-	-	(1,374,775)	(1,407,118)	(1,439,335)	(1,471,631)	(1,504,714)
REQUISITION	(453,768)	(453,768)	(467,380)	-	-	(467,380)	(476,730)	(486,260)	(495,990)	(505,910)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	10.2		10.2			10.2	10.2	10.2	10.2	10.2

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.318 Building Inspection	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$1,300	\$32,300	\$5,500	\$4,500	\$6,000	\$6,000	\$54,300
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300

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	\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300
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
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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 SLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$145,000	V	ERF	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$30,600	E	ERF	\$0	\$6,000	\$5,500	\$4,500	\$6,000	\$6,000	\$28,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	\$0	E	ERF	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
22-03	New	Microfiche Computer	New pc and monitor for microfiche reader used for FOI requests at Fisgard	\$1,300	E	ERF	\$1,300	\$1,300	\$0	\$0	\$0	\$0	\$1,300
			GRAND TOTAL	\$176,900			\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300

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 21-01 **Capital Project Title** Furniture Replacement **Capital Project Description** Salt Spring Island furniture replacement

Project Rationale Replace desks, chairs, shelving, cabinetry and other furniture that has become worn and requires replacement.

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.

**Building Inspection
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	473,418	421,663	364,015	301,140	233,519	160,925
Equipment Replacement Fund	144,830	82,530	97,030	112,530	76,530	90,530
Total	618,247	504,192	461,044	413,669	310,048	251,454

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: Fund Centre:	1500 105544	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		292,078	473,418	421,663	364,015	301,140	233,519
Transfer from Ops Budget		247,575	-	-	-	-	-
Transfer to Ops Budget		(66,235)	(51,755)	(57,648)	(62,875)	(67,621)	(72,594)
Interest Income		-					
Ending Balance \$		473,418	421,663	364,015	301,140	233,519	160,925

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101425	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		208,730	144,830	82,530	97,030	112,530	76,530
Transfer from Ops Budget		70,000	20,000	20,000	20,000	20,000	20,000
Planned Purchase		(133,900)	(82,300)	(5,500)	(4,500)	(56,000)	(6,000)
Interest Income		-					
Ending Balance \$		144,830	82,530	97,030	112,530	76,530	90,530

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 BUDGET

NOISE CONTROL

EAC REVIEW

SEPTEMBER 2022

Service: 1.320 Noise Control

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Legal	6,900	1,500	7,110	-	-	7,110	7,250	7,400	7,550	7,700
Allocations	2,597	2,597	2,678	-	-	2,678	2,731	2,782	2,834	2,886
Internal Time Charges	30,474	30,474	31,390	-	-	31,390	32,020	32,650	33,310	33,970
Other Operating Expenses	50	65	50	-	-	50	50	50	50	50
TOTAL OPERATING COSTS	40,021	34,636	41,228	-	-	41,228	42,051	42,882	43,744	44,606
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
Transfer to Operating Reserve Fund	-	5,335	-	-	-	-	-	-	-	-
TOTAL COSTS	40,021	39,971	41,228	-	-	41,228	42,051	42,882	43,744	44,606
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(160)	(160)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
Revenue - Other	(150)	(100)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(310)	(260)	(310)	-	-	(310)	(310)	(310)	(310)	(310)
REQUISITION	(39,711)	(39,711)	(40,918)	-	-	(40,918)	(41,741)	(42,572)	(43,434)	(44,296)
*Percentage increase over prior year Requisition						3.0%	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: Fund Centre:	1500 105406	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		15,454	20,789	20,789	20,789	20,789	20,789
Transfer from Ops Budget		5,335	-	-	-	-	-
Interest Income		-					
Ending Balance \$		20,789	20,789	20,789	20,789	20,789	20,789

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2023 BUDGET

Nuisance & Unsightly Premises

EAC REVIEW

SEPTEMBER 2022

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Legal	2,130	500	2,190	-	-	2,190	2,230	2,270	2,320	2,370
Allocations	3,240	3,240	3,346	-	-	3,346	3,412	3,477	3,542	3,609
Internal Time Charges	47,685	47,685	49,130	-	-	49,130	50,100	51,100	52,120	53,160
Other Operating Expenses	320	320	320	-	-	320	320	320	320	320
TOTAL OPERATING COSTS	53,375	51,745	54,986	-	-	54,986	56,062	57,167	58,302	59,459
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	1,630	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	1,630	-	-	-	-	-	-	-	-
TOTAL COSTS	53,375	53,375	54,986	-	-	54,986	56,062	57,167	58,302	59,459
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(213)	(213)	(213)	-	-	(213)	(220)	(220)	(220)	(220)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(313)	(313)	(313)	-	-	(313)	(320)	(320)	(320)	(320)
REQUISITION	(53,062)	(53,062)	(54,673)	-	-	(54,673)	(55,742)	(56,847)	(57,982)	(59,139)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	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					
			2022	2023	2024	2025	2026	2027
Fund Centre:	105403							
Beginning Balance		11,693	13,323	13,323	13,323	13,323	13,323	
Transfer from Ops Budget		1,630	-	-	-	-	-	
Interest Income		-						
Ending Balance \$		13,323	13,323	13,323	13,323	13,323	13,323	

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 BUDGET

Electoral Area Emergency Planning Coordination

EAC REVIEW

SEPTEMBER 2022

Service: 1.372 Emergency Planning Coordination

Committee: Planning and 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 - Electoral Area Emergency Planning Coordination	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries	538,896	528,836	567,137	-	-	567,137	579,331	591,790	604,508	617,502
Travel Expenses	1,860	1,000	1,920	-	-	1,920	1,960	2,000	2,040	2,080
Telecommunications	6,950	6,950	7,160	-	-	7,160	7,300	7,450	7,600	7,750
Staff Training & Development	1,650	2,537	1,700	-	-	1,700	1,730	1,760	1,800	1,840
Supplies	2,050	1,900	2,110	-	-	2,110	2,150	2,190	2,230	2,270
Allocations	62,608	62,608	63,573	-	-	63,573	65,045	66,555	67,884	69,243
Other Operating Expenses	8,750	9,101	9,260	-	-	9,260	9,450	9,640	9,830	10,020
TOTAL OPERATING COSTS	622,764	612,932	652,860	-	-	652,860	666,966	681,385	695,892	710,705
*Percentage Increase over prior year						4.8%	2.2%	2.2%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	7,500	17,332	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	7,500	17,332	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL COSTS	630,264	630,264	660,360	-	-	660,360	674,466	688,885	703,392	718,205
Internal Recoveries	(468,860)	(468,860)	(492,300)	-	-	(492,300)	(507,070)	(522,280)	(537,950)	(551,400)
OPERATING COSTS LESS INTERNAL RECOVERIES	161,404	161,404	168,060	-	-	168,060	167,396	166,605	165,442	166,805
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(12,674)	(12,674)	(14,870)	-	-	(14,870)	(11,174)	(7,241)	(2,900)	(1,025)
Grants in Lieu of Taxes	(597)	(597)	(610)	-	-	(610)	(620)	(630)	(640)	(650)
Revenue - Other	(320)	(320)	(330)	-	-	(330)	(330)	(330)	(330)	(330)
TOTAL REVENUE	(13,591)	(13,591)	(15,810)	-	-	(15,810)	(12,124)	(8,201)	(3,870)	(2,005)
REQUISITION	(147,813)	(147,813)	(152,250)	-	-	(152,250)	(155,272)	(158,404)	(161,572)	(164,800)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	4.0	4.0	4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.372	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Emergency Planning Coordination							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment	E	\$0	\$0	\$2,500	\$0	\$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	\$70,000	\$70,000	
		\$0	\$0	\$2,500	\$0	\$0	\$70,000	\$72,500	

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	\$2,500	\$0	\$0	\$70,000	\$72,500	
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	\$2,500	\$0	\$0	\$70,000	\$72,500	

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"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".</i></p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p> <p>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.</p>	<p>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.</p>	
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$2,500	E	ERF	\$0	\$0	\$2,500	\$0	\$0	\$0	\$2,500
23-01	Replacement	Vehicle Replacement	Vehicle replacement	\$70,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$70,000	\$70,000
GRAND TOTAL				\$72,500			\$0	\$0	\$2,500	\$0	\$0	\$70,000	\$72,500

Electoral Area Emergency Planning Coordination
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	48,765	33,895	22,721	15,480	12,580	11,555
Equipment Replacement Fund	49,587	57,087	62,087	69,587	77,087	14,587
Total	98,352	90,982	84,808	85,067	89,667	26,142

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	105545						
Beginning Balance		61,439	48,765	33,895	22,721	15,480	12,580
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(12,674)	(14,870)	(11,174)	(7,241)	(2,900)	(1,025)
Interest Income		-					
Ending Balance \$		48,765	33,895	22,721	15,480	12,580	11,555

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	2022	2023	2024	2025	2026	2027
Beginning Balance		32,255	49,587	57,087	62,087	69,587	77,087
Transfer from Op Budget		17,332	7,500	7,500	7,500	7,500	7,500
Planned Purchase		-	-	(2,500)	-	-	(70,000)
Interest Income		-					
Ending Balance \$		49,587	57,087	62,087	69,587	77,087	14,587

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2023 Budget

Admin. Expenditures (JDF)

EAC Review

SEPTEMBER 2022

Service: 1.109 JDF Admin. Expenditures

Committee: Electoral Areas

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Director's Remuneration	47,789	46,289	49,129	-	-	49,129	50,110	51,110	52,130	53,170
Travel	1,710	1,760	1,760	-	-	1,760	1,800	1,840	1,880	1,920
Allocations	8,038	8,038	13,192	-	-	13,192	13,456	13,721	13,997	14,275
Contingency	3,000	-	-	-	-	-	-	-	-	-
Other Operating Expenses	3,300	3,220	3,720	-	-	3,720	3,800	3,880	3,960	4,040
TOTAL OPERATING COSTS	63,837	59,307	67,801	-	-	67,801	69,166	70,551	71,967	73,405
*Percentage Increase over prior year						6.2%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	4,530	(4,530)	-	-	(4,530)	-	-	-	-
Balance c/fwd from 2021 to 2022	(3,570)	(3,570)	-	-	-	-	-	-	-	-
Revenue - Other	(138)	(138)	(148)	-	-	(148)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(3,708)	822	(4,678)	-	-	(4,678)	(150)	(150)	(150)	(150)
REQUISITION	(60,129)	(60,129)	(63,123)	-	-	(63,123)	(69,016)	(70,401)	(71,817)	(73,255)
*Percentage increase over prior year Requisition						5.0%	9.3%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.109	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	JDF Admin. Expenditures							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$2,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$2,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$2,000
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$2,000

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years"</i>.</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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 = Project provide economic benefit to the organization.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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 and/or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

Service #: 1.109
Service Name: JDF Admin. Expenditures

SECTION 1: PROJECT DESCRIPTION AND BUDGET														
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total	
26-01	Replacement	Computer	Computer Replacement	\$2,000	E	ERF	\$0	\$0	\$0	\$0	\$2,000	\$0	\$2,000	\$2,000
GRAND TOTAL				\$2,000			\$0	\$0	\$0	\$0	\$2,000	\$0	\$2,000	\$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					
			2022	2023	2024	2025	2026	2027
Fund Centre:	101839							
Beginning Balance		10,880	8,880	8,880	8,880	8,880	6,880	
Transfer from Ops Budget		-	-	-	-	-	-	
Planned Purchase		(2,000)	-	-	-	(2,000)	-	
Interest Income		-						
Ending Balance \$		8,880	8,880	8,880	8,880	6,880	6,880	

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

JDF Grants in Aid

EAC Review

SEPTEMBER 2022

Service: 1.114 JDF Grants in Aid

Committee: Electoral Areas

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 \$146,700.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.114 - JDF Grants in Aid	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Grants in Aid	51,172	21,506	27,235	-	-	27,235	20,000	20,000	20,000	20,000
Allocations	3,253	3,253	2,721	-	-	2,721	2,776	2,831	2,888	2,946
TOTAL OPERATING COSTS	54,425	24,759	29,956	-	-	29,956	22,776	22,831	22,888	22,946
*Percentage Increase over prior year						-45.0%	-24.0%	0.2%	0.2%	0.3%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	29,666	(29,666)	-	-	(29,666)	-	-	-	-
Balance c/fwd from 2021 to 2022	(54,135)	(54,135)	-	-	-	-	-	-	-	-
Other Income	(290)	(290)	(290)	-	-	(290)	(290)	(290)	(290)	(290)
TOTAL REVENUE	(54,425)	(24,759)	(29,956)	-	-	(29,956)	(290)	(290)	(290)	(290)
REQUISITION	-	-	-	-	-	-	(22,486)	(22,541)	(22,598)	(22,656)
*Requisition increase over prior year						N/A	N/A	0.2%	0.3%	0.3%

CAPITAL REGIONAL DISTRICT

2023 Budget

Vancouver Island Regional Library

EAC Review

SEPTEMBER 2022

Service: 1.119 Vancouver Island Regional Library

Committee: Electoral Areas

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:

None stated

FUNDING:

Requisition

1.119 - Vancouver Island Regional Library	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to Vancouver Island Regional Library	315,360	315,360	324,820	-	-	324,820	331,320	337,950	344,710	351,600
Allocations	6,218	6,218	6,456	-	-	6,456	6,585	6,717	6,852	6,989
Other Operating Expenses	1,240	1,079	1,240	-	-	1,240	1,240	1,240	1,240	1,240
TOTAL COSTS	322,818	322,657	332,516	-	-	332,516	339,145	345,907	352,802	359,829
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	161	(161)	-	-	(161)	-	-	-	-
Balance c/fwd from 2021 to 2022	(141)	(141)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(325)	(325)	(335)	-	-	(335)	(340)	(350)	(360)	(370)
Other Revenue	(250)	(250)	(260)	-	-	(260)	(260)	(260)	(260)	(260)
TOTAL REVENUE	(716)	(555)	(756)	-	-	(756)	(600)	(610)	(620)	(630)
REQUISITION	(322,102)	(322,102)	(331,760)	-	-	(331,760)	(338,545)	(345,297)	(352,182)	(359,199)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Sooke Regional Museum

EAC REVIEW

SEPTEMBER 2022

Service: 1.121

Sooke Regional Museum

Committee: Electoral Areas

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 \$460,757.

FUNDING:

Requisition

1.121 - Sooke Regional Museum	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to Sooke Regional Museum	211,890	211,890	218,000	-	-	218,000	222,360	226,810	231,350	235,980
Allocations	3,932	3,932	4,318	-	-	4,318	4,404	4,492	4,582	4,674
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL COSTS	215,882	215,882	222,378	-	-	222,378	226,824	231,362	235,992	240,714
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	100	(100)	-	-	(100)	-	-	-	-
Balance c/fwd from 2021 to 2022	(200)	(200)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(341)	(341)	(380)	-	-	(380)	(390)	(400)	(410)	(420)
Other Revenue	-	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(541)	(541)	(580)	-	-	(580)	(490)	(500)	(510)	(520)
REQUISITION	(215,341)	(215,341)	(221,798)	-	-	(221,798)	(226,334)	(230,862)	(235,482)	(240,194)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Vancouver Island Regional Library-Debt

EAC Review

SEPTEMBER 2022

Change in Budget 2022 to 2023

Service: 1.129 Vancouver Island Regional Library-Debt

Total Expenditure**Comments****2022 Budget****180,600****Other Changes:**

Debt Charges

158,866

\$6 million long-term MFA debt in 2022 on behalf of VIRL

Total Other Changes

158,866**2023 Budget**

339,466

Summary of % Expense Increase

Increase debt expense

88.0%

Balance of increase

0.0%

*% expense increase from 2022:***88.0%***% Requisition increase from 2022:***0.0%***Requisition funding is 0% of service revenue*

Overall 2022 Budget Performance

(expected variance to budget and surplus treatment)

No variance is expected because all debt costs are recovered by Vancouver Island Regional Library (VIRL).

CAPITAL REGIONAL DISTRICT

2023 Budget

Langford EA - GVPL

EAC Review

SEPTEMBER 2022

Service: 1.133 Langford EA - GVPL

Committee: Electoral Areas

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 GVPLB'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:

Requisition

1.133 - Langford EA - GVPL	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to Greater Victoria Public Library	31,470	31,470	31,890	-	-	31,890	32,530	33,180	33,840	34,520
Allocations	622	622	642	-	-	642	655	668	681	695
Other Operating Expenses	10	-	10	-	-	10	10	10	10	10
TOTAL OPERATING COSTS	32,102	32,092	32,542	-	-	32,542	33,195	33,858	34,531	35,225
*Percentage Increase over prior year						1.4%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	17	(17)	-	-	(17)	-	-	-	-
Balance c/fwd from 2021 to 2022	(524)	(524)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(87)	(87)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Interest Income	-	(7)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(611)	(601)	(107)	-	-	(107)	(90)	(90)	(90)	(90)
REQUISITION	(31,491)	(31,491)	(32,435)	-	-	(32,435)	(33,105)	(33,768)	(34,441)	(35,135)
*Percentage increase over prior year Requisition						3.0%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Street Lighting

EAC Review

SEPTEMBER 2022

Service: 1.232 Port Renfrew Street Lighting

Committee: Electoral Areas

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 \$158,564.

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 Fuca 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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Electricity	7,240	7,050	7,380	-	-	7,380	7,530	7,680	7,830	7,990
Allocations	444	444	449	-	-	449	458	467	477	486
Contingency	1,200	-	1,150	-	-	1,150	1,200	1,200	1,200	1,200
Other Operating Expenses	100	100	100	-	-	100	100	100	100	100
TOTAL COSTS	8,984	7,594	9,079	-	-	9,079	9,288	9,447	9,607	9,776
*Percentage Increase over prior year						1.1%	2.3%	1.7%	1.7%	1.8%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	1,390	(1,390)	-	-	(1,390)	-	-	-	-
Balance c/fwd from 2021 to 2022	(1,520)	(1,520)	-	-	-	-	-	-	-	-
User Charges	(3,654)	(3,654)	(3,760)	-	-	(3,760)	(3,840)	(3,920)	(4,000)	(4,080)
Grants in Lieu of Taxes	(75)	(75)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Revenue - Other	(250)	(250)	(260)	-	-	(260)	(270)	(280)	(290)	(300)
TOTAL REVENUE	(5,499)	(4,109)	(5,490)	-	-	(5,490)	(4,190)	(4,280)	(4,370)	(4,460)
REQUISITION - PARCEL TAX	(3,485)	(3,485)	(3,589)	-	-	(3,589)	(5,098)	(5,167)	(5,237)	(5,316)
*Percentage increase over prior year										
User Fee						2.9%	2.1%	2.1%	2.0%	2.0%
Requisition						3.0%	42.0%	1.4%	1.4%	1.5%
Combined						2.9%	21.6%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT

2023 Budget

JDF Building Numbering

EAC Review

SEPTEMBER 2022

Service: 1.317 JDF Building Numbering

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Building Inspection	12,034	12,034	12,390	-	-	12,390	12,640	12,890	13,150	13,410
Allocations	645	645	655	-	-	655	668	681	695	709
Other Operating Expenses	420	280	430	-	-	430	440	450	460	470
TOTAL COSTS	13,099	12,959	13,475	-	-	13,475	13,748	14,021	14,305	14,589
*Percentage Increase over prior year						2.9%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	140	(140)	-	-	(140)	-	-	-	-
Balance c/fwd from 2021 to 2022	(157)	(157)	-	-	-	-	-	-	-	-
Other Income	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(197)	(57)	(180)	-	-	(180)	(40)	(40)	(40)	(40)
REQUISITION	(12,902)	(12,902)	(13,295)	-	-	(13,295)	(13,708)	(13,981)	(14,265)	(14,549)
*Percentage increase over prior year Requisition						3.0%	3.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Soil Deposit and Removal

EAC Review

SEPTEMBER 2022

Service: 1.319 Soil Deposit and Removal

Committee: Electoral Areas

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 CRD Bylaw Officers, 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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	1,206	1,206	1,249	-	-	1,249	1,274	1,295	1,317	1,339
Internal Time Charges	4,486	4,486	4,620	-	-	4,620	4,710	4,810	4,900	5,000
Other Operating Expenses	30	30	30	-	-	30	30	30	30	30
TOTAL OPERATING COSTS	5,722	5,722	5,899	-	-	5,899	6,014	6,135	6,247	6,369
*Percentage Increase over prior year						3.1%	1.9%	2.0%	1.8%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
REQUISITION	(5,682)	(5,682)	(5,859)	-	-	(5,859)	(5,974)	(6,095)	(6,207)	(6,329)
*Percentage increase over prior year Requisition						3.1%	2.0%	2.0%	1.8%	2.0%

Reserve Schedule

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

Reserve Cash Flow

Fund: 1500 Fund Centre: 105405	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	70,228	70,228	70,228	70,228	70,228	70,228
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	70,228	70,228	70,228	70,228	70,228	70,228

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Community Planning (JDF)

EAC Review

SEPTEMBER 2022

Service: 1.325 Community Planning

Committee: Electoral Areas

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.

1.325 - Community Planning (JDF)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	463,171	400,294	486,541	-	-	486,541	496,799	507,285	517,995	528,933
Consultants	5,180	5,180	5,340	-	-	5,340	5,440	5,540	5,660	5,780
Legal Expenses	10,000	10,000	10,300	-	-	10,300	10,510	10,720	10,930	11,150
LIDAR Photography	-	-	13,500	-	-	13,500	-	13,770	-	14,045
Supplies	9,020	3,830	9,290	-	-	9,290	9,480	9,670	9,860	10,050
Land Use and Advisory Planning Cttees	15,340	14,020	15,810	-	-	15,810	16,130	15,790	15,920	16,060
Allocations	136,578	136,578	137,210	-	-	137,210	141,083	145,016	147,956	150,954
Labour Charges	32,083	32,083	33,050	-	-	33,050	33,710	34,380	35,070	35,770
Other Operating Expenses	59,900	55,875	61,560	-	-	61,560	62,830	64,140	65,470	66,820
TOTAL OPERATING COSTS	731,272	657,860	772,601	-	-	772,601	775,982	806,311	808,861	839,562
*Percentage Increase over prior year						5.7%	0.4%	3.9%	0.3%	3.8%
<u>CAPITAL / RESERVES</u>										
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	-	47,623	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	5,000	52,623	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	807,042	781,253	848,371	-	-	848,371	851,752	882,081	884,631	915,332
Internal Recoveries	(26,420)	(26,420)	(32,060)	-	-	(32,060)	(32,700)	(33,350)	(34,020)	(34,700)
OPERATING COSTS LESS INTERNAL RECOVERIES	780,622	754,833	816,311	-	-	816,311	819,052	848,731	850,611	880,632
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(35,269)	-	(49,971)	-	-	(49,971)	(38,312)	(53,301)	(40,201)	(54,942)
Processing Fee Revenue	(45,000)	(55,000)	(45,000)	-	-	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
Grants in Lieu of Taxes	(1,067)	(1,067)	(1,100)	-	-	(1,100)	(1,120)	(1,140)	(1,160)	(1,180)
Revenue - Other	(1,580)	(1,060)	(1,600)	-	-	(1,600)	(1,610)	(1,620)	(1,630)	(1,640)
TOTAL REVENUE	(82,916)	(57,127)	(97,671)	-	-	(97,671)	(86,042)	(101,061)	(87,991)	(102,762)
REQUISITION	(697,706)	(697,706)	(718,640)	-	-	(718,640)	(733,010)	(747,670)	(762,620)	(777,870)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS										
Salaried	3.7	3.7	3.7			3.7	3.7	3.7	3.7	3.7

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.325	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Community Planning							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$35,000	\$37,700	\$4,800	\$3,250	\$0	\$2,700	\$48,450
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$135,000	\$237,700	\$4,800	\$3,250	\$0	\$2,700	\$248,450
		\$135,000	\$237,700	\$4,800	\$3,250	\$0	\$2,700	\$248,450

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	\$35,000	\$37,700	\$4,800	\$3,250	\$0	\$2,700	\$48,450
Grants (Federal, Provincial)	Grant	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$135,000	\$237,700	\$4,800	\$3,250	\$0	\$2,700	\$248,450
		\$135,000	\$237,700	\$4,800	\$3,250	\$0	\$2,700	\$248,450

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"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."</i></p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
20-01	Replacement	Computer Equipment	Computer Replacement	\$8,150	E	ERF	\$0	\$2,700	\$4,800	\$3,250	\$0	\$2,700	\$13,450
22-01	Replacement	Vehicle	Vehicle Replacement	\$35,000	E	ERF	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$35,000
22-02	Study	Other 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	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
23-01	Study	Port Renfrew OCP	Port Renfrew Official Community Plan Review and Update	\$50,000	S	Grant	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
GRAND TOTAL				\$193,150			\$135,000	\$237,700	\$4,800	\$3,250	\$0	\$2,700	\$248,450

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 Public comments received in response to a number of recent development proposals have raised concern that there is insufficient 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 23-01 **Capital Project Title** Port Renfrew OCP **Capital Project Description** Port Renfrew Official Community Plan Review and Update

Project Rationale Port Renfrew Official Community Plan requires review and update.

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

Project Rationale Computer replacement

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

Project Rationale Vehicle replacement

Community Planning (JDF)
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	362,862	312,891	274,579	221,278	181,077	126,135
Equipment Replacement Fund	95,511	62,811	63,011	64,761	69,761	72,061
Total	458,373	375,702	337,590	286,039	250,838	198,196

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Operating Reserve Fund

Reserve Cash Flow

Fund: Fund Centre:	1500 105408	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		315,239	362,862	312,891	274,579	221,278	181,077
Transfer from Ops Budget		47,623	-	-	-	-	-
Transfer to Ops Budget - Core		-	(36,471)	(38,312)	(39,531)	(40,201)	(40,897)
Transfer to Ops Budget - Orthophotos		-	(13,500)	-	(13,770)	-	(14,045)
Interest Income		-					
Ending Balance \$		362,862	312,891	274,579	221,278	181,077	126,135

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: Fund Centre:	1022 101428	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		135,511	95,511	62,811	63,011	64,761	69,761
Transfer from Ops Budget		5,000	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(45,000)	(37,700)	(4,800)	(3,250)	-	(2,700)
Interest Income		-					
Ending Balance \$		95,511	62,811	63,011	64,761	69,761	72,061

Assumptions/Background:

Maintain balance sufficient to fund required asset replacements

CAPITAL REGIONAL DISTRICT

2023 Budget

JDF Livestock Injury Compensation

EAC Review

SEPTEMBER 2022

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	150	150	158	-	-	158	161	164	167	170
Compensation Claim Payments	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	3,150	3,150	3,158	-	-	3,158	3,161	3,164	3,167	3,170
*Percentage Increase over prior year						0.3%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
REQUISITION	(3,150)	(3,150)	(3,158)	-	-	(3,158)	(3,161)	(3,164)	(3,167)	(3,170)
*Percentage increase over prior year Requisition						0.3%	0.1%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2023 Budget

Willis Point Fire Protection & Recreation

EAC Review

SEPTEMBER 2022

Service: 1.350 Willis Point Fire

Committee: Electoral Areas

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:

Willis 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 \$452,560.

FUNDING:

Requisition

1.350 - Willis Point Fire Protection & Recreation	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
<u>Fire Protection Costs</u>										
Travel - Vehicles	14,200	13,700	14,630	-	-	14,630	14,920	15,220	15,520	15,830
Insurance	7,890	7,890	8,430	-	-	8,430	8,710	9,020	9,340	9,660
Utilities	12,300	12,300	12,550	-	-	12,550	12,800	13,060	13,320	13,590
Staff Development	24,080	16,639	24,800	-	-	24,800	25,290	25,790	26,310	26,830
Allocations	6,174	6,554	5,851	-	-	5,851	5,968	6,087	6,209	6,333
Operating - Other	37,269	36,529	36,300	-	-	36,300	37,020	37,740	38,490	39,250
TOTAL FIRE PROTECTION COSTS	101,913	93,612	102,561	-	-	102,561	104,708	106,917	109,189	111,493
<u>Recreation Costs:</u>										
Recreation Expenses	15,100	13,893	10,310	-	-	10,310	9,460	9,610	9,760	9,910
TOTAL OPERATING COSTS	117,013	107,505	112,871	-	-	112,871	114,168	116,527	118,949	121,403
*Percentage Increase over prior year						0.6%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES / DEBT</u>										
Capital Equipment Purchases	6,300	6,300	6,490	-	-	6,490	6,620	6,750	6,890	7,030
Transfer to Equipment Replacement Fund	47,055	47,055	55,000	-	-	55,000	40,000	45,000	50,000	50,000
Transfer to Reserve Fund	7,500	7,500	5,000	-	-	5,000	5,000	5,000	5,000	5,000
MFA Debt Reserve Fund	-	-	2,750	-	-	2,750	-	-	-	-
MFA Debt Principal	-	-	-	-	-	-	15,336	15,336	15,336	15,336
MFA Debt Interest	-	-	2,888	-	-	2,888	11,550	11,550	11,550	11,550
TOTAL CAPITAL / RESERVES / DEBT	60,855	60,855	72,128	-	-	72,128	78,506	83,636	88,776	88,916
TOTAL COSTS	177,868	168,360	184,999	-	-	184,999	192,674	200,163	207,725	210,319
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	10,178	(10,178)	-	-	(10,178)	-	-	-	-
Balance c/fwd from 2021 to 2022	(9,919)	(9,919)	-	-	-	-	-	-	-	-
Rental Revenue	(29,030)	(29,450)	(29,050)	-	-	(29,050)	(29,060)	(29,070)	(29,080)	(29,090)
Other Revenue	(4,820)	(5,070)	(7,720)	-	-	(7,720)	(5,060)	(5,160)	(5,260)	(5,360)
TOTAL REVENUE	(43,769)	(34,261)	(46,948)	-	-	(46,948)	(34,120)	(34,230)	(34,340)	(34,450)
REQUISITION	(134,099)	(134,099)	(138,051)	-	-	(138,051)	(158,554)	(165,933)	(173,385)	(175,869)
*Percentage increase over prior year Requisition						2.9%	14.9%	4.7%	4.5%	1.4%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.350	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Willis Point Fire							

EXPENDITURE

Buildings	B	\$0	\$18,000	\$3,500	\$0	\$0	\$0	\$21,500
Equipment	E	\$21,030	\$87,030	\$6,000	\$56,000	\$0	\$0	\$149,030
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Vehicles	V	\$0	\$650,000	\$0	\$0	\$0	\$0	\$650,000
		\$21,030	\$765,030	\$9,500	\$56,000	\$0	\$0	\$830,530
		\$21,030	\$765,030	\$9,500	\$56,000	\$0	\$0	\$830,530

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$275,000	\$0	\$0	\$0	\$0	\$275,000
Equipment Replacement Fund	ERF	\$6,000	\$447,000	\$6,000	\$56,000	\$0	\$0	\$509,000
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	\$15,030	\$43,030	\$3,500	\$0	\$0	\$0	\$46,530
		\$21,030	\$765,030	\$9,500	\$56,000	\$0	\$0	\$830,530
		\$21,030	\$765,030	\$9,500	\$56,000	\$0	\$0	\$830,530

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023.

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.

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.

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

Carryforward from 2022
Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.

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 #: 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 2022	2023	2024	2025	2026	2027	5 - Year Total
20-03	Renewal	handicap access	ramp and handrail	\$8,000	B	Res	\$0	\$8,000	\$0	\$0	\$0	\$0	\$8,000
20-04	Renewal	hall paint	upper hall	\$5,000	B	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
22-02	Renewal	emergency exit	rear of hall	\$12,000	B	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
22-03	Renewal	paving entrance for hall	paving apron in front of hall	\$15,030	E	Res	\$15,030	\$15,030	\$0	\$0	\$0	\$0	\$15,030
23-03	Renewal	kitchen renos	renovate kitchen	\$3,500	B	Res	\$0	\$0	\$3,500	\$0	\$0	\$0	\$3,500
23-04	Replacement	Engine 2 Replacement	Replace Engine 2 as per requirements of Fire Underwriters. 1994 Ford to be replaced by 2023 at latest (29 years max)	\$650,000	V	Debt	\$0	\$275,000	\$0	\$0	\$0	\$0	\$275,000
23-04	Replacement	Engine 2 Replacement	Replace Engine 2 as per requirements of Fire Underwriters. 1994 Ford to be replaced by 2023 at latest (29 years max)		V	ERF	\$0	\$375,000	\$0	\$0	\$0	\$0	\$375,000
23-05	Study	Referendum or Alternative Approval Process - Borrowing for Engine 2 replacement	Undertake a referendum or AAP to borrow funds to carry out the project.	\$10,000	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-01	Replacement	Turn Out Gear	Replace 10 sets every 5 years. Life span of 10 years. Total 20 sets budgeted for.	\$24,000	E	ERF	\$0	\$6,000	\$6,000	\$6,000	\$0	\$0	\$18,000
23-01	Replacement	Auto Extrication Equipment	Replace every 15 years. Holmatro 2008	\$60,000	E	ERF	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
22-01	Replacement	Hose	Replace 20x50 foot hose every 10 years	\$6,000	E	ERF	\$6,000	\$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.	\$200,000	E	ERF	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
GRAND TOTAL				\$993,530			\$21,030	\$765,030	\$9,500	\$56,000	\$0	\$0	\$830,530

**Willis Point Fire Protection & Recreation
 Reserves Summary Schedule
 2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	156,591	118,561	120,061	125,061	130,061	135,061
Equipment Replacement Fund	497,432	105,432	139,432	128,432	178,432	228,432
Total	654,022	223,992	259,492	253,492	308,492	363,492

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101358						
Beginning Balance		149,091	156,591	118,561	120,061	125,061	130,061
Transfer from Ops Budget		7,500	5,000	5,000	5,000	5,000	5,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	(43,030)	(3,500)	-	-	-
Interest Income		-					
Ending Balance \$		156,591	118,561	120,061	125,061	130,061	135,061

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					
			2022	2023	2024	2025	2026	2027
Fund Centre:	101429							
Beginning Balance		456,377	497,432	105,432	139,432	128,432	178,432	
Transfer from Ops Budget		47,055	55,000	40,000	45,000	50,000	50,000	
Expenditures		(6,000)	(447,000)	(6,000)	(56,000)	-	-	
Interest Income		-						
Ending Balance \$		497,432	105,432	139,432	128,432	178,432	228,432	

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Otter Point Fire

EAC Review

SEPTEMBER 2022

Service: 1.353 Otter Point Fire

Committee: Electoral Areas

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).

COMMISSION:

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:

Greater of \$125,000 or \$2.50 / \$1,000. To a maximum of \$1,996,718.

FUNDING:

Requisition

1.353 - Otter Point Fire	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Fire Chief Salary and Honorariums	79,310	79,310	81,670	-	-	81,670	83,300	84,970	86,670	88,400
Travel & Vehicles	23,560	23,560	24,260	-	-	24,260	24,740	25,230	25,730	26,240
Contract for Services	116,280	116,280	119,770	-	-	119,770	122,170	124,610	127,100	129,640
Insurance	12,170	12,170	12,480	-	-	12,480	12,910	13,350	13,810	14,280
Staff Training	24,480	24,480	25,210	-	-	25,210	25,710	26,220	26,740	27,270
Recruiting and Retention	15,300	15,300	15,760	-	-	15,760	16,080	16,400	16,730	17,060
Maintenance	19,540	19,540	20,130	-	-	20,130	20,520	20,930	21,360	21,790
Internal Allocations	17,108	17,108	17,743	-	-	17,743	18,098	18,460	18,829	19,205
Operating - Supplies	18,890	18,890	19,460	-	-	19,460	19,840	20,240	20,640	21,040
Operating - Other	28,220	28,220	28,930	-	-	28,930	29,480	30,030	30,590	31,160
TOTAL OPERATING COSTS	354,858	354,858	365,413	-	-	365,413	372,848	380,440	388,199	396,085
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Capital Equipment Purchases	5,500	5,500	5,670	-	-	5,670	5,780	5,900	6,020	6,140
Transfer to Capital Reserve Fund	40,800	40,800	42,000	-	-	42,000	45,000	48,000	50,000	50,000
Transfer to Equipment Replacement Fund	115,000	115,000	118,000	-	-	118,000	120,000	122,000	124,000	126,000
TOTAL CAPITAL / RESERVES	161,300	161,300	165,670	-	-	165,670	170,780	175,900	180,020	182,140
TOTAL COSTS	516,158	516,158	531,083	-	-	531,083	543,628	556,340	568,219	578,225
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(320)	(320)	(330)	-	-	(330)	(330)	(330)	(330)	(330)
TOTAL REVENUE	(320)	(320)	(330)	-	-	(330)	(330)	(330)	(330)	(330)
REQUISITION	(515,838)	(515,838)	(530,753)	-	-	(530,753)	(543,298)	(556,010)	(567,889)	(577,895)
*Percentage increase over prior year Requisition						2.9%	2.4%	2.3%	2.1%	1.8%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.353	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Otter Point Fire							

EXPENDITURE

Buildings	B	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$160,000
Equipment	E	\$0	\$28,300	\$15,000	\$15,000	\$20,000	\$0	\$78,300
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	\$68,300	\$55,000	\$55,000	\$60,000	\$0	\$238,300
		\$0	\$68,300	\$55,000	\$55,000	\$60,000	\$0	\$238,300

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	\$28,300	\$15,000	\$15,000	\$20,000	\$0	\$78,300
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	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$160,000
		\$0	\$68,300	\$55,000	\$55,000	\$60,000	\$0	\$238,300
		\$0	\$68,300	\$55,000	\$55,000	\$60,000	\$0	\$238,300

Otter Point Fire
Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	6,602	8,602	13,602	21,602	31,602	81,602
Equipment Replacement Fund	75,850	165,550	270,550	377,550	481,550	607,550
Total	82,453	174,153	284,153	399,153	513,153	689,153

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	102164						
Beginning Balance		25,802	6,602	8,602	13,602	21,602	31,602
Transfer from Ops Budget		40,800	42,000	45,000	48,000	50,000	50,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(60,000)	(40,000)	(40,000)	(40,000)	(40,000)	-
Interest Income		-					
Ending Balance \$		6,602	8,602	13,602	21,602	31,602	81,602

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101432						
Beginning Balance		101,850	75,850	165,550	270,550	377,550	481,550
Transfer from Ops Budget		115,000	118,000	120,000	122,000	124,000	126,000
Expenditures		(141,000)	(28,300)	(15,000)	(15,000)	(20,000)	-
Interest Income		-					
Ending Balance \$		75,850	165,550	270,550	377,550	481,550	607,550

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2023 Budget

Malahat Fire Protection

EAC Review

SEPTEMBER 2022

Service: 1.354 Malahat Fire

Committee: Electoral Areas

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 \$116,985.

FUNDING:

Requisition

1.354 - Malahat Fire Protection	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payment to Cowichan Valley Regional District	62,400	62,400	64,270	-	-	64,270	65,560	66,870	68,210	69,570
Other Operating Expenses	3,201	3,201	3,290	-	-	3,290	3,356	3,423	3,491	3,560
TOTAL COSTS	65,601	65,601	67,560	-	-	67,560	68,916	70,293	71,701	73,130
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(4)	(4)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4)	(4)	-	-	-	-	-	-	-	-
REQUISITION	(65,597)	(65,597)	(67,560)	-	-	(67,560)	(68,916)	(70,293)	(71,701)	(73,130)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Durrance Road Fire Protection

EAC Review

SEPTEMBER 2022

Service: 1.355 Durrance Road Fire

Committee: Electoral Areas

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 \$5,846.

FUNDING:

Parcel Tax

1.355 - Durrance Road Fire Protection	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payment to District of Saanich	2,500	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
Other Operating Expenses	219	219	216	-	-	216	219	221	224	227
TOTAL OPERATING COSTS	2,719	2,719	2,716	-	-	2,716	2,719	2,721	2,724	2,727
*Percentage Increase over prior year						-0.1%	0.1%	0.1%	0.1%	0.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve	301	301	300	-	-	300	300	300	300	300
TOTAL COSTS	3,020	3,020	3,016	-	-	3,016	3,019	3,021	3,024	3,027
*Percentage Increase over prior year						-0.1%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
REQUISITION - PARCEL TAX	(3,020)	(3,020)	(3,016)	-	-	(3,016)	(3,019)	(3,021)	(3,024)	(3,027)
*Percentage increase over prior year Requisition						-0.1%	0.1%	0.1%	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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	105400						
Beginning Balance		2,517	2,818	3,118	3,418	3,718	4,018
Transfer from Op Budget		301	300	300	300	300	300
Interest Income		-					
Ending Balance \$		2,818	3,118	3,418	3,718	4,018	4,318

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

2023 Budget

East Sooke Fire Protection

EAC Review

SEPTEMBER 2022

Service: 1.357 East Sooke Fire

Committee: Electoral Areas

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 \$1,155,883.

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	BUDGET REQUEST						FUTURE PROJECTIONS			
	2022		2023				2024	2025	2026	2027
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL				
<u>OPERATING COSTS</u>										
Salaries and Wages	75,330	75,330	75,340	-	-	75,340	76,850	78,390	79,960	81,560
Travel - Vehicles	33,510	33,510	35,510	-	-	35,510	36,220	36,950	37,690	38,450
Insurance	5,625	5,625	6,035	-	-	6,035	6,280	6,540	6,810	7,090
Contract for Service/Legal Expenses	10,520	10,520	10,840	-	-	10,840	11,060	11,280	11,510	11,740
Maintenance	11,730	11,730	12,080	-	-	12,080	12,320	12,570	12,820	13,070
Staff Training	19,240	19,240	25,000	-	-	25,000	25,500	26,010	26,530	27,060
Internal Allocations	11,367	11,367	15,161	-	-	15,161	15,464	15,774	16,089	16,411
Operating - Supplies	30,993	30,993	29,382	-	-	29,382	29,970	30,570	31,190	31,810
Contingency	15,300	15,300	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Operating - Other	39,100	40,178	43,170	-	-	43,170	44,010	44,870	45,730	46,610
TOTAL FIRE DEP OPERATING COSTS	252,715	253,793	267,518	-	-	267,518	272,974	278,564	284,249	290,041
*Percentage Increase over prior year						5.9%	2.0%	2.0%	2.0%	2.0%
TOTAL COMMUNITY HALL OPERATING COSTS	50,055	31,005	38,860	-	-	38,860	20,200	20,600	21,000	21,410
TOTAL OPERATING COSTS	302,770	284,798	306,378	-	-	306,378	293,174	299,164	305,249	311,451
Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	95,000	117,624	103,362	-	-	103,362	108,400	113,500	118,750	124,100
TOTAL CAPITAL / RESERVES	95,000	117,624	103,362	-	-	103,362	108,400	113,500	118,750	124,100
<u>DEBT SERVICING</u>										
MFA Debt Reserve Fund	450	450	380	-	-	380	380	380	380	380
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	155,559	155,559	155,489	-	-	155,489	155,489	155,489	155,489	155,489
TOTAL COSTS	553,329	557,981	565,229	-	-	565,229	557,063	568,153	579,488	591,040
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	19,050	(19,050)	-	-	(19,050)	-	-	-	-
Balance c/fwd from 2021 to 2022	(27,238)	(27,238)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(45,000)	(68,702)	(56,350)	-	-	(56,350)	(57,480)	(58,630)	(59,800)	(61,000)
MFA Debt Reserve Fund Earning	(450)	(450)	(380)	-	-	(380)	(380)	(380)	(380)	(380)
Rental Revenue	(24,650)	(24,650)	(19,610)	-	-	(19,610)	(20,000)	(20,400)	(20,800)	(21,210)
Other Income	(1,060)	(1,060)	(1,260)	-	-	(1,260)	(1,260)	(1,260)	(1,260)	(1,260)
TOTAL REVENUE	(98,398)	(103,050)	(96,650)	-	-	(96,650)	(79,120)	(80,670)	(82,240)	(83,850)
REQUISITION	(454,931)	(454,931)	(468,579)	-	-	(468,579)	(477,943)	(487,483)	(497,248)	(507,190)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.357							
	East Sooke Fire	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL

EXPENDITURE

Buildings	B	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Equipment	E	\$10,500	\$31,795	\$16,551	\$19,512	\$41,578	\$18,850	\$128,286
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$150,000	\$300,000	\$160,000	\$0	\$0	\$0	\$460,000
		\$170,500	\$341,795	\$176,551	\$19,512	\$41,578	\$18,850	\$598,286
		\$170,500	\$341,795	\$176,551	\$19,512	\$41,578	\$18,850	\$598,286

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	\$150,000	\$316,295	\$176,551	\$19,512	\$41,578	\$18,850	\$572,786
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	\$20,500	\$25,500	\$0	\$0	\$0	\$0	\$25,500
		\$170,500	\$341,795	\$176,551	\$19,512	\$41,578	\$18,850	\$598,286
		\$170,500	\$341,795	\$176,551	\$19,512	\$41,578	\$18,850	\$598,286

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
17-05	Replacement	Turn out Gear	Turn out Gear	\$51,702	E	ERF	\$0	\$12,795	\$13,051	\$13,312	\$13,578	\$13,850	\$66,586
18-01	Replacement	Tender 2	Tender 2 Replacement	\$300,000	V	ERF	\$150,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000
19-01	Replacement	Squad Car	Replace Squad Car 1999 Vehicle	\$160,000	V	ERF	\$0	\$0	\$160,000	\$0	\$0	\$0	\$160,000
21-03	Replacement	Extrication gear	Replacement of extrication gear (jaws of life)	\$23,000	E	ERF	\$0	\$0	\$0	\$0	\$23,000	\$0	\$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	\$5,000	\$0	\$5,000
22-01	Replacement	Pagers	Replacement of old pagers	\$10,500	E	ERF	\$0	\$3,500	\$3,500	\$0	\$0	\$0	\$7,000
22-02	Replacement	Hoses	Replacement of structure fire hoses	\$6,200	E	ERF	\$0	\$0	\$0	\$6,200	\$0	\$0	\$6,200
23-01	New	Tablet trial	Equip Trucks with Tablets for up to date incident information and preplans	\$5,000	E	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
27-01	Replacement	Rope for Rope Rescue	Replacement of Ropes and other Rope Rescue Equipment	\$5,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
22-04	Replacement	East Sooke Community Hall capital projects	East Sooke Community Hall capital projects	\$10,500	E	Res	\$10,500	\$10,500	\$0	\$0	\$0	\$0	\$10,500
			GRAND TOTAL	\$586,902			\$170,500	\$341,795	\$176,551	\$19,512	\$41,578	\$18,850	\$598,286

**East Sooke Fire Protection
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund-Fire Dep	30,999	15,999	15,999	15,999	15,999	15,999
Capital Reserve Fund-Comm Hall	12,000	1,500	1,500	1,500	1,500	1,500
Equipment Replacement Fund	608,534	395,601	327,450	421,438	498,610	603,860
Total	651,534	413,101	344,950	438,938	516,110	621,360

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101309						
Beginning Balance		30,999	30,999	15,999	15,999	15,999	15,999
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		(45,000)	(15,000)	-	-	-	-
Transfer from ERF		45,000	-	-	-	-	-
Interest Income		-					
Ending Balance \$		30,999	15,999	15,999	15,999	15,999	15,999

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.357 East Sooke Community Hall - 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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	102246						
Beginning Balance		12,000	12,000	1,500	1,500	1,500	1,500
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	(10,500)	-	-	-	-
Interest Income		-					
Ending Balance \$		12,000	1,500	1,500	1,500	1,500	1,500

Assumptions/Background:

New Reserve intended for Capital projects in Community Hall

Reserve Schedule

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

ERF Group: ESOOKFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101948						
Beginning Balance		551,954	608,534	395,601	327,450	421,438	498,610
Transfer from Ops Budget		117,624	103,362	108,400	113,500	118,750	124,100
Planned Purchase		(16,044)	(316,295)	(176,551)	(19,512)	(41,578)	(18,850)
Transfer to CRF		(45,000)	-	-	-	-	-
Interest Income		-					
Ending Balance \$		608,534	395,601	327,450	421,438	498,610	603,860

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Fire

EAC Review

SEPTEMBER 2022

Service: 1.358 Port Renfrew Fire

Committee: Electoral Areas

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 \$390,337.

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		<u>\$</u>	<u>-</u>

FUNDING:

User fee and requisition.

1.358 - Port Renfrew Fire	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023		TOTAL	2024	2025	2026	2027
				ONGOING	ONE-TIME					
<u>OPERATING COSTS</u>										
Salaries, Wages, Benefits	36,510	36,510	37,240	-	-	37,240	37,980	38,740	39,510	40,300
Materials and Supplies	17,600	17,600	18,130	-	-	18,130	18,500	18,870	19,240	19,630
Repairs and Maintenance	2,360	2,360	2,430	-	-	2,430	2,480	2,530	2,580	2,630
Utilities	13,750	13,750	14,110	-	-	14,110	14,390	14,680	14,980	15,280
Allocations	6,029	6,029	6,338	-	-	6,338	6,465	6,594	6,726	6,860
Other Operating Expense	50,500	50,500	52,320	-	-	52,320	53,430	54,580	55,750	56,940
TOTAL OPERATING COSTS	126,749	126,749	130,568	-	-	130,568	133,245	135,994	138,786	141,640
*Percentage Increase over prior year						3.0%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	25,000	25,000	25,000	-	-	25,000	25,000	28,000	28,000	28,000
TOTAL CAPITAL / RESERVES	25,000	25,000	25,000	-	-	25,000	25,000	28,000	28,000	28,000
TOTAL FIRE OPERATING COSTS	151,749	151,749	155,568	-	-	155,568	158,245	163,994	166,786	169,640
Debt Charges	2,908	2,908	2,908	-	-	2,908	2,908	-	-	-
TOTAL COSTS	154,657	154,657	158,476	-	-	158,476	161,153	163,994	166,786	169,640
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(966)	(966)	(990)	-	-	(990)	(1,010)	(1,030)	(1,050)	(1,070)
User Charge	(61,610)	(61,610)	(62,906)	-	-	(62,906)	(63,969)	(65,102)	(66,210)	(67,344)
Other Revenue	(210)	(210)	(220)	-	-	(220)	(220)	(210)	(210)	(210)
TOTAL REVENUE	(62,786)	(62,786)	(64,116)	-	-	(64,116)	(65,199)	(66,342)	(67,470)	(68,624)
REQUISITION	(91,871)	(91,871)	(94,360)	-	-	(94,360)	(95,954)	(97,652)	(99,316)	(101,016)
*Percentage increase over prior year Requisition						2.7%	1.7%	1.8%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.358							
	Port Renfrew Fire	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000
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
		\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000

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	\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000
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
		\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
21-01	Replacement	Repelling package	Repelling package	\$10,000	E	ERF	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-01	Replacement	Protective Clothing	Rescue Jackets	\$10,000	E	ERF	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-02	Replacement	Telecommunications	Pagers	\$10,000	E	ERF	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-03	Replacement	Telecommunications	Replacement Satellite Phone	\$3,000	E	ERF	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$3,000
			GRAND TOTAL	\$33,000			\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000

Port Renfrew Fire
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	47,399	47,399	47,399	47,399	47,399	47,399
Equipment Replacement Fund	201,515	193,515	218,515	246,515	274,515	302,515
Total	248,914	240,914	265,914	293,914	321,914	349,914

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	102161						
Beginning Balance		47,399	47,399	47,399	47,399	47,399	47,399
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		47,399	47,399	47,399	47,399	47,399	47,399

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101434						
Beginning Balance		176,515	201,515	193,515	218,515	246,515	274,515
Transfer from Ops Budget		25,000	25,000	25,000	28,000	28,000	28,000
Planned Purchase		-	(33,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		201,515	193,515	218,515	246,515	274,515	302,515

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2023 Budget

Shirley Fire Protection

EAC Review

SEPTEMBER 2022

Service: 1.360 Shirley Fire Department

Committee: Electoral Areas

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 \$415,385.

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Honoraria	11,110	11,110	11,330	30,000	-	41,330	42,160	43,000	43,860	44,740
Travel - Vehicles	6,160	6,160	6,340	-	-	6,340	6,470	6,600	6,730	6,860
Insurance	7,800	7,800	8,150	-	-	8,150	8,400	8,660	8,930	9,210
Maintenance	9,970	9,970	10,270	-	-	10,270	10,470	10,690	10,910	11,130
Staff Development	7,010	7,010	7,220	-	-	7,220	7,360	7,510	7,660	7,810
Internal Allocations	4,159	4,159	4,382	-	-	4,382	4,470	4,559	4,650	4,743
Operating - Supplies	22,220	22,220	22,890	-	-	22,890	23,350	23,820	24,300	24,790
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	16,210	16,210	16,750	-	-	16,750	17,070	17,390	17,720	18,050
TOTAL OPERATING COSTS	97,639	97,639	100,332	30,000	-	130,332	132,750	135,229	137,760	140,333
*Percentage Increase over prior year			2.8%			33.5%	1.9%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	36,000	36,000	38,000	-	-	38,000	40,000	40,000	40,000	40,000
Transfer to Capital Reserve Fund	25,000	25,000	25,000	-	-	25,000	25,000	25,000	25,000	25,000
TOTAL CAPITAL / RESERVES	61,000	61,000	63,000	-	-	63,000	65,000	65,000	65,000	65,000
TOTAL COSTS	158,639	158,639	163,332	30,000	-	193,332	197,750	200,229	202,760	205,333
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(200)	(200)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(200)	(200)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
REQUISITION	(158,439)	(158,439)	(163,122)	(30,000)	-	(193,122)	(197,540)	(200,019)	(202,550)	(205,123)
*Percentage increase over prior year Requisition			3.0%			21.9%	2.3%	1.3%	1.3%	1.3%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.360	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Shirley Fire Department							

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
		\$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
		\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
19-01	Replacement	Firefighting Equipment	Firefighting Equipment	\$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

Shirley Fire Protection
Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	130,985	155,985	180,985	205,985	230,985	255,985
Equipment Replacement Fund	323,842	351,842	391,842	431,842	471,842	511,842
Total	454,827	507,827	572,827	637,827	702,827	767,827

Reserve Schedule

Reserve Fund: 1.360 Shirley 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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101701						
Beginning Balance		105,985	130,985	155,985	180,985	205,985	230,985
Transfer from Ops Budget		25,000	25,000	25,000	25,000	25,000	25,000
Transfer from Cap Fund		-					
Interest Income		-					
Ending Balance \$		130,985	155,985	180,985	205,985	230,985	255,985

Assumptions/Background:

Transfers in accordance with long term capital plan

Reserve Schedule

Reserve Fund: 1.360 Shirley Fire Protection - Equipment Replacement Fund

ERF Group: SHIRFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101436						
Beginning Balance		287,842	323,842	351,842	391,842	431,842	471,842
Transfer from Ops Budget		36,000	38,000	40,000	40,000	40,000	40,000
Planned Purchase		-	(10,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		323,842	351,842	391,842	431,842	471,842	511,842

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Electoral Area Fire Services

EAC Review

SEPTEMBER 2022

Service: 1.369 Electoral Area Fire Services

Committee: Electoral Areas

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Fire Services Compliance and Coordination	76,310	68,679	-	-	77,840	77,840	-	-	-	-
Contract for Service	115,640	113,000	26,500	-	-	26,500	27,030	27,570	28,120	28,680
Staff Training & Development	5,210	4,689	5,370	-	-	5,370	5,477	5,590	5,700	5,810
Software Licenses	11,840	10,656	2,000	-	-	2,000	2,040	2,080	2,120	2,160
Allocations	85,773	85,773	90,126	-	-	90,126	92,725	95,408	98,165	100,566
Contingency	2,070	-	2,000	-	-	2,000	1,304	560	-	-
Other Operating Expenses	2,080	1,975	2,130	-	-	2,130	2,160	2,190	2,220	2,250
TOTAL OPERATING COSTS	298,923	284,772	128,126	-	77,840	205,966	130,736	133,398	136,325	139,466
*Percentage Increase over prior year			-57.1%			-31.1%	-36.5%	2.0%	2.2%	2.3%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	3,760	-	2,500	-	-	2,500	2,500	2,500	2,289	1,918
Transfer to Operating Reserve Fund	-	17,911	-	-	-	-	14,197	11,535	8,819	6,049
TOTAL CAPITAL / RESERVE	3,760	17,911	2,500	-	-	2,500	16,697	14,035	11,108	7,967
TOTAL COSTS	302,683	302,683	130,626	-	77,840	208,466	147,433	147,433	147,433	147,433
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(155,270)	(155,270)	-	-	(61,033)	(61,033)	-	-	-	-
Interest Income	(100)	(100)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	(155,370)	(155,370)	(120)	-	(61,033)	(61,153)	(120)	(120)	(120)	(120)
REQUISITION	(147,313)	(147,313)	(130,506)	-	(16,807)	(147,313)	(147,313)	(147,313)	(147,313)	(147,313)
*Percentage increase over prior year Requisition			-11.4%			0.0%	0.0%	0.0%	0.0%	0.0%

Reserve Schedule

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

For Consulting, FDM Upgrades, Training

Reserve Cash Flow

Fund: Fund Centre:	1500 105404	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		336,571	199,212	138,179	152,376	163,911	172,730
Transfer from Ops Budget		17,911	-	14,197	11,535	8,819	6,049
Transfer to Ops Budget		(155,270)	(61,033)	-	-	-	-
Planned Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		199,212	138,179	152,376	163,911	172,730	178,779

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Emergency Program (JDF)

EAC Review

SEPTEMBER 2022

Service: 1.370 JDF Emergency Program

Committee: Electoral Areas

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)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Travel Expense	5,070	2,700	3,500	-	-	3,500	3,570	3,640	3,710	3,780
Contract for Services	22,500	22,500	22,950	-	-	22,950	23,410	23,880	24,360	24,850
Neighbourhood Program	1,480	1,070	1,240	-	-	1,240	1,270	1,300	1,330	1,360
Emergency Social Services	5,270	3,890	5,028	-	-	5,028	5,130	5,230	5,330	5,430
Staff Training & Development	3,040	-	3,000	-	-	3,000	3,060	3,120	3,180	3,240
Supplies	4,160	2,900	5,311	-	-	5,311	5,420	5,530	5,640	5,750
Allocations	13,773	13,773	13,943	-	-	13,943	14,381	14,824	15,127	15,435
Other Operating Expenses	17,640	15,760	19,107	-	-	19,107	19,490	19,880	20,280	20,700
TOTAL OPERATING COSTS	72,933	62,593	74,079	-	-	74,079	75,731	77,404	78,957	80,545
*Percentage Increase over prior year						1.6%	2.2%	2.2%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	4,000	14,340	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVE	4,000	14,340	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Building Borrowing Repayment to Facilities Reserve	11,880	11,880	11,880	-	-	11,880	11,880	11,880	11,880	11,880
TOTAL COSTS	88,813	88,813	89,959	-	-	89,959	91,611	93,284	94,837	96,425
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(135)	(135)	(140)	-	-	(140)	(140)	(140)	(140)	(140)
Revenue - Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(235)	(235)	(240)	-	-	(240)	(240)	(240)	(240)	(240)
REQUISITION	(88,578)	(88,578)	(89,719)	-	-	(89,719)	(91,371)	(93,044)	(94,597)	(96,185)
*Percentage increase over prior year Requisition						1.3%	1.8%	1.8%	1.7%	1.7%

Reserve Schedule

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

ERF Group: JDFEMERG.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101785						
Beginning Balance		98,181	100,811	104,811	108,811	112,811	116,811
Transfer from Ops Budget		14,340	4,000	4,000	4,000	4,000	4,000
Expenditures		(11,710)	-	-	-	-	-
Interest Income		-					
Ending Balance \$		100,811	104,811	108,811	112,811	116,811	120,811

Assumptions/Background:

Reserve for maintenance of equipment inventory

CAPITAL REGIONAL DISTRICT

2023 Budget

Search and Rescue (JDF)

EAC Review

SEPTEMBER 2022

Service: 1.377 JDF Search and Rescue

Committee: Electoral Areas

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 \$299,269.

FUNDING:

Requisition

1.377 - Search and Rescue (JDF)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	8,350	8,350	8,350	-	-	8,350	8,520	8,690	8,860	9,040
Building Rent	23,550	23,550	23,550	-	-	23,550	24,020	24,500	24,990	25,490
Staff Training & Development	16,750	11,750	16,750	-	-	16,750	17,090	17,430	17,780	18,140
Supplies	11,930	11,930	11,930	-	-	11,930	12,160	12,410	12,172	10,979
Allocations	4,244	4,244	4,354	-	-	4,354	4,441	4,530	4,620	4,713
Other Operating Expenses	22,250	22,250	22,450	-	-	22,450	22,930	23,410	23,900	24,400
TOTAL OPERATING COSTS	87,074	82,074	87,384	-	-	87,384	89,161	90,970	92,322	92,762
*Percentage Increase over prior year						0.4%	2.0%	2.0%	1.5%	0.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,968	8,968	3,658	-	-	3,658	2,301	922	-	-
TOTAL CAPITAL / RESERVE	3,968	8,968	3,658	-	-	3,658	2,301	922	-	-
TOTAL COSTS	91,042	91,042	91,042	-	-	91,042	91,462	91,892	92,322	92,762
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	(21,000)	(21,000)	(21,000)	-	-	(21,000)	(21,420)	(21,850)	(22,280)	(22,720)
TOTAL REVENUE	(21,090)	(21,090)	(21,090)	-	-	(21,090)	(21,510)	(21,940)	(22,370)	(22,810)
REQUISITION	(69,952)	(69,952)	(69,952)	-	-	(69,952)	(69,952)	(69,952)	(69,952)	(69,952)
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

Reserve Schedule

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

ERF Group: JDFSAR.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101986						
Beginning Balance		33,702	42,670	46,328	48,629	49,551	49,551
Transfer from Ops Budget		8,968	3,658	2,301	922	-	-
Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		42,670	46,328	48,629	49,551	49,551	49,551

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

EA - Community Parks (JDF)

EAC Review

SEPTEMBER 2022

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 \$440,101.
(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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	97,316	97,316	102,759	-	-	102,759	104,912	107,104	109,344	111,635
Contract for Services	20,750	20,750	21,370	-	-	21,370	21,800	22,240	22,680	23,130
Vehicles	5,190	5,190	5,350	-	-	5,350	5,460	5,570	5,680	5,790
Supplies	8,300	8,300	8,550	-	-	8,550	8,720	8,890	9,070	9,250
Allocations	31,365	31,365	32,242	-	-	32,242	32,922	33,618	34,293	34,982
Other Operating Expenses	13,625	12,265	11,430	-	-	11,430	11,650	11,870	12,110	12,360
TOTAL OPERATING COSTS	176,546	175,186	181,701	-	-	181,701	185,464	189,292	193,177	197,147
*Percentage Increase over prior year						2.9%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,000	13,360	10,250	-	-	10,250	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	21,360	18,250	-	-	18,250	20,000	20,000	20,000	20,000
TOTAL COSTS	196,546	196,546	199,951	-	-	199,951	205,464	209,292	213,177	217,147
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(2,455)	(2,455)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(297)	(297)	(310)	-	-	(310)	(280)	(290)	(300)	(310)
Revenue - Other	(520)	(520)	(590)	-	-	(590)	(600)	(610)	(620)	(630)
TOTAL REVENUE	(3,272)	(3,272)	(900)	-	-	(900)	(880)	(900)	(920)	(940)
REQUISITION	(193,274)	(193,274)	(199,051)	-	-	(199,051)	(204,584)	(208,392)	(212,257)	(216,207)
*Percentage increase over prior year Requisition						3.0%	2.8%	1.9%	1.9%	1.9%
<u>AUTHORIZED POSITIONS</u>										
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 - 2023 to 2027

Service No.	1.405	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	JDF EA Community Parks & Rec.							

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	\$0	\$490,000	\$20,000	\$0	\$0	\$0	\$510,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$50,000	\$540,000	\$70,000	\$0	\$0	\$0	\$610,000
		\$50,000	\$540,000	\$70,000	\$0	\$0	\$0	\$610,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
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	\$50,000	\$535,000	\$70,000	\$0	\$0	\$0	\$605,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$50,000	\$540,000	\$70,000	\$0	\$0	\$0	\$610,000
		\$50,000	\$540,000	\$70,000	\$0	\$0	\$0	\$610,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
21-01	Renewal	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
22-02	Renewal	Chubb Rd - Dock Installation	Install dock system at Chubb Rd on Kemp Lake	\$75,000	S	Grant	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
23-01	New	Port Renfrew Playground Equipment	Installation of new playground equipment in Port Renfrew	\$160,000	S	Grant	\$0	\$160,000	\$0	\$0	\$0	\$0	\$160,000
23-02	New	Elrose Park trail construction	Construct a Multi-use trail at Elrose Park	\$45,000	S	Grant	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
23-03	New	Priest Cabin Park Trail Construction	Construct a trail at Priest Cabin connecting to Matterhorn Access Trail	\$50,000	S	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-04	New	Starlink WiFi -Port Renfrew Community Centre	Install and operate a "Starlink" WiFi system possibly in conjunction with VI Library	\$15,000	S	Grant	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
23-05	New	Trail Construction Wigglesworth Lake Park	Trail and other park infrastructure at Wigglesworth Lake Park (to facilitate park transfer to Regional Parks	\$50,000	S	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-06	New	Trail Construction Admirals Forest Park	Construct/remediate trails at the recently purchased Admirals Forest Property	\$40,000	S	Grant	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$40,000
23-07	New	Playground Improvements Coppermine Park	Replace wooden playground equipment with new equipment Coppermine Park	\$100,000	S	Grant	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
23-08	New	Trail and Park remediation Butler Park	Butler Park trail and park remediation	\$20,000	S	Grant	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
23-09	New	Fencing for Storage Compound	Installed fencing/gate to create secure storage compound for Parks equipment and materials	\$5,000	S	Cap		\$5,000					\$5,000
GRAND TOTAL				\$660,000			\$50,000	\$540,000	\$70,000	\$0	\$0	\$0	\$610,000

EA - Community Parks (JDF)
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Land Reserve Fund	2,839	13,089	25,089	37,089	49,089	61,089
Equipment Replacement Fund	117,184	125,184	133,184	141,184	149,184	157,184
Total	120,023	138,273	158,273	178,273	198,273	218,273

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Land 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: Fund Centre:	1034 101378	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		597,479	2,839	13,089	25,089	37,089	49,089
Transfer from Ops Budget		13,360	10,250	12,000	12,000	12,000	12,000
Land Acquisition		(563,000)	-	-	-	-	-
Transfer to Cap Fund		(45,000)	-	-	-	-	-
Interest Income		-					
Ending Balance \$		2,839	13,089	25,089	37,089	49,089	61,089

Assumptions/Background:

Reserve Schedule

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

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	102158						
Beginning Balance		109,184	117,184	125,184	133,184	141,184	149,184
Transfer from Parks Ops Budget		8,000	8,000	8,000	8,000	8,000	8,000
Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		117,184	125,184	133,184	141,184	149,184	157,184

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2023 Budget

EA - Community Recreation (JDF)

EAC Review

SEPTEMBER 2022

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 \$155,741.

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	44,214	43,944	46,632	-	-	46,632	47,610	48,609	49,620	50,655
Recreation Programs	14,300	14,300	13,785	-	-	13,785	13,935	14,103	14,280	14,471
Maintenance	4,150	4,150	4,270	-	-	4,270	4,360	4,450	4,540	4,630
Utilities & fuel	6,220	6,220	6,400	-	-	6,400	6,530	6,660	6,790	6,920
Supplies	930	930	950	-	-	950	970	990	1,010	1,030
Allocations	12,584	12,584	12,863	-	-	12,863	13,137	13,411	13,683	13,957
Other Operating Expenses	7,730	7,730	7,930	-	-	7,930	8,140	8,350	8,580	8,810
TOTAL OPERATING COSTS	90,128	89,858	92,830	-	-	92,830	94,682	96,573	98,503	100,473
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	270	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	270	-	-	-	-	-	-	-	-
TOTAL COSTS	90,128	90,128	92,830	-	-	92,830	94,682	96,573	98,503	100,473
<u>FUNDING SOURCES (REVENUE)</u>										
Rentals	(20,400)	(20,400)	(21,010)	-	-	(21,010)	(21,430)	(21,860)	(22,300)	(22,750)
Revenue - Other	(220)	(220)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	(20,620)	(20,620)	(21,230)	-	-	(21,230)	(21,650)	(22,080)	(22,520)	(22,970)
REQUISITION	(69,508)	(69,508)	(71,600)	-	-	(71,600)	(73,032)	(74,493)	(75,983)	(77,503)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS										
Salaried FTE	0.18	0.18	0.18			0.18	0.18	0.18	0.18	0.18

Reserve Schedule

Reserve Fund: 1.408 Community Recreation (JDF) - Equipment Replacement Fund

ERF Group: To be created in 2022

Reserve Cash Flow

Fund: Fund Centre:	1022 TBD	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		-	270	270	270	270	270
Transfer from Ops Budget		270	-	-	-	-	-
Planned Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		270	270	270	270	270	270

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Refuse Disposal

EAC Review

SEPTEMBER 2022

Service: 1.523 Port Renfrew Refuse Disposal

Committee: Electoral Areas

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 \$2,362,486.

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	26,000	26,000	26,950	-	-	26,950	27,490	28,040	28,600	29,170
Contracts	49,220	49,220	54,005	-	-	54,005	55,090	56,200	57,320	58,470
Allocations	4,037	4,037	4,175	-	-	4,175	4,258	4,344	4,430	4,519
Electricity	1,170	1,170	1,170	-	-	1,170	1,190	1,210	1,230	1,250
Other Operating Expenses	3,070	3,070	3,120	-	-	3,120	3,170	3,220	3,270	3,330
TOTAL OPERATING COSTS	83,497	83,497	89,420	-	-	89,420	91,198	93,014	94,850	96,739
*Percentage Increase over prior year						7.1%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	4,000	4,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
TOTAL CAPITAL / RESERVES	6,000	6,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL COSTS	89,497	89,497	93,420	-	-	93,420	95,198	97,014	98,850	100,739
Internal Recovery	(17,000)	(17,000)	(17,860)	-	-	(17,860)	(18,220)	(18,580)	(18,950)	(19,330)
NET COSTS	72,497	72,497	75,560	-	-	75,560	76,978	78,434	79,900	81,409
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(4,000)	(4,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Recovery Cost	(34,248)	(34,248)	(35,280)	-	-	(35,280)	(35,990)	(36,710)	(37,440)	(38,190)
Grants in Lieu of Taxes	(347)	(347)	(360)	-	-	(360)	(370)	(380)	(390)	(400)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(38,645)	(38,645)	(40,690)	-	-	(40,690)	(41,410)	(42,140)	(42,880)	(43,640)
REQUISITION	(33,852)	(33,852)	(34,870)	-	-	(34,870)	(35,568)	(36,294)	(37,020)	(37,769)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.523	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Port Renfrew Refuse Disposal							

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	\$12,000	\$0	\$0	\$0	\$0	\$12,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
		\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000

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	\$12,000	\$0	\$0	\$0	\$0	\$12,000
		\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
		\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

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, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"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".</i>	Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	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.
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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	Funding Source Codes Debt = Debiture 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.	
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	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 #: 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 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	New	Covered recyclables storage	Required storage is needed in order to protect recyclables from the elements. It is also a contractual requirement under our agreement with Recycle BC.	\$12,000	S	Res	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
GRAND TOTAL				\$12,000			\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	34,260	24,260	26,260	28,260	30,260	32,260
Equipment Replacement Fund	39,871	41,871	43,871	45,871	47,871	49,871
Total	74,131	66,131	70,131	74,131	78,131	82,131

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101365						
Beginning Balance		55,260	34,260	24,260	26,260	28,260	30,260
Transfer from Ops Budget		4,000	2,000	2,000	2,000	2,000	2,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(25,000)	(12,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		34,260	24,260	26,260	28,260	30,260	32,260

Assumptions/Background:

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101448						
Beginning Balance		37,871	39,871	41,871	43,871	45,871	47,871
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,000
Transfer from Cap Fund		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		39,871	41,871	43,871	45,871	47,871	49,871

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CAPITAL REGIONAL DISTRICT

2023 Budget

Emergency Comm - CREST (JDF)

EAC Review

SEPTEMBER 2022

Service: 1.924 JDF Emergency Comm. - CREST

Committee: Planning and Protective Services

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to CREST	113,461	113,461	115,687	17,526	-	133,213	135,880	138,600	141,370	144,200
Allocations	2,387	2,387	2,471	-	-	2,471	2,520	2,571	2,622	2,675
Other Operating Expenses	7,700	7,700	9,200	-	-	9,200	9,370	9,540	9,720	9,900
TOTAL OPERATING COSTS	123,548	123,548	127,358	17,526	-	144,884	147,770	150,711	153,712	156,775
*Percentage Increase over prior year			3.1%	14.2%		17.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/fwd from 2021 to 2022	1,854	1,854	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(189)	(189)	(190)	-	-	(190)	(190)	(190)	(190)	(190)
Revenue-Other	(70)	(70)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	1,595	1,595	(240)	-	-	(240)	(240)	(240)	(240)	(240)
REQUISITION	(125,143)	(125,143)	(127,118)	(17,526)	-	(144,644)	(147,530)	(150,471)	(153,472)	(156,535)
*Percentage increase over prior year Requisition			1.6%	14.0%		15.6%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Water

EAC Review

SEPTEMBER 2022

Service: 2.650 Port Renfrew Water

Committee: Electoral Areas

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 \$2,451,379.

COMMISSION:

Port Renfrew Local Service Committee established by Bylaw No. 1770 (November 22, 1989).
Port Renfrew Utility Services Committee (Juan de Fuca 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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,730	8,670	8,980	-	-	8,980	9,160	9,340	9,520	9,700
Allocations - Operations	79,280	79,280	80,530	-	-	80,530	82,140	83,780	85,460	87,170
Allocations - Other	8,932	8,932	9,831	-	-	9,831	10,029	10,230	10,435	10,644
Electricity	4,770	5,300	5,300	-	-	5,300	5,410	5,520	5,630	5,740
Supplies	3,310	3,900	3,410	-	-	3,410	3,470	3,530	3,600	3,670
Water Testing	2,244	2,244	2,289	-	-	2,289	2,334	2,381	2,429	2,477
Other Operating Expenses	15,840	16,040	3,260	-	-	3,260	3,340	3,430	3,520	16,610
TOTAL OPERATING COSTS	123,106	124,366	113,600	-	-	113,600	115,883	118,211	120,594	136,011
*Percentage Increase over prior year			-7.7%			-7.7%	2.0%	2.0%	2.0%	12.8%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	10,000	10,000	5,000	-	-	5,000	5,000	5,000	5,000	15,000
Transfer to Capital Reserve Fund	10,000	8,740	15,000	-	-	15,000	20,000	3,000	7,000	30,000
MFA Debt Reserve Fund	-	-	-	-	-	-	5,413	4,500	-	2,000
Interest Payments	-	-	-	-	-	-	6,630	32,036	48,574	51,024
Principal Payments	-	-	-	-	-	-	-	15,847	29,021	29,021
TOTAL DEBT / RESERVES	20,000	18,740	20,000	-	-	20,000	37,043	60,383	89,595	127,045
TOTAL COSTS	143,106	143,106	133,600	-	-	133,600	152,926	178,594	210,189	263,056
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(13,000)	(13,000)	-	-	-	-	-	-	-	(13,000)
User Charges	(64,508)	(64,508)	(66,247)	-	-	(66,247)	(75,903)	(88,732)	(104,525)	(124,453)
Other Revenue	(1,090)	(1,090)	(1,110)	-	-	(1,110)	(1,120)	(1,130)	(1,140)	(1,150)
TOTAL REVENUE	(78,598)	(78,598)	(67,357)	-	-	(67,357)	(77,023)	(89,862)	(105,665)	(138,603)
REQUISITION - PARCEL TAX	(64,508)	(64,508)	(66,243)	-	-	(66,243)	(75,903)	(88,732)	(104,525)	(124,453)
*Percentage increase over prior year										
User Fees			2.7%			2.7%	14.6%	16.9%	17.8%	19.1%
Requisition			2.7%			2.7%	14.6%	16.9%	17.8%	19.1%
Combined			2.7%			2.7%	14.6%	16.9%	17.8%	19.1%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.650	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Port Renfrew Water							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$10,000	\$260,000	\$10,000	\$10,000	\$10,000	\$300,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$100,000	\$1,638,918	\$200,000	\$0	\$200,000	\$200,000	\$2,138,918
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$110,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$210,000	\$2,438,918

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$541,306	\$450,000	\$0	\$200,000	\$200,000	\$1,191,306
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$100,000	\$1,082,612	\$0	\$0	\$0	\$0	\$1,182,612
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$10,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$65,000
	\$0	\$110,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$210,000	\$2,438,918

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>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</i> .	Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	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.
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	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 SLoan = 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.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	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 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 #: 2.650
 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 2022	2023	2024	2025	2026	2027	5 - Year Total
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	\$95,000	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	\$1,082,612	\$0	\$0	\$0	\$1,082,612
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	\$541,306	\$0	\$0	\$0	\$541,306
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
23-04	Replacement	Supply System Replacement Design	Design for replacement of the remainder of the asbestos cement supply system.	\$100,000	S	Grant	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
GRAND TOTAL				\$2,483,918			\$0	\$110,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$2,438,918

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 required 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.

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.

Project Number 23-04 **Capital Project Title** Supply System Replacement Design **Capital Project Description** Design for replacement of the remainder of the asbestos cement supply system.
Project Rationale Design for replacement of the remainder of the asbestos cement supply system.

**Port Renfrew Water
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	1,071	6,071	11,071	16,071	21,071	23,071
Capital Reserve Fund	51,240	56,240	51,240	44,240	41,240	61,240
Total	52,311	62,311	62,311	60,311	62,311	84,311

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: Fund Centre:	1500 105536	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		4,071	1,071	6,071	11,071	16,071	21,071
Transfer from Ops Budget		10,000	5,000	5,000	5,000	5,000	15,000
Expenditures		(13,000)	-	-	-	-	(13,000)
Planned Maintenance Activity		Tree clearing for high voltage hydro lines					Tree clearing for high voltage hydro lines
Interest Income		-					
Ending Balance \$		1,071	6,071	11,071	16,071	21,071	23,071

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: Fund Centre:	1026 101370	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		52,500	51,240	56,240	51,240	44,240	41,240
Transfer from Ops Budget		8,740	15,000	20,000	3,000	7,000	30,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(10,000)	(10,000)	(25,000)	(10,000)	(10,000)	(10,000)
Interest Income		-					
Ending Balance \$		51,240	56,240	51,240	44,240	41,240	61,240

Assumptions/Background:

-Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2023 Budget

Wilderness Mountain Water

EAC Review

SEPTEMBER 2022

Service: 2.691 Wilderness Mountain Water Service

Committee: Electoral Areas

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 \$295,317.

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	900	1,023	930	-	5,000	5,930	950	970	990	1,010
Allocations	9,700	9,558	10,434	-	-	10,434	10,642	10,855	11,072	11,294
Electricity	6,700	6,039	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Supplies	23,860	22,360	25,050	-	-	25,050	25,550	26,070	26,600	27,130
Labour Charges	80,000	80,000	72,150	-	-	72,150	77,590	85,070	80,570	88,100
Insurance	1,460	1,460	1,440	-	-	1,440	1,510	1,580	1,650	1,730
Water Testing	9,000	9,000	9,180	-	-	9,180	9,364	9,551	9,742	9,937
Other Operating Expenses	1,970	4,510	2,030	-	-	2,030	2,060	2,100	2,140	2,180
TOTAL OPERATING COSTS	133,590	133,950	128,114	-	5,000	133,114	134,706	143,376	140,084	148,851
*Percentage Increase over prior year			-4.10%		3.7%	-0.4%	1.2%	6.4%	-2.3%	6.3%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	-	-	6,000	-	-	6,000	6,000	5,000	25,000	40,000
Transfer to Operating Reserve Fund	6,000	6,000	6,000	-	-	6,000	8,000	5,000	15,000	20,000
MFA Debt Reserve Fund	70	70	60	-	-	60	5,060	60	60	60
MFA Debt Principal	14,033	14,033	14,033	-	-	14,033	14,033	28,671	28,671	28,671
MFA Debt Interest	9,554	9,554	9,554	-	-	9,554	15,679	34,054	34,054	29,277
TOTAL DEBT / RESERVES	29,657	29,657	35,647	-	-	35,647	48,772	72,785	102,785	118,008
TOTAL COSTS	163,247	163,607	163,761	-	5,000	168,761	183,478	216,161	242,869	266,859
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(10,000)	(10,000)	-	-	(5,000)	(5,000)	(4,000)	(10,000)	(4,000)	(10,000)
User Charges	(73,467)	(73,467)	(79,190)	-	-	(79,190)	(90,734)	(105,735)	(124,114)	(134,250)
Sale - Water	(17,760)	(17,760)	(17,760)	-	-	(17,760)	(17,760)	(17,760)	(17,760)	(17,760)
Other Revenue	(120)	(480)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
TOTAL REVENUE	(101,347)	(101,707)	(97,060)	-	(5,000)	(102,060)	(112,604)	(133,605)	(145,984)	(162,120)
REQUISITION - PARCEL TAX	(61,900)	(61,900)	(66,701)	-	-	(66,701)	(70,874)	(82,556)	(96,885)	(104,739)
*Percentage increase over prior year										
User Charge			7.8%			7.8%	14.6%	16.5%	17.4%	8.2%
Water Sale			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
Requisition			7.8%			7.8%	6.3%	16.5%	17.4%	8.1%
Combined			6.9%			6.9%	9.6%	14.9%	15.9%	7.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.691	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Wilderness Mountain Water Service							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$15,000	\$15,000	\$500,000	\$0	\$0	\$0	\$0	\$515,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$15,000	\$15,000	\$500,000	\$0	\$0	\$0	\$0	\$515,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
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	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
	\$15,000	\$15,000	\$500,000	\$0	\$0	\$0	\$0	\$515,000

Service: 2.691 Wilderness Mountain Water Service

Project Number 22-01

Capital Project Title Alternative Approval Process

Capital Project Description Undertake an Alternative Approval Process to borrow funds for water treatment plant upgrades.

Project Rationale A conceptual water treatment plant upgrade design was carried out in 2022 to inform the borrowing bylaw. An alternative approval process is required for voter assent to borrow funds to carry out the improvements.

Project Number 23-01

Capital Project Title Water Treatment Plant Upgrades

Capital Project Description Water Treatment Plant Upgrades

Project Rationale Carry out detailed design and construction of the water treatment plant upgrades for the water treatment plant.

**Wilderness Mountain Reserves
 Summary Schedule
 2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	7,613	8,613	12,613	7,613	18,613	28,613
Capital Reserve Fund	42,351	33,351	39,351	44,351	69,351	109,351
Total	49,965	41,965	51,965	51,965	87,965	137,965

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: Fund Centre:	1500 105540	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		11,613	7,613	8,613	12,613	7,613	18,613
Transfer from Ops Budget		6,000	6,000	8,000	5,000	15,000	20,000
Transfer to Ops Budget		(10,000)	(5,000)	(4,000)	(10,000)	(4,000)	(10,000)
Planned Maintenance Activity		Reservoir Cleaning and Inspection	PRV Maintenance And pump station walk way repair	Distribution System Flushing, Valve Exercising	Reservoir Cleaning and Inspection	Distribution System Flushing, Valve Exercising	Reservoir Cleaning and Inspection
Interest Income		-					
Ending Balance \$		7,613	8,613	12,613	7,613	18,613	28,613

Assumptions/Background:

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: Fund Centre:	1075 101994	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		47,351	42,351	33,351	39,351	44,351	69,351
Transfer from Ops Budget		-	6,000	6,000	5,000	25,000	40,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(5,000)	(15,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		42,351	33,351	39,351	44,351	69,351	109,351

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Sewer

EAC Review

SEPTEMBER 2022

Service: 3.850 Port Renfrew Sewer

Committee: Electoral Areas

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 \$847,528.

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 Fuca 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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Grit Disposal	9,441	13,000	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Electricity	6,900	6,200	7,110	-	-	7,110	7,250	7,400	7,550	7,700
Supplies	2,580	1,710	2,660	-	-	2,660	2,710	2,760	2,810	2,870
Allocations - Operations	57,925	57,925	59,198	-	-	59,198	60,384	61,590	62,826	64,083
Allocations - Other	17,224	17,224	17,446	-	-	17,446	17,797	18,154	18,515	18,883
Other Operating Expenses	10,290	10,190	10,580	-	-	10,580	10,800	11,030	11,260	11,490
TOTAL OPERATING COSTS	104,360	106,249	108,994	-	-	108,994	111,181	113,414	115,691	118,006
*Percentage Increase over prior year						4.4%	2.0%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	18,000	17,006	18,000	-	-	18,000	20,000	5,000	2,000	12,000
Transfer to Operating Reserve	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	6,000
MFA Debt Reserve Fund	-	-	-	-	-	-	1,500	13,500	4,000	-
MFA Debt Principal	-	-	-	-	-	-	-	4,390	43,910	55,620
MFA Debt Interest	-	-	-	-	-	-	1,838	23,888	78,400	93,100
TOTAL DEBT / RESERVES	22,000	21,006	22,000	-	-	22,000	27,338	50,778	132,310	166,720
TOTAL COSTS	126,360	127,255	130,994	-	-	130,994	138,519	164,192	248,001	284,726
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(62,595)	(62,595)	(64,734)	-	-	(64,734)	(68,489)	(81,311)	(123,200)	(141,548)
Grants in Lieu of Taxes	(1,371)	(1,371)	(1,410)	-	-	(1,410)	(1,440)	(1,470)	(1,500)	(1,530)
Other Revenue	(100)	(995)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(64,066)	(64,961)	(66,244)	-	-	(66,244)	(70,029)	(82,881)	(124,800)	(143,178)
REQUISITION - PARCEL TAX	(62,294)	(62,294)	(64,750)	-	-	(64,750)	(68,490)	(81,311)	(123,201)	(141,548)
*Percentage increase over prior year										
User Fees						3.4%	5.8%	18.7%	51.5%	14.9%
Requisition						3.9%	5.8%	18.7%	51.5%	14.9%
Combined						3.7%	5.8%	18.7%	51.5%	14.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	3.850	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Port Renfrew Sewer							

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	\$65,000	\$65,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,965,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$65,000	\$65,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,965,000
		\$65,000	\$65,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,965,000

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	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
		\$65,000	\$65,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,965,000
		\$65,000	\$65,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,965,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
22-01	Replacement	Genset Upgrade	A new genset is required to provide standby power for the whole WWTP.	\$60,000	S	Grant	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
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	\$15,000	\$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, acquire/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 complete 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			\$65,000	\$65,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,965,000

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 standby 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 standby 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, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.

Project Rationale Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/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 complete in 2025, construction is anticipated to start in 2027).

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
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	4,349	8,349	12,349	16,349	20,349	26,349
Capital Reserve Fund	24,618	27,618	47,618	52,618	54,618	66,618
Total	28,967	35,967	59,967	68,967	74,967	92,967

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: Fund Centre:	1500 105537	Esimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		349	4,349	8,349	12,349	16,349	20,349
Transfer from Ops Budget		4,000	4,000	4,000	4,000	4,000	6,000
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		4,349	8,349	12,349	16,349	20,349	26,349

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: Fund Centre:	1044 101388	Esimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		7,612	24,618	27,618	47,618	52,618	54,618
Transfer from Ops Budget		17,006	18,000	20,000	5,000	2,000	12,000
Transfer to Cap Fund		-	(15,000)	-	-	-	-
Transfer from Cap Fund		-					
Interest Income		-					
Ending Balance \$		24,618	27,618	47,618	52,618	54,618	66,618

Assumptions/Background:

Transfer as much as operating budget will allow.

Appendix B-1: Requisition Summary (SSI)

Electoral Area	Provisional 2023	Cost per Avg. Res Asst/ Parcel	Cost per Avg.		Change in Requisition		Change in cost per avg household/Parcel	
			2022	Res Asst/ Parcel	\$	%	\$	%
1.010 Legislative & General Government	371,322	56.03	362,408	54.69	8,914	2.5%	1.35	2.5%
1.101 G.I.S.	4,245	0.64	4,135	0.62	110	2.7%	0.02	2.7%
1.112 Regional Grant in Aid	516	0.08	-	-	516	100.0%	0.08	100.0%
1.224 Community Health - Homeless Sec.	16,199	2.44	20,941	3.16	(4,742)	-22.6%	(0.72)	-22.6%
1.280 Regional Parks	547,792	82.66	531,796	80.25	15,996	3.0%	2.41	3.0%
1.280A Regional Parks - Land Acquisition	-	-	2,753	0.42	(2,753)	-100.0%	(0.42)	-100.0%
1.309 Climate Action and Adaptation	54,046	8.16	44,223	6.67	9,823	22.2%	1.48	22.2%
1.310 Land Banking & Housing	50,920	7.68	49,710	7.50	1,210	2.4%	0.18	2.4%
1.324 Regional Planning Service	42,255	6.38	41,078	6.20	1,177	2.9%	0.18	2.9%
1.335 Geo-Spatial Referencing System	5,552	0.84	5,449	0.82	103	1.9%	0.02	1.9%
1.374 Regional Emergency Program Support	4,277	0.65	4,153	0.63	125	3.0%	0.02	3.0%
1.375 Hazardous Material Incident Response	10,479	1.58	10,174	1.54	305	3.0%	0.05	3.0%
1.911 Call Answer	5,184	0.78	5,033	0.76	151	3.0%	0.02	3.0%
1.921 Regional CREST Contribution	49,247	7.43	47,812	7.22	1,434	3.0%	0.22	3.0%
Total Regional	1,162,036	\$175.35	\$1,129,666	\$170.47	\$32,370	2.9%	\$4.88	2.9%
1.230 Traffic Safety Commission	2,618	0.40	2,618	0.40	-	0.0%	-	0.0%
1.311 Regional Housing Trust Fund	37,699	5.69	35,984	5.43	1,715	4.8%	0.26	4.8%
1.313 Animal Care Services	129,000	19.47	125,243	18.90	3,757	3.0%	0.57	3.0%
1.913 Fire Dispatch	77,030	11.62	74,842	11.29	2,188	2.9%	0.33	2.9%
Total Sub-Regional	\$246,347	\$37.17	\$238,686	\$36.02	\$7,660	3.2%	\$1.16	3.2%
1.103 Elections	28,131	4.25	28,132	4.25	(0)	0.0%	(0.00)	0.0%
1.104 U.B.C.M.	5,319	0.80	5,164	0.78	155	3.0%	0.02	3.0%
1.318 Building Inspection	205,887	31.07	199,891	30.16	5,996	3.0%	0.90	3.0%
1.320 Noise Control	18,025	2.72	17,493	2.64	532	3.0%	0.08	3.0%
1.322 Nuisances & Unightly Premises	24,084	3.63	23,375	3.53	710	3.0%	0.11	3.0%
1.372 Electoral Area Emergency Program	67,068	10.12	65,114	9.83	1,955	3.0%	0.29	3.0%
Total Joint Electoral Area	\$348,515	\$52.59	\$339,168	\$51.18	\$9,347	2.8%	\$1.41	2.8%
1.111 Electoral Area Admin Exp-SSI	536,447	80.95	517,490	78.09	18,957	3.7%	2.86	3.7%
1.116 Grants in Aid - Salt Spring Island	36,558	5.52	50,056	7.55	(13,498)	-27.0%	(2.04)	-27.0%
1.124 SSI Economic Development Commission	121,721	18.37	98,237	14.82	23,484	23.9%	3.54	23.9%
1.141 Salt Spring Island Public Library	685,683	103.47	663,620	100.14	22,063	3.3%	3.33	3.3%
1.236 Salt Spring Island Fernwood Dock	25,888	5.69	25,679	5.64	209	0.8%	0.05	0.8%
1.238A Community Transit (S.S.I.)	223,600	33.74	194,711	29.38	28,889	14.8%	4.36	14.8%
1.238B Community Transportation (S.S.I.)	162,826	24.57	171,045	25.81	(8,219)	-4.8%	(1.24)	-4.8%
1.299 Salt Spring Island Arts	122,519	18.49	121,677	18.36	842	0.7%	0.13	0.7%
1.316 SSI House Numbering	9,849	1.49	9,586	1.45	263	2.7%	0.04	2.7%
1.342 SSI Livestock Injury Compensation	3,158	0.48	3,150	0.48	8	0.3%	0.00	0.3%
1.371 S.S.I. Emergency Program	126,745	19.13	127,913	19.30	(1,168)	-0.9%	(0.18)	-0.9%
1.378 SSI Search and Rescue	25,704	3.88	24,955	3.77	749	3.0%	0.11	3.0%
1.455 Salt Spring Island Community Parks	548,862	82.82	458,072	69.12	90,790	19.8%	13.70	19.8%
1.458 Salt Spring Island Community Rec	60,330	9.10	54,582	8.24	5,748	10.5%	0.87	10.5%
1.459 Salt Spring Island Park, Land & Rec Prog	1,574,097	237.54	1,548,095	233.61	26,002	1.7%	3.92	1.7%
1.535 Stormwater Quality Management - S.S.I.	23,778	3.59	27,940	4.22	(4,162)	-14.9%	(0.63)	-14.9%
1.925 Emergency Comm - Crest - S.S.I.	146,533	22.11	142,827	21.55	3,706	2.6%	0.56	2.6%
3.705 S.S.I. Liquid Waste Disposal**	386,975	66.42	375,768	64.50	11,207	3.0%	1.92	3.0%
Total SSI Electoral Area	\$4,821,273	\$737.35	\$4,615,403	\$706.03	\$205,870	4.5%	\$31.31	4.4%
Total Capital Regional District	\$6,578,170	\$1,002.47	\$6,322,923	\$963.70	\$255,247	4.0%	\$38.76	4.0%
Cost/average residential property	\$1,002.47		\$963.70		\$38.76			
CRHD Capital Regional Hospital District	910,900	137.46	910,629	137.42	271	0.0%	0.04	0.0%
Total CRD and CRHD	\$7,489,070	\$1,139.92	\$7,233,552	\$1,101.12	\$255,518	3.5%	\$38.81	3.5%

Average residential assessment - 2022 **\$977,176** **\$977,176**

Major Impacts (Changes in \$/Avg HH >+/-\$.100)

	Change in Requisition		Change in Avg HH	
	\$	%	\$	%
REGIONAL				
Legislative & General Government	8,914	0.1%	1.35	0.1%
Regional Parks	15,996	0.2%	2.41	0.2%
Climate Action and Adaptation	9,823	0.1%	1.48	0.1%
SSI EA				
Electoral Area Admin Exp-SSI	18,957	0.3%	2.86	0.3%
SSI Economic Development Commission	23,484	0.3%	3.54	0.3%
Salt Spring Island Public Library	22,063	0.3%	3.33	0.3%
Community Transit (S.S.I.)	28,889	0.4%	4.36	0.4%
Salt Spring Island Community Parks	90,790	1.3%	13.70	1.2%
Salt Spring Island Park, Land & Rec Prog	26,002	0.4%	3.92	0.4%
S.S.I. Liquid Waste Disposal**	11,207	0.2%	1.92	0.2%
Capital Regional Hospital District	271	0.0%	0.04	0.0%
Other	(878)	0.0%	(0.12)	0.0%
Total	255,518	3.5%	38.81	3.5%

Salt Spring Island Local/Specified/Defined Services		Provisional 2023	Cost per Avg. Res Asst/ Parcel	2022	Cost per Avg. Res Asst/ Parcel	Change in Requisition		Change in cost per avg household/Parcel	
						\$	%	\$	%
1.234	Salt Spring Island Street Lighting	27,468	4.25	26,668	4.13	800	3.00%	0.12	3.00%
2.620	SSI Highland Water System	30,801	128.82	30,832	128.95	(31)	-0.10%	(0.13)	-0.10%
2.621	Highland / Fernwood Water - SSI	75,000	237.06	75,000	237.06	-	0.00%	-	0.00%
2.624	Beddis Water	90,318	680.07	74,960	564.43	15,358	20.5%	115.64	20.5%
2.626	Fulford Water	48,925	398.58	47,500	386.97	1,425	3.00%	11.61	3.00%
2.628	Cedar Lane Water	16,200	307.96	15,000	285.14	1,200	8.0%	22.81	8.0%
2.660	Fernwood Water	14,371	179.24	14,413	179.76	(42)	-0.29%	(0.52)	-0.29%
3.755	Regional Source Control - Maliview/Ganges Sewer	6,786	\$16.54	6,588	\$16.06	198	3.00%	0.48	3.00%
3.810	Ganges Sewer	59,891	148.17	58,147	143.86	1,744	3.00%	4.31	3.00%
3.820	Maliview Estates Sewer System	4,900	52.02	4,760	50.54	140	2.94%	1.49	2.94%
Total Local/Specified/Defined Services		374,660		353,868		20,792			

Average residential assessment - 2022

\$977,176

\$977,176

Appendix B-2

Salt Spring Island - Operating Budget Highlights - Gross Expenditure (+/- 3.0% and +/- \$20,000)

SSI Services +/- 3.0% and +/- \$20,000	Gross Expenditure 2023	Gross Expenditure 2022	Changes \$	Changes %	Main Budget Driver
1.116 - Grant-in-Aid - SSI	75,935	106,961	(31,026)	-29.0%	• One-time expense in 2022 funded by \$35k COVID 19 Safe Restart Grant
1.124 - SSI Economic Development Commission	142,331	100,822	41,509	41.2%	• Annualization of Economic Development Coordinator (EDC), \$20k • One-time contribution to NGOs, \$20k - funded by Operating Reserve Fund (ORF)
1.141 - Salt Spring Island Public Library	687,239	665,268	21,971	3.3%	• Increased contribution to SSI Public Library
1.238A - Community Transit - SSI	566,223	507,996	58,227	11.5%	• Higher BC Transit costs (fuel, maintenance, and lease fees), \$35k • Increased transfer to Capital Reserve Fund (CRF) to support capital plan, \$20k
1.459 - Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,110,175	1,988,640	121,535	6.1%	• Annualization of SSI Community Centre expenses, IBC 13a-1.5, \$60k (offset by program revenue) • Salary increase for contract changes and additional auxiliary staff for pool to open on Sundays, \$69k
3.705 - S.S.I. Liquid Waste Disposal	1,038,365	991,525	46,840	4.7%	• Increased sludge hauling costs due to increased disposal costs and volume, \$35k • 2023 IBC 10a-1.8: Manager, SSI and SGI Operations (IWS), \$10k for service delivery
Total Salt Spring Island Electoral Area	4,620,268	4,361,212	259,056	5.9%	
2.624 - Beddis Water	317,178	270,499	46,679	17.3%	• Increased transfer to Capital Reserve Fund (CRF) to support capital plan
3.810 - Ganges Sewer	1,187,263	1,085,199	102,064	9.4%	• One-time cyclical maintenance in 2023, \$80k - funded by Operating Reserve Fund (ORF) • 2023 IBC 10a-1.8: Manager, SSI and SGI Operations (IWS) \$23k for service delivery
Total Local/Specified/Defined Area	1,504,441	1,355,698	148,743	11.0%	
Other (Services not meeting criteria above)	4,154,933	4,143,576	11,357	0.3%	
Total Salt Spring Island	10,279,642	9,860,486	419,156	4.3%	

Salt Spring Island - Operating Budget by Expenditure Type (in \$ millions)

Expenditure Type	Provisional Plan \$M 2023	Financial Plan \$M* 2022	Changes \$M	Changes %
Operations	8.64	8.31	0.33	4.0%
Capital Funding	-	-	-	-
Debt Servicing	0.71	0.70	0.01	1.4%
Transfer to Reserves	0.93	0.85	0.08	9.4%
Total Salt Spring Island	10.28	9.86	0.42	4.3%

*Based on Amendment Financial Plan (Bylaw No. 4498)

Appendix B-3

Salt Spring Islands 2023 Major Capital Projects ≥ \$100,000

SERVICE AREA	\$('000)	FUNDING SOURCE
Planning & Development		
1.238B SSI Community Transportation		
Construction Program for Pathway Network	200	Grants
Recreation & Cultural Services		
1.459 SSI Park Land & Rec		
Sport Field Development	390	Grants, Reserve
Feasibility study, design & construction of a new park maintenance facility	100	Reserves
Designs and replacement of pool electrical	250	Grants, Reserve
Water		
2.621 Highland/Fernwood Water		
Replace DAF waste Pump Construction	129	Grants, Capital on hand
Design and Construction of back up power system	240	Grants
2.622 Cedars of Tuam Water		
Design and construct new well and dist. System	270	Grants, Debt
2.626 Fulford Water		
Water main assessment & replacement strategy and detailed design	270	Grants, Capital on hand
2.628 Cedar Lane Water		
WTP Manganese removal construction	165	Debt, Grants
Sewer		
3.820 Maliview Estates Sewer		
Upgrading current RBC process WWTP to MBBR process	2,010	Grants, Debt
Collection system repairs and/or renewal	200	Grants, Debt
I&I program (MOE Requirement)	120	Debt

Total Projects ≥ \$100K	4,344
Total Projects < \$100K	1,874
Total 2023 Capital Projects	6,218

Appendix B-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SSI 2023							Schedule B - Extract								
Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING							
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL	
1.111	SSI Admin. Expenditures	8,900					8,900			8,900					8,900
1.141	SSI Public Library			10,000			10,000					10,000			10,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				53,000		53,000					53,000			53,000
1.238A	Community Transit (SSI)				50,000		50,000					50,000			50,000
1.238B	Community Transportation (SSI)	45,000			370,000		415,000			212,500		202,500			415,000
1.318	Building Inspection	14,212	22,000				36,212			36,212					36,212
1.371	SSI Emergency Program	19,317					19,317					19,317			19,317
1.455	SSI Community Parks	30,000	75,000		145,000		250,000			30,000	105,000	115,000			250,000
1.458	SSI Community Recreation	10,000			30,000		40,000			5,000		35,000			40,000
1.459	SSI Park Land & Rec Programs	362,500	40,000	240,000	390,000	45,000	1,077,500			52,500	565,000	460,000			1,077,500
2.620	Highland Water (SSI)				70,000		70,000	70,000							70,000
2.621	Highland & Fernwood Water (SSI)	40,000			504,000		544,000	59,000			420,000	65,000			544,000
2.622	Cedars of Tuam Water (SSI)				270,000		270,000		92,000		178,000				270,000
2.624	Beddis Water (SSI)	39,000			135,000		174,000				102,000	72,000			174,000
2.626	Fulford Water (SSI)	66,100			270,000		336,100	70,000			260,000	6,100			336,100
2.628	Cedar Lane Water (SSI)	22,000			165,000		187,000		90,000		95,000	2,000			187,000
3.705	SSI Septage / Composting				35,000		35,000					35,000			35,000
3.810	Ganges Sewer Utility (SSI)		77,000		235,000		312,000	50,000			182,000	80,000			312,000
3.820	Maliview Sewer Utility (SSI)				2,330,000		2,330,000		341,000		1,989,000				2,330,000
TOTAL		657,029	214,000	250,000	5,052,000	45,000	6,218,029	249,000	523,000	132,612	4,108,500	1,204,917	-		6,218,029

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 SSI Administration

1.116 SSI Grants in Aid

1.124 SSI Economic Development

1.141 SSI Public Library

1.234 SSI Street Lighting

1.236 Fernwood Dock

1.238A Community Transit

1.238B Community Transportation

1.299 SSI Arts

1.316 SSI Building Numbering

1.342 Livestock Injury Compensation

1.371 SSI Emergency Program

1.378 SSI Search and Rescue

Appendix B-5: SSI Service Budgets

1.45X SSI Parks & Recreation

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

2023 BUDGET

Elections

EAC REVIEW

SEPTEMBER 2022

Service: 1.103 Elections

Committee: Electoral Areas

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 - Elections	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Electoral Area Elections	162,500	162,500	-	-	-	-	-	-	177,620	-
Islands Trust	74,900	74,900	-	-	-	-	-	-	81,870	-
Allocations and Insurance	32	32	380	-	-	380	400	420	13,038	460
TOTAL OPERATING COSTS	237,432	237,432	380	-	-	380	400	420	272,528	460
*Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	25,500	25,500	65,200	-	-	65,200	65,200	65,200	-	65,200
TOTAL COSTS	262,932	262,932	65,580	-	-	65,580	65,600	65,620	272,528	65,660
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(122,457)	(122,457)	-	-	-	-	-	-	(125,038)	-
Recovery from Islands Trust	(74,900)	(74,900)	-	-	-	-	-	-	(81,870)	-
Other Income	(84)	(84)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(197,441)	(197,441)	(90)	-	-	(90)	(90)	(90)	(206,998)	(90)
REQUISITION	(65,491)	(65,491)	(65,490)	-	-	(65,490)	(65,510)	(65,530)	(65,530)	(65,570)
*Percentage increase over prior year Requisition										
			0.0%			0.0%	0.0%	0.0%	0.0%	0.1%

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: Fund Centre:	1500 105515	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		103,359	6,402	71,602	136,802	202,002	76,964
Transfer from Op Budget		25,500	65,200	65,200	65,200	-	65,200
Transfer to Op Budget		(122,457)	-	-	-	(125,038)	-
Interest Income		-					
Ending Balance \$		6,402	71,602	136,802	202,002	76,964	142,164

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections every 4 years

CAPITAL REGIONAL DISTRICT

2023 Budget

UBCM

EAC REVIEW

SEPTEMBER 2022

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Membership Fee	12,945	12,067	13,002	-	-	13,002	13,260	13,523	13,797	14,071
TOTAL COSTS	12,945	12,067	13,002	-	-	13,002	13,260	13,523	13,797	14,071
*Percentage Increase over prior year						0.4%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	848	(848)	-	-	(848)	-	-	-	-
Balance c/fwd from 2021 to 2022	(1,147)	(1,147)	-	-	-	-	-	-	-	-
Other Revenue	(76)	(46)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(1,223)	(345)	(928)	-	-	(928)	(80)	(80)	(80)	(80)
REQUISITION	(11,722)	(11,722)	(12,074)	-	-	(12,074)	(13,180)	(13,443)	(13,717)	(13,991)
*Percentage increase over prior year Requisition						3.0%	9.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Building Inspection

EAC Review

SEPTEMBER 2022

Service: 1.318 Building Inspection

Committee: Electoral Areas

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 2022 to 2023
Service: 1.318 Building Inspection

Total Expenditure

Comments

2022 Budget

1,792,001

Change in Salaries:

Base salary change	25,500	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(4,022)	
Overtime and auxiliary wages	15,886	Due to increased construction activity
Total Change in Salaries	37,364	

Other Changes:

Standard Overhead Allocation	10,290	Increase in 2022 operating costs
Human Resources Allocation	971	
Building Occupancy Allocation	6,581	
Bylaw Enforcement Allocation	5,000	Cost recovery from Bylaw services to issue fines for building infractions Increase in salaries due to step increase/paygrade change from sender:
Emergency Program Allocation	1,345	1.372 Emergency Planning Coordination
Staff Training and Development	2,930	Wood stove inspection training course
Office Supplies	2,100	First aid supplies and safety equipment
Equipment Purchases and Vehicle Maintenance	7,660	Earth quake equipment, cell phone boosters, and satellite phone
Other (Travel, Licenses, Electricity)	6,893	
Total Other Changes	43,770	

2023 Budget

1,873,135

Summary of % Expense Increase

Auxiliary labour due to increased construction activity	0.9%	
Equipment and maintenance	0.4%	
Building infraction enforcement (Bylaw allocation)	0.3%	
Training and Development	0.2%	
Balance of increase	2.8%	
% expense increase from 2022:	4.5%	
% Requisition increase from 2022 (if applicable):	3.0%	<i>Requisition funding is 25.0% of service revenue</i>

Overall 2022 Budget Performance
 (expected variance to budget and surplus treatment)

Revenues are projected at \$149,640 (11.4%) higher than budget primarily due to higher permit fee revenues driven by increased construction activity in 2022. Operating expenditures are projected at \$147,935 (-8.5%) lower than budget primarily due to staff vacancies and lower travel expenses. The \$297,575 favourable variance will be transferred to the Operating Reserve Fund (\$247,575), which has an expected year end balance of \$226,999 before this transfer; and the Equipment Replacement Fund (\$50,000), which has an expected year end balance of \$94,830 before this transfer.

1.318 - Building Inspection	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	1,197,922	1,092,247	1,235,286	-	-	1,235,286	1,261,679	1,288,627	1,316,163	1,344,285
Telecommunications	36,610	21,557	37,710	-	-	37,710	38,470	39,230	40,020	40,820
Legal Expenses	10,600	10,600	10,920	-	-	10,920	11,140	11,360	11,590	11,820
Building Rent	34,880	34,880	35,480	-	-	35,480	36,090	36,810	37,550	38,300
Supplies	16,700	17,888	18,800	-	-	18,800	17,540	17,900	18,260	18,620
Allocations	298,869	300,410	324,529	-	-	324,529	337,519	347,458	356,968	366,799
Other Operating Expenses	153,120	123,184	167,110	-	-	167,110	169,710	173,140	176,640	180,210
TOTAL OPERATING COSTS	1,748,701	1,600,766	1,829,835	-	-	1,829,835	1,872,148	1,914,525	1,957,191	2,000,854
*Percentage Increase over prior year						4.6%	2.3%	2.3%	2.2%	2.2%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	20,000	70,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Operating Reserve Fund	-	247,575	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	20,000	317,575	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	1,792,001	1,941,641	1,873,135	-	-	1,873,135	1,915,448	1,957,825	2,000,491	2,044,154
*Percentage Increase over prior year						4.5%	2.3%	2.2%	2.2%	2.2%
Internal Recoveries	(30,076)	(30,076)	(30,980)	-	-	(30,980)	(31,600)	(32,230)	(32,870)	(33,530)
TOTAL COSTS LESS INTERNAL RECOVERIES	1,761,925	1,911,565	1,842,155	-	-	1,842,155	1,883,848	1,925,595	1,967,621	2,010,624
<u>FUNDING SOURCES (REVENUE)</u>										
						4.6%	2.3%	2.2%	2.2%	2.2%
Transfer from Operating Reserve Fund	(66,235)	(66,235)	(51,755)	-	-	(51,755)	(57,648)	(62,875)	(67,621)	(72,594)
Permit Fees Revenue	(1,200,000)	(1,350,000)	(1,280,000)	-	-	(1,280,000)	(1,305,600)	(1,331,710)	(1,358,350)	(1,385,510)
Contract Revenue	(37,510)	(37,150)	(38,640)	-	-	(38,640)	(39,410)	(40,200)	(41,010)	(41,830)
Grants in Lieu of Taxes	(1,802)	(1,802)	(1,720)	-	-	(1,720)	(1,750)	(1,790)	(1,830)	(1,880)
Revenue - Other	(2,610)	(2,610)	(2,660)	-	-	(2,660)	(2,710)	(2,760)	(2,820)	(2,900)
TOTAL REVENUE	(1,308,157)	(1,457,797)	(1,374,775)	-	-	(1,374,775)	(1,407,118)	(1,439,335)	(1,471,631)	(1,504,714)
REQUISITION	(453,768)	(453,768)	(467,380)	-	-	(467,380)	(476,730)	(486,260)	(495,990)	(505,910)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	10.2	10.2	10.2			10.2	10.2	10.2	10.2	10.2

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.318 Building Inspection	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$1,300	\$32,300	\$5,500	\$4,500	\$6,000	\$6,000	\$54,300
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300

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	\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300
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
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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 SLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$145,000	V	ERF	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$30,600	E	ERF	\$0	\$6,000	\$5,500	\$4,500	\$6,000	\$6,000	\$28,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	\$0	E	ERF	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
22-03	New	Microfiche Computer	New pc and monitor for microfiche reader used for FOI requests at Fisgard	\$1,300	E	ERF	\$1,300	\$1,300	\$0	\$0	\$0	\$0	\$1,300
GRAND TOTAL				\$176,900			\$1,300	\$82,300	\$5,500	\$4,500	\$6,000	\$6,000	\$154,300

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 21-01

Capital Project Title Furniture Replacement

Capital Project Description Salt Spring Island furniture replacement

Project Rationale Replace desks, chairs, shelving, cabinetry and other furniture that has become worn and requires replacement.

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.

**Building Inspection
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	473,418	421,663	364,015	301,140	233,519	160,925
Equipment Replacement Fund	144,830	82,530	97,030	112,530	76,530	90,530
Total	618,247	504,192	461,044	413,669	310,048	251,454

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: Fund Centre:	1500 105544	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		292,078	473,418	421,663	364,015	301,140	233,519
Transfer from Ops Budget		247,575	-	-	-	-	-
Transfer to Ops Budget		(66,235)	(51,755)	(57,648)	(62,875)	(67,621)	(72,594)
Interest Income		-					
Ending Balance \$		473,418	421,663	364,015	301,140	233,519	160,925

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101425	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		208,730	144,830	82,530	97,030	112,530	76,530
Transfer from Ops Budget		70,000	20,000	20,000	20,000	20,000	20,000
Planned Purchase		(133,900)	(82,300)	(5,500)	(4,500)	(56,000)	(6,000)
Interest Income		-					
Ending Balance \$		144,830	82,530	97,030	112,530	76,530	90,530

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 BUDGET

NOISE CONTROL

EAC REVIEW

SEPTEMBER 2022

Service: 1.320 Noise Control

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Legal	6,900	1,500	7,110	-	-	7,110	7,250	7,400	7,550	7,700
Allocations	2,597	2,597	2,678	-	-	2,678	2,731	2,782	2,834	2,886
Internal Time Charges	30,474	30,474	31,390	-	-	31,390	32,020	32,650	33,310	33,970
Other Operating Expenses	50	65	50	-	-	50	50	50	50	50
TOTAL OPERATING COSTS	40,021	34,636	41,228	-	-	41,228	42,051	42,882	43,744	44,606
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
Transfer to Operating Reserve Fund	-	5,335	-	-	-	-	-	-	-	-
TOTAL COSTS	40,021	39,971	41,228	-	-	41,228	42,051	42,882	43,744	44,606
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(160)	(160)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
Revenue - Other	(150)	(100)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(310)	(260)	(310)	-	-	(310)	(310)	(310)	(310)	(310)
REQUISITION	(39,711)	(39,711)	(40,918)	-	-	(40,918)	(41,741)	(42,572)	(43,434)	(44,296)
*Percentage increase over prior year Requisition						3.0%	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: Fund Centre:	1500 105406	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		15,454	20,789	20,789	20,789	20,789	20,789
Transfer from Ops Budget		5,335	-	-	-	-	-
Interest Income		-					
Ending Balance \$		20,789	20,789	20,789	20,789	20,789	20,789

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2023 BUDGET

Nuisance & Unsightly Premises

EAC REVIEW

SEPTEMBER 2022

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Legal	2,130	500	2,190	-	-	2,190	2,230	2,270	2,320	2,370
Allocations	3,240	3,240	3,346	-	-	3,346	3,412	3,477	3,542	3,609
Internal Time Charges	47,685	47,685	49,130	-	-	49,130	50,100	51,100	52,120	53,160
Other Operating Expenses	320	320	320	-	-	320	320	320	320	320
TOTAL OPERATING COSTS	53,375	51,745	54,986	-	-	54,986	56,062	57,167	58,302	59,459
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	1,630	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	1,630	-	-	-	-	-	-	-	-
TOTAL COSTS	53,375	53,375	54,986	-	-	54,986	56,062	57,167	58,302	59,459
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(213)	(213)	(213)	-	-	(213)	(220)	(220)	(220)	(220)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(313)	(313)	(313)	-	-	(313)	(320)	(320)	(320)	(320)
REQUISITION	(53,062)	(53,062)	(54,673)	-	-	(54,673)	(55,742)	(56,847)	(57,982)	(59,139)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

Reserve Schedule

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

For unforeseen legal expenses

Reserve Cash Flow

Fund: Fund Centre:	1500 105403	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		11,693	13,323	13,323	13,323	13,323	13,323
Transfer from Ops Budget		1,630	-	-	-	-	-
Interest Income		-					
Ending Balance \$		13,323	13,323	13,323	13,323	13,323	13,323

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 BUDGET

Electoral Area Emergency Planning Coordination

EAC REVIEW

SEPTEMBER 2022

Service: 1.372 Emergency Planning Coordination

Committee: Planning and 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 - Electoral Area Emergency Planning Coordination	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries	538,896	528,836	567,137	-	-	567,137	579,331	591,790	604,508	617,502
Travel Expenses	1,860	1,000	1,920	-	-	1,920	1,960	2,000	2,040	2,080
Telecommunications	6,950	6,950	7,160	-	-	7,160	7,300	7,450	7,600	7,750
Staff Training & Development	1,650	2,537	1,700	-	-	1,700	1,730	1,760	1,800	1,840
Supplies	2,050	1,900	2,110	-	-	2,110	2,150	2,190	2,230	2,270
Allocations	62,608	62,608	63,573	-	-	63,573	65,045	66,555	67,884	69,243
Other Operating Expenses	8,750	9,101	9,260	-	-	9,260	9,450	9,640	9,830	10,020
TOTAL OPERATING COSTS	622,764	612,932	652,860	-	-	652,860	666,966	681,385	695,892	710,705
*Percentage Increase over prior year						4.8%	2.2%	2.2%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	7,500	17,332	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	7,500	17,332	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL COSTS	630,264	630,264	660,360	-	-	660,360	674,466	688,885	703,392	718,205
Internal Recoveries	(468,860)	(468,860)	(492,300)	-	-	(492,300)	(507,070)	(522,280)	(537,950)	(551,400)
OPERATING COSTS LESS INTERNAL RECOVERIES	161,404	161,404	168,060	-	-	168,060	167,396	166,605	165,442	166,805
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(12,674)	(12,674)	(14,870)	-	-	(14,870)	(11,174)	(7,241)	(2,900)	(1,025)
Grants in Lieu of Taxes	(597)	(597)	(610)	-	-	(610)	(620)	(630)	(640)	(650)
Revenue - Other	(320)	(320)	(330)	-	-	(330)	(330)	(330)	(330)	(330)
TOTAL REVENUE	(13,591)	(13,591)	(15,810)	-	-	(15,810)	(12,124)	(8,201)	(3,870)	(2,005)
REQUISITION	(147,813)	(147,813)	(152,250)	-	-	(152,250)	(155,272)	(158,404)	(161,572)	(164,800)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	4.0	4.0	4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.372	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Emergency Planning Coordination							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment	E	\$0	\$0	\$2,500	\$0	\$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	\$70,000	\$70,000	
		\$0	\$0	\$2,500	\$0	\$0	\$70,000	\$72,500	

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	\$2,500	\$0	\$0	\$70,000	\$72,500	
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	\$2,500	\$0	\$0	\$70,000	\$72,500	

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"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".</i></p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$2,500	E	ERF	\$0	\$0	\$2,500	\$0	\$0	\$0	\$2,500
23-01	Replacement	Vehicle Replacement	Vehicle replacement	\$70,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$70,000	\$70,000
			GRAND TOTAL	\$72,500			\$0	\$0	\$2,500	\$0	\$0	\$70,000	\$72,500

Electoral Area Emergency Planning Coordination
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	48,765	33,895	22,721	15,480	12,580	11,555
Equipment Replacement Fund	49,587	57,087	62,087	69,587	77,087	14,587
Total	98,352	90,982	84,808	85,067	89,667	26,142

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	2022	2023	2024	2025	2026	2027
Beginning Balance		61,439	48,765	33,895	22,721	15,480	12,580
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(12,674)	(14,870)	(11,174)	(7,241)	(2,900)	(1,025)
Interest Income		-					
Ending Balance \$		48,765	33,895	22,721	15,480	12,580	11,555

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101985	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		32,255	49,587	57,087	62,087	69,587	77,087
Transfer from Op Budget		17,332	7,500	7,500	7,500	7,500	7,500
Planned Purchase		-	-	(2,500)	-	-	(70,000)
Interest Income		-					
Ending Balance \$		49,587	57,087	62,087	69,587	77,087	14,587

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2023 Budget

Admin Expenditures (SSI)

EAC Review

SEPTEMBER 2022

Service: 1.111 SSI Admin. Expenditures

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Director Admin	101,837	94,837	82,519	-	-	82,519	84,202	85,906	87,641	89,405
Management Services	886,608	876,788	929,499	2,999	-	932,498	952,557	982,014	993,616	1,014,682
TOTAL OPERATING COSTS	988,445	971,625	1,012,018	2,999	-	1,015,017	1,036,759	1,067,920	1,081,257	1,104,087
*Percentage Increase over prior year			2.4%	0.3%		2.7%	2.1%	3.0%	1.2%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	500	7,500	1,400	-	-	1,400	11,400	11,400	11,400	11,400
TOTAL CAPITAL / RESERVES	500	7,500	1,400	-	-	1,400	11,400	11,400	11,400	11,400
TOTAL COSTS	988,945	979,125	1,013,418	2,999	-	1,016,417	1,048,159	1,079,320	1,092,657	1,115,487
Labour Recovery	(245,510)	(245,510)	(256,920)	-	-	(256,920)	(262,440)	(268,080)	(273,780)	(279,620)
Internal Allocations	(205,206)	(205,206)	(209,531)	(2,999)	-	(212,530)	(217,090)	(221,710)	(226,350)	(231,040)
TOTAL RECOVERIES	(450,716)	(450,716)	(466,451)	(2,999)	-	(469,450)	(479,530)	(489,790)	(500,130)	(510,660)
COSTS LESS INTERNAL RECOVERIES	538,229	528,409	546,967	-	-	546,967	568,629	589,530	592,527	604,827
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from 2022 to 2023	-	9,820	(9,820)	-	-	(9,820)	-	-	-	-
Balance C/F from 2021 to 2022	(20,050)	(20,050)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(369)	(369)	(370)	-	-	(370)	(380)	(390)	(400)	(410)
Provincial Grant	-	-	-	-	-	-	-	-	-	-
Other Income	(320)	(320)	(330)	-	-	(330)	(340)	(350)	(360)	(370)
TOTAL REVENUE	(20,739)	(10,919)	(10,520)	-	-	(10,520)	(720)	(740)	(760)	(780)
REQUISITION	(517,490)	(517,490)	(536,447)	-	-	(536,447)	(567,909)	(588,790)	(591,767)	(604,047)
*Percentage increase over prior year Requisition			3.7%			3.7%	5.9%	3.7%	0.5%	2.1%
FTE's	5.8	5.8	5.8	0.2		6.0	6.0	6.0	6.0	6.0

1.111 - Admin Expenditures (SSI) Director Admin	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries and Wages	55,829	55,829	57,877	-	-	57,877	59,057	60,253	61,475	62,722
Contract for Services	15,000	15,000	-	-	-	-	-	-	-	-
Allocations	11,843	11,843	11,662	-	-	11,662	11,895	12,133	12,376	12,623
Travel & Training	5,660	2,000	2,000	-	-	2,000	2,040	2,080	2,120	2,160
Building Rental	7,045	7,045	7,260	-	-	7,260	7,410	7,560	7,710	7,860
Operating - Other	6,460	3,120	3,720	-	-	3,720	3,800	3,880	3,960	4,040
TOTAL OPERATING COSTS	101,837	94,837	82,519	-	-	82,519	84,202	85,906	87,641	89,405
*Percentage Increase over prior year						-19.0%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	500	7,500	1,400	-	-	1,400	1,400	1,400	1,400	1,400
TOTAL CAPITAL / RESERVES	500	7,500	1,400	-	-	1,400	1,400	1,400	1,400	1,400
TOTAL COSTS	102,337	102,337	83,919	-	-	83,919	85,602	87,306	89,041	90,805
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/F from 2021 to 2022	(20,050)	(20,050)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(62)	(62)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
Other Income	(320)	(320)	(330)	-	-	(330)	(340)	(350)	(360)	(370)
TOTAL REVENUE	(20,432)	(20,432)	(390)	-	-	(390)	(400)	(410)	(420)	(430)
REQUISITION	(81,905)	(81,905)	(83,529)	-	-	(83,529)	(85,202)	(86,896)	(88,621)	(90,375)
*Percentage increase over prior year Requisition							2.0%	2.0%	2.0%	2.0%

1.111 - Admin Expenditures (SSI) Management Services	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries and Wages	697,281	697,281	734,348	2,999	-	737,347	753,230	769,454	786,023	802,945
Allocations	50,527	50,527	49,591	-	-	49,591	50,867	52,170	53,213	54,277
Vehicles & Travel	9,060	11,000	9,500	-	-	9,500	9,690	9,880	10,070	10,270
Legal Expenses	5,000	-	5,000	-	-	5,000	5,100	5,200	5,300	5,410
Staff Training, Moving & Dues	14,000	7,500	15,000	-	-	15,000	15,300	15,600	15,900	16,220
Operating - Other	110,740	110,480	116,060	-	-	116,060	118,370	129,710	123,110	125,560
TOTAL OPERATING COSTS	886,608	876,788	929,499	2,999	-	932,498	952,557	982,014	993,616	1,014,682
*Percentage Increase over prior year			4.8%	0.3%		5.2%	2.2%	3.1%	1.2%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	10,000	10,000	10,000	10,000
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	10,000	10,000	10,000	10,000
TOTAL COSTS	886,608	876,788	929,499	2,999	-	932,498	962,557	992,014	1,003,616	1,024,682
Labour Recovery	(245,510)	(245,510)	(256,920)	-	-	(256,920)	(262,440)	(268,080)	(273,780)	(279,620)
Internal Allocations	(205,206)	(205,206)	(209,531)	(2,999)	-	(212,530)	(217,090)	(221,710)	(226,350)	(231,040)
TOTAL RECOVERIES	(450,716)	(450,716)	(466,451)	(2,999)	-	(469,450)	(479,530)	(489,790)	(500,130)	(510,660)
COSTS LESS INTERNAL RECOVERIES	435,892	426,072	463,048	-	-	463,048	483,027	502,224	503,486	514,022
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from 2022 to 2023	-	9,820	(9,820)	-	-	(9,820)	-	-	-	-
Grants in Lieu of Taxes	(307)	(307)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	(307)	9,513	(10,130)	-	-	(10,130)	(320)	(330)	(340)	(350)
REQUISITION	(435,585)	(435,585)	(452,918)	-	-	(452,918)	(482,707)	(501,894)	(503,146)	(513,672)
*Percentage increase over prior year Requisition			4.0%			4.0%	6.6%	4.0%	0.2%	2.1%
FTE's	5.8	5.8	5.8	0.2		6.0	6.0	6.0	6.0	6.0

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.111	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	SSI Admin. Expenditures							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$8,900	\$7,400	\$4,000	\$9,400	\$0	\$0	\$29,700
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
	\$0	\$8,900	\$7,400	\$54,000	\$9,400	\$0	\$0	\$79,700

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$8,900	\$7,400	\$54,000	\$9,400	\$0	\$0	\$79,700
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$8,900	\$7,400	\$54,000	\$9,400	\$0	\$0	\$79,700

Admin Expenditures (SSI)
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Equipment Replacement Fund - Management	62,186	57,386	59,986	15,986	16,586	26,586
Equipment Replacement Fund - Director	17,243	14,543	15,943	17,343	18,743	20,143
Total	79,429	71,929	75,929	33,329	35,329	46,729

Reserve Schedule

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

ERF Group: EASSIMGMT.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102119	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		70,786	62,186	57,386	59,986	15,986	16,586
Transfer from Ops Budget		-	-	10,000	10,000	10,000	10,000
Planned Purchase		(8,600)	(4,800)	(7,400)	(54,000)	(9,400)	-
Interest Income		-					
Ending Balance \$		62,186	57,386	59,986	15,986	16,586	26,586

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: Fund Centre:	1022 101837	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		12,223	17,243	14,543	15,943	17,343	18,743
Transfer from Ops Budget		7,500	1,400	1,400	1,400	1,400	1,400
Planned Purchase		(2,480)	(4,100)	-	-	-	-
Interest Income		-					
Ending Balance \$		17,243	14,543	15,943	17,343	18,743	20,143

Assumptions/Background:

Office equipment, computers, and vehicle replacement

CAPITAL REGIONAL DISTRICT

2023 Budget

SSI Grants in Aid

EAC Review

SEPTEMBER 2022

Service: 1.116 SSI Grants in Aid

Committee: Electoral Areas

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 \$308,893.

COMMITTEE:

Electoral Areas Committee

FUNDING:

Requisition

1.116 - SSI Grants in Aid	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Grants in Aid	104,127	65,000	68,647	-	-	68,647	50,000	50,000	50,000	50,000
Allocations	2,834	2,834	5,348	1,940	-	7,288	7,435	7,584	7,745	7,899
TOTAL OPERATING COSTS	106,961	67,834	73,995	1,940	-	75,935	57,435	57,584	57,745	57,899
*Percentage Increase over prior year			-30.8%	1.8%		-29.0%	-24.4%	0.3%	0.3%	0.3%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	39,127	(39,127)	-	-	(39,127)	-	-	-	-
Balance c/fwd from 2021 to 2022	(56,669)	(56,669)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(36)	(36)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Other Revenue	(200)	(200)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(56,905)	(17,778)	(39,377)	-	-	(39,377)	(250)	(250)	(250)	(250)
REQUISITION	(50,056)	(50,056)	(34,618)	(1,940)	-	(36,558)	(57,185)	(57,334)	(57,495)	(57,649)
*Percentage increase over prior year Requisition			-30.8%	3.9%		-27.0%	56.4%	0.3%	0.3%	0.3%

CAPITAL REGIONAL DISTRICT

2023 Budget

SSI Economic Development

EAC Review

SEPTEMBER 2022

Service: 1.124 SSI Economic Development

Committee: Electoral Areas

DEFINITION:

Community Economic Sustainability Commission Establishing Bylaw No. 3727 (amendment 4482), 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:

None stated

COMMISSION:

SSI Community Economic Sustainability Commission

FUNDING:

Requisition

Change in Budget 2022 to 2023
Service: 1.124 SSI Economic Development

	Total Expenditure	Comments
2022 Budget	100,822	
Other Changes:		
Annualization of Economic Development Coordinator (EDC)	20,000	SSI Community Economic Development Commission November 22, 2021
2023 one-time contribution for Program Development	20,000	Funding support for local NGOs - funded by ORF
Other	1,509	
	41,509	
2023 Budget	142,331	
 Summary of % Expense Increase		
Annualization of Economic Development Coordinator (EDO)	19.8%	
2023 one-time contribution for Program Development	19.8%	
Balance of increase	1.5%	
<i>% expense increase from 2022:</i>	41.2%	
 <i>% Requisition increase from 2022:</i>	23.9%	<i>Requisition funding is 86.0% of service revenue</i>

Overall 2022 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$16,975 (16.8%) due mainly to savings on webpage maintenance, contract for services and program development. This variance will be transferred to the Operating Reserve, which has an expected year end balance of \$6,680 before this transfer.

1.124 - SSI Economic Development

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024	2025	2026	2027
OPERATING COSTS										
Contract for Services - EDO	25,000	20,000	25,750	20,000	-	45,750	71,670	77,600	79,150	80,730
Website Maintenance	15,000	7,000	15,000	-	-	15,000	15,000	15,000	15,000	15,000
Project Costs	20,000	15,000	20,000	-	20,000	40,000	20,000	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	11,642	11,642	12,181	-	-	12,181	12,442	12,695	12,960	13,217
Operating - Other	9,180	10,205	9,400	-	-	9,400	9,590	9,780	9,980	10,180
TOTAL OPERATING COSTS	100,822	83,847	102,331	20,000	20,000	142,331	148,702	155,075	157,090	159,127
*Percentage Increase over prior year			1.5%	19.8%	19.8%	41.2%	4.5%	4.3%	1.3%	1.3%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	16,975	-	-	-	-	420	5,935	7,140	8,385
TOTAL COSTS	100,822	100,822	102,331	20,000	20,000	142,331	149,122	161,010	164,230	167,512
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(2,000)	(2,000)	-	-	(20,000)	(20,000)	-	-	-	-
Grants in Lieu of Taxes	(55)	(55)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
Other Income	(530)	(530)	(550)	-	-	(550)	(560)	(570)	(580)	(590)
TOTAL REVENUE	(2,585)	(2,585)	(610)	-	(20,000)	(20,610)	(620)	(630)	(640)	(650)
REQUISITION	(98,237)	(98,237)	(101,721)	(20,000)	-	(121,721)	(148,502)	(160,380)	(163,590)	(166,862)
*Percentage increase over prior year Requisition			3.5%	20.4%		23.9%	22.0%	8.0%	2.0%	2.0%

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105534	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		8,680	23,655	3,655	4,075	10,010	17,150
Transfer from Ops Budget		16,975	-	420	5,935	7,140	8,385
Transfer to Ops Budget - Core Budget		(2,000)	-	-	-	-	-
Transfer to Ops Budget - Project		-	(20,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		23,655	3,655	4,075	10,010	17,150	25,535

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

SSI Public Library

EAC Review

SEPTEMBER 2022

Service: 1.141 SSI Public Library

Committee: Electoral Areas

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 \$1,149,080.

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		<u>\$ -</u>

FUNDING:

Requisition

1.141 - SSI Public Library	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contribution to Library	445,850	445,850	465,850	-	-	465,850	475,170	484,670	494,360	504,250
Allocations	30,138	30,138	24,644	-	-	24,644	25,137	25,640	26,152	26,676
Insurance	7,170	7,170	8,150	-	-	8,150	8,560	8,990	9,440	9,910
Other Operating Expenses	6,573	4,573	6,693	-	-	6,693	6,768	6,848	6,928	7,008
Contingency	2,500	-	2,500	-	-	2,500	2,500	2,500	2,500	2,500
TOTAL OPERATING COSTS	492,231	487,731	507,837	-	-	507,837	518,135	528,648	539,380	550,344
*Percentage Increase over prior year			3.2%			3.2%	2.0%	2.0%	2.0%	2.0%
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	26,780	31,280	33,255	-	-	33,255	36,700	40,190	43,745	184,120
MFA Debt Reserve Fund	650	650	540	-	-	540	540	540	540	540
MFA Principal Payment	112,357	112,357	112,357	-	-	112,357	112,357	112,357	112,357	4,994
MFA Interest Payment	33,250	33,250	33,250	-	-	33,250	33,250	33,250	33,250	3,850
TOTAL DEBT / RESERVE	173,037	177,537	179,402	-	-	179,402	182,847	186,337	189,892	193,504
TOTAL COSTS	665,268	665,268	687,239	-	-	687,239	700,982	714,985	729,272	743,848
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(472)	(472)	(490)	-	-	(490)	(500)	(510)	(520)	(530)
MFA Debt reserve fund earnings	(650)	(650)	(540)	-	-	(540)	(540)	(540)	(540)	(540)
Other Income	(526)	(526)	(526)	-	-	(526)	(540)	(550)	(560)	(570)
TOTAL REVENUE	(1,648)	(1,648)	(1,556)	-	-	(1,556)	(1,580)	(1,600)	(1,620)	(1,640)
REQUISITION	(663,620)	(663,620)	(685,683)	-	-	(685,683)	(699,402)	(713,385)	(727,652)	(742,208)
*Percentage increase over prior year Requisition			3.3%			3.3%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.141							
	SSI Public Library	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL

EXPENDITURE

Buildings	B	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
		\$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	\$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	\$0	\$0	\$0	\$0	\$10,000
		\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
		\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

<p>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, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes Debt = Debeniture 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 \$Loan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	New	Emergency Repairs	Unforeseen Emergency Repairs	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
GRAND TOTAL				\$10,000			\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Service:

1.141

SSI Public Library

Project Number

23-01

Capital Project Title

Emergency Repairs

Capital Project Description

Unforseen Emergency Repairs

Project Rationale

Interior renovations to add additional offices and remodel various estions of the library.

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	102136						
Beginning Balance		64,670	45,800	69,055	105,755	145,945	189,690
Transfer from Ops Budget		31,280	33,255	36,700	40,190	43,745	184,120
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(50,150)	(10,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		45,800	69,055	105,755	145,945	189,690	373,810

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

2023 Budget

SSI Street Lighting

EAC Review

SEPTEMBER 2022

Service: 1.234 SSI Street Lighting

Committee: Electoral Areas

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 \$45,392.

FUNDING:

Requisition

1.234 - SSI Street Lighting	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Electricity	24,900	25,448	25,650	-	-	25,650	26,160	26,680	27,210	27,750
Allocations	1,300	1,300	1,310	-	-	1,310	1,336	1,363	1,390	1,418
TOTAL COSTS	26,200	26,748	26,960	-	-	26,960	27,496	28,043	28,600	29,168
*Percentage Increase over prior year						2.9%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	(548)	548	-	-	548	-	-	-	-
Balance c/fwd from 2021 to 2022	504	504	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(16)	(16)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	468	(80)	508	-	-	508	(40)	(40)	(40)	(40)
REQUISITION	(26,668)	(26,668)	(27,468)	-	-	(27,468)	(27,456)	(28,003)	(28,560)	(29,128)
*Percentage increase over prior year Requisition						3.0%	0.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Fernwood Dock (SSI)

EAC Review

SEPTEMBER 2022

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 \$308,893.

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Repairs & Maintenance	3,500	3,500	3,610	-	-	3,610	3,680	3,750	3,830	3,910
Insurance	3,220	3,220	3,256	-	-	3,256	3,420	3,590	3,770	3,950
Supplies	760	760	790	-	-	790	800	810	820	830
Allocations	6,177	6,177	6,142	-	-	6,142	6,268	6,394	6,521	6,648
Other Operating Expenses	2,190	2,190	2,260	-	-	2,260	2,300	2,340	2,380	2,420
TOTAL OPERATING COSTS	15,847	15,847	16,058	-	-	16,058	16,468	16,884	17,321	17,758
*Percentage Increase over prior year						1.3%	2.6%	2.5%	2.6%	2.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL CAPITAL / RESERVE	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL COSTS	25,847	25,847	26,058	-	-	26,058	26,468	26,884	27,321	27,758
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(130)	(130)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
Grants in Lieu of Taxes	(38)	(38)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(168)	(168)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
REQUISITION - PARCEL TAX	(25,679)	(25,679)	(25,888)	-	-	(25,888)	(26,298)	(26,714)	(27,151)	(27,588)
*Percentage increase over prior year Requisition						0.8%	1.6%	1.6%	1.6%	1.6%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.236	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	SSI Small Craft Harbour (Fernwood)							

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	\$47,500	\$53,000	\$150,000	\$0	\$0	\$0	\$203,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$47,500	\$53,000	\$150,000	\$0	\$0	\$0	\$203,000
		\$47,500	\$53,000	\$150,000	\$0	\$0	\$0	\$203,000

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	\$50,000	\$0	\$0	\$0	\$50,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$47,500	\$53,000	\$100,000	\$0	\$0	\$0	\$153,000
		\$47,500	\$53,000	\$150,000	\$0	\$0	\$0	\$203,000
		\$47,500	\$53,000	\$150,000	\$0	\$0	\$0	\$203,000

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 antislip gangway.
Project Rationale Repairs as identified in the 2019 Supplementary Condition Assessment Report

Project Number 21-01 **Capital Project Title** Rub Boards **Capital Project Description** Replace rub boards as identified in 2019 condition assessment
Project Rationale Repairs as identified in the 2019 Supplementary Condition Assessment Report

Project Number 22-01 **Capital Project Title** Anticipated work from 2019 inspection **Capital Project Description** Replace and repair damaged sections
Project Rationale Repairs as identified in the 2019 Supplementary Condition Assessment Report

Project Number 22-01 **Capital Project Title** Anticipated work from 2019 inspection **Capital Project Description** Replace and repair damaged sections
Project Rationale Grant funding required to address repairs identified in the 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: Fund Centre:	1080 102111	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		192,539	155,039	112,039	22,039	32,039	42,039
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(47,500)	(53,000)	(100,000)	-	-	-
Interest Income		-					
Ending Balance \$		155,039	112,039	22,039	32,039	42,039	52,039

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Community Transit (SSI)

EAC Review

SEPTEMBER 2022

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

Commission: SSI 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 \$469,517.

COMMISSION:

Salt Spring Island Transportation Commission.

FUNDING:

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

Change in Budget 2022 to 2023

Service: 1.238A Community Transit

Total Expenditure**Comments****2022 Budget****507,996****Other Changes:**

Standard Overhead Allocation	2,535	Increase in 2022 operating costs
BC Transit Municipal Obligation	34,722	Higher BC Transit costs (fuel, maintenance, and lease fees)
Transfer to Capital Reserve	20,000	To support capital plan
Other	970	
	<hr/>	
Total Other Changes	58,227	

2023 Budget**566,223**

Summary of % Expense Increase

Increased BC Transit costs	6.8%
Transfer to capital reserve	3.9%
Balance of increase	0.7%
<i>% expense increase from 2022:</i>	11.5%

*% Requisition increase from 2022 (if applicable):***20.0%***Requisition funding is 41.3% of service revenue***Overall 2022 Budget Performance**

(expected variance to budget and surplus treatment)

Revenues are projected at \$61,036 (12.0%) higher than budget due to higher transit pass revenue and safe restart funding. Operating expenditures are projected at \$20,787 (4.2%) higher than budget due to higher fees from BC Transit primarily due to increased fuel, maintenance, and vehicle lease costs. The \$40,249 favourable variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of \$172,186 before this transfer.

1.238A - Community Transit (SSI)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Gross Municipal Obligation	469,371	490,158	504,093	-	-	504,093	513,542	523,814	534,290	544,976
Allocations	22,625	22,625	25,180	-	-	25,180	25,683	26,196	26,719	27,252
Other Operating Expenses	1,000	1,000	1,950	-	-	1,950	2,010	2,080	2,150	2,220
TOTAL OPERATING COSTS	492,996	513,783	531,223	-	-	531,223	541,235	552,090	563,159	574,448
*Percentage Increase over prior year						7.8%	1.9%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	15,000	15,000	15,000	20,000	-	35,000	35,000	35,000	35,000	35,000
Transfer to Operating Reserve Fund	-	40,249	-	-	-	-	-	-	375	11,935
TOTAL CAPITAL / RESERVES	15,000	55,249	15,000	20,000	-	35,000	35,000	35,000	35,375	46,935
TOTAL COSTS	507,996	569,032	546,223	20,000	-	566,223	576,235	587,090	598,534	621,383
*Percentage Increase over prior year						11.5%	1.8%	1.9%	1.9%	3.8%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(130,000)	(130,000)	(125,585)	-	-	(125,585)	(69,780)	(14,446)	-	-
Transit Pass Revenue	(154,591)	(165,624)	(195,020)	-	-	(195,020)	(225,455)	(229,964)	(234,564)	(239,255)
Safe Restart Funding Allocation (2021)	(28,044)	(78,047)	-	-	(21,368)	(21,368)	-	-	-	-
Other Income	(520)	(520)	(520)	-	-	(520)	(520)	(520)	(520)	(520)
Grants in Lieu of Taxes	(130)	(130)	(130)	-	-	(130)	(160)	(160)	(160)	(160)
TOTAL REVENUE	(313,285)	(374,321)	(321,255)	-	(21,368)	(342,623)	(295,915)	(245,090)	(235,244)	(239,935)
REQUISITION	(194,711)	(194,711)	(224,968)	(20,000)	21,368	(223,600)	(280,320)	(342,000)	(363,290)	(381,448)
*Percentage increase over prior year Requisition			15.5%	10.3%	-11.0%	14.8%	25.4%	22.0%	6.2%	5.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.238A	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Community Transit (SSI)							

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	\$50,000	\$40,000	\$40,000	\$40,000	\$40,000	\$210,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$50,000	\$40,000	\$40,000	\$40,000	\$40,000	\$210,000
		\$0	\$50,000	\$40,000	\$40,000	\$40,000	\$40,000	\$210,000

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	\$50,000	\$35,000	\$35,000	\$35,000	\$35,000	\$190,000
		\$0	\$50,000	\$40,000	\$40,000	\$40,000	\$40,000	\$210,000
		\$0	\$50,000	\$40,000	\$40,000	\$40,000	\$40,000	\$210,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>		<p>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.</p>

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 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$140,000	S	Res	\$0	\$0	\$35,000	\$35,000	\$35,000	\$35,000	\$140,000
23-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$20,000	S	Grant	\$0	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
23-02	New	O & M Facility Plan	O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure.	\$50,000	S	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
				\$210,000			\$0	\$50,000	\$40,000	\$40,000	\$40,000	\$40,000	\$210,000

Service: 1.238A Community Transit (SSI)

Project Number 23-01 **Capital Project Title** Art Inspired Bus Shelters **Capital Project Description** Bus Shelter program. Location TBA.

Project Rationale Continuation of the Art Inspired Bus Shelter program. The plan is to design and build one bus shelter per year with the design one year and the construction the next. Location TBA.

Project Number 23-01 **Capital Project Title** Art Inspired Bus Shelters **Capital Project Description** Bus Shelter program. Location TBA.

Project Rationale Continuation of the Art Inspired Bus Shelter program. The plan is to design and build one bus shelter per year with the design one year and the construction the next. Location TBA.

Project Number 23-02 **Capital Project Title** O & M Facility Plan **Capital Project Description** O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure.

Project Rationale O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure.

Community Transit (SSI)
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	212,435	86,850	17,070	2,624	2,999	14,934
Capital Reserve Fund	23,324	8,324	8,324	8,324	8,324	8,324
Total	235,759	95,174	25,394	10,948	11,323	23,258

Reserve Schedule

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105409	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		302,186	212,435	86,850	17,070	2,624	2,999
Transfer from Ops Budget		40,249	-	-	-	375	11,935
Transfer to Ops Budget		(130,000)	(125,585)	(69,780)	(14,446)	-	-
Interest Income		-					
Ending Balance \$		212,435	86,850	17,070	2,624	2,999	14,934

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: Fund Centre:	1091 102201	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		43,324	23,324	8,324	8,324	8,324	8,324
Transfer from Ops Budget		15,000	35,000	35,000	35,000	35,000	35,000
Planned Purchase		(35,000)	(50,000)	(35,000)	(35,000)	(35,000)	(35,000)
Interest Income		-					
Ending Balance \$		23,324	8,324	8,324	8,324	8,324	8,324

Assumptions/Background:

Capital Reserve Fund for new capital works, extension or renewal of capital works, planning, study, design, construction of facilities, land acquisition as well as machinery or equipment necessary for capital works and related dept servicing.

CAPITAL REGIONAL DISTRICT

2023 Budget

Community Transportation (SSI)

EAC Review

SEPTEMBER 2022

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

Commission: SSI 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 \$271,825.

COMMISSION:

Salt Spring Island Transportation Commission.

FUNDING:

Requisition

1.238B - Community Transportation (SSI)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	59,274	59,274	57,301	-	-	57,301	58,525	59,763	61,014	62,258
Labour Cost	21,312	21,312	22,030	-	-	22,030	22,470	22,930	23,400	23,880
Other Operating Expenses	1,620	1,110	1,655	-	-	1,655	1,670	1,700	1,730	1,760
TOTAL OPERATING COSTS	82,206	81,696	80,986	-	-	80,986	82,665	84,393	86,144	87,898
*Percentage Increase over prior year						-1.5%	2.1%	2.1%	2.1%	2.0%
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	85,000	85,000	78,000	-	-	78,000	80,000	81,500	83,000	84,500
Transfer to Operating Reserve Fund	5,000	5,510	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL DEBT / RESERVES	90,000	90,510	83,000	-	-	83,000	85,000	86,500	88,000	89,500
TOTAL COSTS	172,206	172,206	163,986	-	-	163,986	167,665	170,893	174,144	177,398
<u>FUNDING SOURCES (REVENUE)</u>										
Other Income	(1,040)	(1,040)	(1,040)	-	-	(1,040)	(1,040)	(1,040)	(1,040)	(1,040)
Grants in Lieu of Taxes	(121)	(121)	(120)	-	-	(120)	(130)	(130)	(130)	(130)
TOTAL REVENUE	(1,161)	(1,161)	(1,160)	-	-	(1,160)	(1,170)	(1,170)	(1,170)	(1,170)
REQUISITION	(171,045)	(171,045)	(162,826)	-	-	(162,826)	(166,495)	(169,723)	(172,974)	(176,228)
*Percentage increase over prior year Requisition						-4.8%	2.3%	1.9%	1.9%	1.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.238B							
	Community Transportation (SSI)	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$260,000	\$370,000	\$220,000	\$112,500	\$96,000	\$106,000	\$904,500
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$260,000	\$415,000	\$220,000	\$112,500	\$96,000	\$106,000	\$949,500

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	\$200,000	\$212,500	\$200,000	\$75,000	\$60,000	\$60,000	\$607,500
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$60,000	\$202,500	\$20,000	\$37,500	\$36,000	\$46,000	\$342,000
		\$260,000	\$415,000	\$220,000	\$112,500	\$96,000	\$106,000	\$949,500

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023.

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 2022
Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.

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 #: 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 2022	2023	2024	2025	2026	2027	5 - Year Total
22-04	New	Construction Program for Pathway Network	Construction of pathway at Merchant Mews to just south of Leisure Lane.	\$220,000	S	Grant	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
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	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-08	New	Lower Ganges Road - Barrier and Retaining Wall Modifications	Remove and/or relocate concrete barriers along Lower Ganges Road from Booth Canal Road north.	\$50,000	S	Res	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
22-12	New	Design and Construction of Pathway	Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road.	\$250,000	S	Grant	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
22-12	New				S	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
22-14	New	Design and Construction of Pathway	Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to Lakeview Crescent.	\$107,500	S	Grant	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
22-14	New				S	Res	\$0	\$0	\$0	\$7,500	\$0	\$0	\$7,500
23-01	New	Design and Construction of Pathway	Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management	\$96,000	S	Res	\$0	\$0	\$0	\$30,000	\$6,000	\$0	\$36,000
23-01	New		Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road.		S	Grant	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000
23-03	New	Design Pathway along harbour side on Lower Ganges Road.	Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.	\$50,000	S	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-04	New	Installation of Speed Boards	Investigation and installation of Speed Boards at various locations (5) in and around Ganges.	\$27,500	S	Res	\$0	\$27,500	\$0	\$0	\$0	\$0	\$27,500
23-04			Investigation and installation of Speed Boards at various locations (5) in and around Ganges. ICBC will fund \$2,500 per board.	\$12,500	S	Grant	\$0	\$12,500	\$0	\$0	\$0	\$0	\$12,500
24-01	New	Design and Construction of Pathway	Annual program to develop detailed design and obtain permits and regulatory approvals - Whims Road from Malview to North End Road, and CRD Project Management.	\$96,000	S	Res	\$0	\$0	\$0	\$0	\$30,000	\$6,000	\$36,000
24-01	New				S	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
25-01	New	Design and Construction of Pathway	Annual program to develop detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.	\$205,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
22-09	New	Pathway Standards Development	Develop a set of standards and specifications for pathway design, construction and maintenance.	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
23-05	New	Snow Removal Equipment	Purchase of a skid steer loader and trailer c/w snow blade and bucket for snow removal.	\$45,000	E	Res	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
GRAND TOTAL				\$1,189,500			\$260,000	\$415,000	\$220,000	\$112,500	\$96,000	\$106,000	\$945,500

Service: 1.238B Community transportation (SSI)

Project Number 22-04 **Capital Project Title** Construction Program for Pathway Network **Capital Project Description** Construction of pathway at Merchant Mews to just south of Leisure Lane.

Project Rationale This is a pathway to benefit users from a safety and access perspective from the Merchant Mews commercial area connecting it to pathways that lead to Ganges.

Project Number 22-06 **Capital Project Title** Lower Ganges Road - Barrier and Retaining Wall Modifications **Capital Project Description** Removal of barriers along Lower Ganges Road from Baker Road south.

Project Rationale Subsequent to community feedback and concerns around the recently completed pathway from the Booth Canal Road to north of Baker Road certain barriers will be removed or relocated.

Project Number 22-08 **Capital Project Title** Lower Ganges Road - Barrier and Retaining Wall Modifications **Capital Project Description** Remove and/or relocate concrete barriers along Lower Ganges Road from Booth Canal Road north.

Project Rationale Subsequent to community feedback and concerns around the recently completed pathway from the Booth Canal Road to north of Baker Road certain barriers will be removed or relocated from Booth Canal Road north along Lower Ganges Road

Project Number 22-12 **Capital Project Title** Design and Construction of Pathway **Capital Project Description** Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road.

Project Rationale This project is part of the Active Transportation network. Design and construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road.

Project Number 22-14 **Capital Project Title** Design and Construction of Pathway **Capital Project Description** Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to Lakeview Crescent.

Project Rationale This project is part of the Active transportation. Design and construction of pathway network sections that have been designed in the previous year - Swanson Road from Atkins to Lakeview Crescent.

Project Number	23-01	Capital Project Title	Design and Construction of Pathway	Capital Project Description	Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management
Project Rationale	This project is part of the Active Transportation network. Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management.				

Project Number	23-03	Capital Project Title	Design Pathway along harbour side on Lower Ganges Road.	Capital Project Description	Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.
Project Rationale	This project is part of the Active Transportation network. Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Ra				

Project Number	23-04	Capital Project Title	Installation of Speed Boards	Capital Project Description	Investigation and installation of Speed Boards at various locations (5) in and around Ganges.
Project Rationale	Investigation and installation of Speed Boards at various locations (5) in and around Ganges. ICBC will fund \$2,500 per board.				

Project Number	24-01	Capital Project Title	Design and Construction of Pathway	Capital Project Description	Annual program to develop detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management.
Project Rationale	Annual program to develop detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management.				

Project Number	25-01	Capital Project Title	Design and Construction of Pathway	Capital Project Description	Annual program to develop detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.
Project Rationale	Active Transportation network. Annual program to develop detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.				

Project Number	22-09	Capital Project Title	Pathway Standards Development	Capital Project Description	Develop a set of standards and specifications for pathway design, construction and maintenance.
Project Rationale	Develop a set of standards and specifications for pathway design, construction and maintenance.				

Project Number	23-05	Capital Project Title	Snow Removal Equipment	Capital Project Description	Purchase of a skid steer loader and trailer c/w snow blade and bucket for snow removal.
Project Rationale	Purchase of a skid steer loader and trailer c/w snow blade and bucket for snow removal for snow removal and sidewalk maintenance.				

**Community Transportation (SSI)
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	19,110	24,110	29,110	34,110	39,110	44,110
Pathways CRF	288,960	164,460	224,460	268,460	315,460	353,960
Sidewalks CRF	284	284	284	284	284	284
North Ganges Transportation Plan	6,181	6,181	6,181	6,181	6,181	6,181
Total	314,535	195,035	260,035	309,035	361,035	404,535

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	105539						
Beginning Balance		13,600	19,110	24,110	29,110	34,110	39,110
Transfer from Ops Budget		5,510	5,000	5,000	5,000	5,000	5,000
Interest Income		-					
Ending Balance \$		19,110	24,110	29,110	34,110	39,110	44,110

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: Fund Centre:	1086 102142	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		69,767	288,960	164,460	224,460	268,460	315,460
Transfer from Ops Budget		85,000	78,000	80,000	81,500	83,000	84,500
Transfer from Capital Fund		272,033	-	-	-	-	-
Planned Purchase		(137,840)	(202,500)	(20,000)	(37,500)	(36,000)	(46,000)
Interest Income		-	-	-	-	-	-
Ending Balance \$		288,960	164,460	224,460	268,460	315,460	353,960

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 servicing 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: Fund Centre:	1086 102147	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		27,444	284	284	284	284	284
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		(27,160)	-	-	-	-	-
Interest Income		-					
Ending Balance \$		284	284	284	284	284	284

Assumptions/Background:

Funds received from property owners for sidewalks in front of their properties

Reserve Schedule

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

Bylaw 3943

Reserve Cash Flow

Fund: Fund Centre:	1086 102148	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		6,181	6,181	6,181	6,181	6,181	6,181
Interest Income		-					
Ending Balance \$		6,181	6,181	6,181	6,181	6,181	6,181

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Salt Spring Island Arts

EAC Review

SEPTEMBER 2022

Service: 1.299 SSI Arts

Committee: Electoral Areas

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 \$191,513.

FUNDING:

Requisition

1.299 - Salt Spring Island Arts	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Art Centre Society	82,348	82,348	83,993	-	-	83,993	85,673	87,388	89,138	90,923
Gulf Islands Community Arts Council	35,292	35,292	35,997	-	-	35,997	36,717	37,452	38,202	38,967
Allocations	2,370	2,370	2,404	-	-	2,404	2,452	2,501	2,551	2,602
Other Operating Expenses	200	200	210	-	-	210	210	210	210	210
TOTAL COSTS	120,210	120,210	122,604	-	-	122,604	125,052	127,551	130,101	132,702
*Percentage Increase over prior year						2.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	1,552	1,552	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(85)	(85)	(85)	-	-	(85)	(90)	(90)	(90)	(90)
TOTAL REVENUE	1,467	1,467	(85)	-	-	(85)	(90)	(90)	(90)	(90)
REQUISITION	(121,677)	(121,677)	(122,519)	-	-	(122,519)	(124,962)	(127,461)	(130,011)	(132,612)
*Percentage increase over prior year Requisition						0.7%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

SSI Building Numbering

EAC Review

SEPTEMBER 2022

Service: 1.316 SSI Building Numbering

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Building Inspection	9,094	9,094	9,370	-	-	9,370	9,560	9,750	9,940	10,140
Allocations	473	473	479	-	-	479	489	499	509	519
Other Operating Expenses	20	20	20	-	-	20	20	20	20	20
TOTAL COSTS	9,587	9,587	9,869	-	-	9,869	10,069	10,269	10,469	10,679
*Percentage Increase over prior year						2.9%	2.0%	2.0%	1.9%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	19	19	-	-	-	-	-	-	-	-
Other Revenue	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	(1)	(1)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
REQUISITION	(9,586)	(9,586)	(9,849)	-	-	(9,849)	(10,049)	(10,249)	(10,449)	(10,659)
*Percentage increase over prior year Requisition						2.7%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

SSI Livestock Injury Compensation

EAC Review

SEPTEMBER 2022

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	150	150	158	-	-	158	161	164	167	170
Compensation Claim Payments	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	3,150	3,150	3,158	-	-	3,158	3,161	3,164	3,167	3,170
*Percentage Increase over prior year						0.3%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
REQUISITION	(3,150)	(3,150)	(3,158)	-	-	(3,158)	(3,161)	(3,164)	(3,167)	(3,170)
*Percentage increase over prior year Requisition						0.3%	0.1%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2023 Budget

SSI Emergency Program

EAC Review

SEPTEMBER 2022

Service: 1.371 SSI Emergency Program

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023			2024	2025	2026	2027
				ONGOING	ONE-TIME	TOTAL				
<u>OPERATING COSTS</u>										
Travel Expense	1,530	1,500	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Contract for Services	78,510	78,200	85,878	-	-	85,878	87,600	89,350	91,130	92,960
Neighbourhood Program	4,490	2,524	3,070	-	-	3,070	3,130	3,190	3,250	3,310
Emergency Social Services	100	520	300	-	-	300	310	320	330	340
Building Rent	14,898	14,000	14,000	-	-	14,000	14,000	14,000	14,000	14,000
Staff Training & Development	2,040	2,000	2,200	-	-	2,200	2,240	2,280	2,330	2,380
Supplies	5,360	8,124	5,472	-	-	5,472	5,590	5,710	5,830	5,950
Allocations	6,955	6,955	6,505	-	-	6,505	6,635	6,768	6,903	7,041
Other Operating Expenses	16,220	16,280	15,997	-	-	15,997	16,350	16,720	17,100	17,480
TOTAL OPERATING COSTS	130,103	130,103	134,922	-	-	134,922	137,385	139,898	142,463	145,081
*Percentage Increase over prior year						3.7%	1.8%	1.8%	1.8%	1.8%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve	(2,000)	(2,000)	(7,987)	-	-	(7,987)	(7,915)	(7,842)	(7,770)	(7,698)
Grants in Lieu of Taxes	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(2,190)	(2,190)	(8,177)	-	-	(8,177)	(8,105)	(8,032)	(7,960)	(7,888)
REQUISITION	(127,913)	(127,913)	(126,745)	-	-	(126,745)	(129,280)	(131,866)	(134,503)	(137,193)
*Percentage increase over prior year Requisition						-0.9%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

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, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"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".</i>	Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	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.
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	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.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	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 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 #: 1.371
Service Name: SSI 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 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	New	Seacan Purchase	Purchase and installation of Seacan for Emergency Program storage	\$12,317	E	Res	\$0	\$12,317	\$0	\$0	\$0	\$0	\$12,317
23-02	Replacement	Computer Upgrades	Regularly scheduled replacement of Emergency Program computer equipment	\$7,000	E	Res	\$0	\$7,000	\$0	\$0	\$0	\$0	\$7,000
			GRAND TOTAL	\$19,317			\$0	\$19,317	\$0	\$0	\$0	\$0	\$19,317

SSI Emergency Program
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	42,572	23,255	23,255	23,255	23,255	23,255
Operating Reserve Fund	60,611	52,624	44,709	36,867	29,097	21,399
Equipment Replacement Fund	853	853	853	853	853	853
Total	104,036	76,732	68,817	60,975	53,205	45,507

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101949						
Beginning Balance		42,572	42,572	23,255	23,255	23,255	23,255
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	(19,317)	-	-	-	-
Interest Income		-					
Ending Balance \$		42,572	23,255	23,255	23,255	23,255	23,255

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: Fund Centre:	1500 105402	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		62,611	60,611	52,624	44,709	36,867	29,097
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(2,000)	(7,987)	(7,915)	(7,842)	(7,770)	(7,698)
Interest Income		-					
Ending Balance \$		60,611	52,624	44,709	36,867	29,097	21,399

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101437						
Beginning Balance		853	853	853	853	853	853
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		853	853	853	853	853	853

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

SSI Search and Rescue

EAC Review

SEPTEMBER 2022

Service: 1.378 SSI Search and Rescue

Committee: Electoral Areas

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 \$32,743.

FUNDING:

Requisition

1.378 - SSI Search and Rescue	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contribution to SSI SAR	31,365	24,165	31,365	-	-	31,365	31,171	31,138	31,104	31,069
Society Allocations	1,415	1,415	1,639	-	-	1,639	1,672	1,705	1,739	1,774
TOTAL COSTS	32,780	25,580	33,004	-	-	33,004	32,843	32,843	32,843	32,843
*Percentage Increase over prior year						0.7%	-0.5%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	7,200	(7,200)	-	-	(7,200)	-	-	-	-
Balance c/fwd from 2021 to 2022	(7,728)	(7,728)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(17)	(17)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Revenue - Other	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(7,825)	(625)	(7,300)	-	-	(7,300)	(100)	(100)	(100)	(100)
REQUISITION	(24,955)	(24,955)	(25,704)	-	-	(25,704)	(32,743)	(32,743)	(32,743)	(32,743)
*Percentage increase over prior year Requisition						3.0%	27.4%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Salt Spring Island Parks and Recreation

EAC Review

SEPTEMBER 2022

1.455 / 1.458 / 1.459

Salt Spring Island Recreation -
All Service Areas

OPERATING COSTS

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
Swimming Pool	906,133	881,282	916,220	20,000	-	936,220	955,406	974,956	994,931	1,015,295
Park Land	851,838	880,063	886,581	63,334	-	949,915	1,009,393	1,042,294	1,064,182	1,050,143
Community Recreation	264,803	261,877	267,719	15,000	-	282,719	288,541	295,218	301,247	307,403
Community Parks	1,000,496	956,716	1,001,040	(30,168)	-	970,872	991,357	1,012,247	1,033,448	1,055,074
TOTAL OPERATING COSTS	3,023,270	2,979,938	3,071,560	68,166	-	3,139,726	3,244,697	3,324,715	3,393,808	3,427,915

*Percentage Increase

CAPITAL / RESERVE

Swimming Pool	100,000	101,195	107,500	-	(40,000)	67,500	140,000	145,000	150,000	150,000
Park Land	130,359	136,384	141,000	15,000	-	156,000	251,000	217,500	217,500	217,500
Community Recreation	-	2,574	-	-	-	-	-	-	-	-
Community Parks	8,600	8,600	10,000	5,000	-	15,000	25,500	25,500	25,500	25,500
DEBT CHARGES	310	762	540	-	-	540	90	90	411,840	933,199
TOTAL CAPITAL / RESERVES	239,269	249,515	259,040	20,000	(40,000)	239,040	416,590	388,090	804,840	1,326,199

TOTAL COSTS	3,262,539	3,229,453	3,330,600	88,166	(40,000)	3,378,766	3,661,287	3,712,805	4,198,648	4,754,114
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Internal Recoveries	(498,738)	(498,738)	(476,328)	-	-	(476,328)	(485,860)	(495,556)	(505,454)	(515,560)
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OPERATING LESS RECOVERIES	2,763,801	2,730,715	2,854,272	88,166	(40,000)	2,902,438	3,175,427	3,217,249	3,693,194	4,238,554
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FUNDING SOURCES (REVENUE)

Swimming Pool	(293,915)	(270,711)	(292,480)	(14,610)	-	(307,090)	(292,830)	(298,670)	(304,640)	(310,720)
Park Land	(45,850)	(80,100)	(40,090)	(103,460)	-	(143,550)	(146,420)	(149,340)	(149,560)	(152,530)
Community Recreation	(210,221)	(209,869)	(207,389)	(5,000)	(10,000)	(222,389)	(227,262)	(232,716)	(237,491)	(241,657)
Community Parks	(153,066)	(109,286)	(128,320)	82,200	-	(46,120)	(46,940)	(47,780)	(48,640)	(49,510)
TOTAL REVENUE	(703,052)	(669,966)	(668,279)	(40,870)	(10,000)	(719,149)	(713,452)	(728,506)	(740,331)	(754,417)

REQUISITION	(2,060,749)	(2,060,749)	(2,185,993)	(47,296)	50,000	(2,183,289)	(2,461,975)	(2,488,743)	(2,952,863)	(3,484,137)
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*Percentage increase over prior year requisition

AUTHORIZED POSITIONS: Salaried	12.33	12.33	12.33			12.33	12.33	12.33	12.33	12.33
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**1.45X SSI Pool, Park Land, Community Recreation, and Community Parks Reserves Summary
2023 - 2027 Financial Plan**

Reserve/Fund Summary						
Reserve/Fund Summary	Estimated	Budget				
Projected year end balance	2022	2023	2024	2025	2026	2027
1.459 SSI Pool & Park Land						
Operating Reserve Fund - SSI Pool & Park Land	33,631	23,631	53,631	68,631	98,631	128,631
Capital Reserve Fund - SSI Pool	152,461	44,961	29,961	44,961	109,961	174,961
Capital Reserve Fund - SSI Park Land	250,547	20,547	55,547	130,547	195,547	250,547
Capital Reserve Fund - Park Land Acquisition	562,498	562,498	62,498	62,498	62,498	62,498
Equipment Replacement Fund - SSI Pool	41,210	28,710	43,710	63,710	73,710	83,710
Subtotal	1,040,347	680,347	245,347	370,347	540,347	700,347
1.458 SSI Community Recreation						
Operating Reserve Fund	10,796	10,796	10,796	10,796	10,796	10,796
Capital Reserve Fund - Community Recreation Facilities	140,698	111,698	17,698	19,198	20,698	22,198
Equipment Replacement Fund	10,362	10,362	10,362	10,362	10,362	10,362
Subtotal	161,856	132,856	38,856	40,356	41,856	43,356
1.455 SSI Community Parks						
Operating Reserve Fund	-	5,000	10,000	15,000	20,000	25,000
Capital Reserve Fund - Community Parks	68,859	3,859	23,859	3,859	23,859	23,859
Capital Reserve Fund - Community Park Facilities	11,953	1,953	6,953	26,953	16,953	41,953
Equipment Replacement Fund	70,082	50,082	45,582	2,082	3,582	5,082
Subtotal	150,894	60,894	86,394	47,894	64,394	95,894
Ending Balance \$	1,353,096	874,096	370,596	458,596	646,596	839,596

CAPITAL REGIONAL DISTRICT

2023 Budget

Salt Spring Island - Community Parks

EAC Review

SEPTEMBER 2022

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 \$926,678.

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD	ESTIMATED	2023				2024	2025	2026	2027
	BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL				
OPERATING COSTS										
Salaries	462,595	429,525	474,631	3,360	-	477,991	488,253	498,737	509,447	520,387
Maintenance, Security & Insurance	40,830	30,870	35,690	-	-	35,690	36,620	37,560	38,540	39,550
Internal Allocations	135,451	135,451	141,684	(17,012)	-	124,672	127,344	130,070	132,671	135,327
Utilities & Operating - Supplies	33,775	33,510	39,460	-	-	39,460	40,240	41,020	41,830	42,650
Contract for Services	37,550	38,125	31,295	(21,500)	-	9,795	9,990	10,190	10,400	10,610
Travel - Vehicles	25,060	24,000	24,090	-	-	24,090	24,570	25,060	25,560	26,070
Parks Maintenance Labour	208,370	208,370	195,610	-	-	195,610	199,520	203,500	207,560	211,700
Bylaw Labour	56,865	56,865	58,580	4,984	-	63,564	64,820	66,110	67,440	68,780
TOTAL OPERATING COSTS	1,000,496	956,716	1,001,040	(30,168)	-	970,872	991,357	1,012,247	1,033,448	1,055,074
*Percentage Increase			0.1%	-3.2%		-3.0%	2.1%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	5,000	5,000	5,000	-	-	5,000	5,500	5,500	5,500	5,500
Transfer to Capital Reserve Fund	3,600	3,600	5,000	-	-	5,000	15,000	15,000	15,000	15,000
Transfer to Operating Reserve Fund	-	-	-	5,000	-	5,000	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	8,600	8,600	10,000	5,000	-	15,000	25,500	25,500	25,500	25,500
DEBT CHARGES	-	-	-	-	-	-	-	-	233,750	358,888
TOTAL COST	1,009,096	965,316	1,011,040	(25,168)	-	985,872	1,016,857	1,037,747	1,292,698	1,439,462
Internal Time Recovery	(397,958)	(397,958)	(390,890)	-	-	(390,890)	(398,700)	(406,650)	(414,770)	(423,060)
TOTAL COSTS NET OF RECOVERIES	611,138	567,358	620,150	(25,168)	-	594,982	618,157	631,097	877,928	1,016,402
FUNDING SOURCES (REVENUE)										
Rental Income	(117,200)	(90,020)	(117,300)	82,200	-	(35,100)	(35,800)	(36,510)	(37,240)	(37,990)
Other Grant	(9,968)	(9,968)	-	-	-	-	-	-	-	-
Revenue-Other	(25,898)	(9,298)	(11,020)	-	-	(11,020)	(11,140)	(11,270)	(11,400)	(11,520)
TOTAL REVENUE	(153,066)	(109,286)	(128,320)	82,200	-	(46,120)	(46,940)	(47,780)	(48,640)	(49,510)
REQUISITION	(458,072)	(458,072)	(491,830)	(57,032)	-	(548,862)	(571,217)	(583,317)	(829,288)	(966,892)
*Percentage increase over prior year requisition AUTHORIZED POSITIONS:			7.4%	12.5%		19.8%	4.1%	2.1%	42.2%	16.6%
Salaried	5.1	5.1	5.1			5.1	5.1	5.1	5.1	5.1
User Funding	19.2%					5.9%	5.8%	5.8%	4.2%	3.7%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.455	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	SSI Community Parks							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$10,000	\$30,000	\$20,000	\$20,000	\$15,000	\$15,000	\$100,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$15,000	\$145,000	\$305,000	\$70,000	\$5,095,000	\$40,000	\$5,655,000
Vehicles	V	\$0	\$75,000	\$0	\$130,000	\$0	\$20,000	\$225,000
		\$25,000	\$250,000	\$325,000	\$220,000	\$5,110,000	\$75,000	\$5,980,000

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	\$5,000,000	\$0	\$5,000,000
Equipment Replacement Fund	ERF	\$10,000	\$30,000	\$20,000	\$60,000	\$15,000	\$15,000	\$140,000
Grants (Federal, Provincial)	Grant	\$0	\$105,000	\$275,000	\$105,000	\$50,000	\$30,000	\$565,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$15,000	\$115,000	\$30,000	\$55,000	\$45,000	\$30,000	\$275,000
		\$25,000	\$250,000	\$325,000	\$220,000	\$5,110,000	\$75,000	\$5,980,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>Project Number</p> <p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p>Capital Project Description</p> <p>Briefly describe project scope and service benefits. For example: <i>"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".</i></p>	<p>Carryforward from 2022</p> <p>Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>Project Drivers</p> <p>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.</p>
<p>Capital Expenditure Type</p> <p>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</p>	<p>Total Project Budget</p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes</p> <p>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</p> <p>If there is more than one funding source, use additional wows for the project.</p>	<p>Long-term Planning</p> <p>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.</p>
<p>Capital Project Title</p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>Cost Estimate Class</p> <p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
19-07	Renewal	Improve Beach Accesses	Upgrades and improvements required for existing beach accesses on MOTI right of ways.	\$60,000	S	Res	\$0	\$0	\$10,000	\$0	\$10,000	\$0	\$20,000
19-07	Renewal				S	Grant	\$0	\$0	\$20,000	\$0	\$20,000	\$0	\$40,000
19-09	Replacement	ERF for maintenance equipment	Replace maintenance equipment (Flat deck trailer, push mower, weed eater, chainsaws)	\$115,000	E	ERF	\$10,000	\$30,000	\$20,000	\$20,000	\$15,000	\$15,000	\$100,000
20-05	Renewal	Centennial Park Boardwalk Upgrades	Repair existing boardwalk & gazebo based on 2020 structural assessment	\$150,000	S	Res	\$5,000	\$10,000	\$10,000	\$5,000	\$25,000	\$0	\$50,000
20-05	Renewal		CWF/Grant funding required for boardwalk repairs		S	Grant	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0	\$75,000
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. 10k from reserves is required to fund CRD staff/engineering time	\$5,015,000	S	Res	\$5,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-06	New		Debt funding required for boardwalk project		S	Debt	\$0	\$0	\$0	\$0	\$5,000,000	\$0	\$5,000,000
20-08	New	Centennial Park Upgrades	Upgrades or replacement of park features and amenities	\$1,000,000	S	Grant	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
21-01	New	Linear Park Development	Trial and parking upgrades or development	\$200,000	S	Res	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
21-01	New		CWF/Grant funding required for trail development		S	Grant	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
21-05	Replacement	Vehicle Replacement	Replace maintenance truck with EV	\$90,000	V	ERF	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
21-05	Replacement		CWF to upgrade vehicle replacement to EV		V	Grant	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
21-06	New	New Maintenance Machinery	2022 EV mower, 2023 gator, 2025 tractor, 2027 skid steer	\$120,000	V	Res	\$0	\$35,000	\$0	\$40,000	\$0	\$20,000	\$95,000
21-08	New	New Park Maintenance Truck	Partial funding for new EV truck. Additional funding in ParkLand CRF	\$40,000	V	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
22-03	Renewal	Playground Upgrades	Upgrade and replace gravel at Portlock and Drummond Playground	\$60,000	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-03	Renewal		CWF/Grant funding required for playground upgrades		S	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
GRAND TOTAL				\$6,850,000			\$25,000	\$250,000	\$325,000	\$220,000	\$5,110,000	\$75,000	\$5,980,000

Service: 1.455 SSI Community Parks

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.
Project Rationale Upgrades required for existing beach accesses

Project Number 19-09 **Capital Project Title** ERF for maintenance equipment **Capital Project Description** Replace maintenance equipment (Flat deck trailer, push mower, weed eater, chainsaws)
Project Rationale Replacement of equipment that has reached its end of life.

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

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. 10k from reserves is required to fund CRD staff/engineering time
Project Rationale Project is dependant on securing tenure along the foreshore

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

Project Number 21-01	Capital Project Title Linear Park Development	Capital Project Description Trail and parking upgrades or development
Project Rationale Upgrade existing trail network, develop new trails, improve or expand parking		
Project Number 21-05	Capital Project Title Vehicle Replacement	Capital Project Description Replace maintenance truck with EV
Project Rationale Additional vehicle required for park maintenance		
Project Number 21-06	Capital Project Title New Maintenance Machinery	Capital Project Description 2022 EV mower, 2023 gator, 2025 tractor, 2027 skid steer
Project Rationale		
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 22-03	Capital Project Title Playground Upgrades	Capital Project Description Upgrade and replace gravel at Portlock and Drummond Playground
Project Rationale		

Reserve/Fund Summary

Reserve/Fund Summary Projected year end balance	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
1.455 SSI Community Parks						
Operating Reserve Fund	-	5,000	10,000	15,000	20,000	25,000
Capital Reserve Fund - Community Parks	68,859	3,859	23,859	3,859	23,859	23,859
Capital Reserve Fund - Community Park Facilities	11,953	1,953	6,953	26,953	16,953	41,953
Equipment Replacement Fund	70,082	50,082	45,582	2,082	3,582	5,082
Ending Balance \$	150,894	60,894	86,394	47,894	64,394	95,894

Assumptions/Background:

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Reserve Schedule

1.455 - Community Parks - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

Fund: 1500 Fund Centre: 105548	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	-	-	5,000	10,000	15,000	20,000
Transfer from Ops Budget	-	5,000	5,000	5,000	5,000	5,000
Expenditures	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	-	5,000	10,000	15,000	20,000	25,000

Assumptions/Background:

Reserve Schedule

1.455 - Community Parks - Capital Reserve Fund

Bylaw 3085

Reserve Cash Flow

Fund: Fund Centre:	1064 101792	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		77,459	68,859	3,859	23,859	3,859	23,859
Transfer from Ops Budget		13,600	20,000	30,000	30,000	30,000	30,000
Expenditures (Based on Capital Plan)		(22,200)	(85,000)	(10,000)	(50,000)	(10,000)	(30,000)
Interest Income		-					
Ending Balance \$		68,859	3,859	23,859	3,859	23,859	23,859

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.

Reserve Schedule

1.455 - Community Park Facilities - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

Fund: 1060 Fund Centre: 102030	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	11,953	11,953	1,953	6,953	26,953	16,953
Transfer from Ops Budget	20,000	20,000	25,000	25,000	25,000	25,000
Expenditures (Based on Capital Plan)	(20,000)	(30,000)	(20,000)	(5,000)	(35,000)	-
Interest Income	-					
Ending Balance \$	11,953	1,953	6,953	26,953	16,953	41,953

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.

Reserve Schedule

Reserve Fund: 1.455 SSI Parks - Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Parks.

Reserve Cash Flow

Fund: 1022 Fund Centre: 101444	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	102,582	70,082	50,082	45,582	2,082	3,582
Transfer from Ops Budget	12,500	10,000	15,500	16,500	16,500	16,500
Expenditures (Based on Capital Plan)	(45,000)	(30,000)	(20,000)	(60,000)	(15,000)	(15,000)
Interest Income	-					
Ending Balance \$	70,082	50,082	45,582	2,082	3,582	5,082

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

CAPITAL REGIONAL DISTRICT

2023 Budget

Salt Spring Island - Community Recreation

EAC Review

SEPTEMBER 2022

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 \$488,050.

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

1.458 - Salt Spring Island - Community Recreation Programs	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
OPERATING COSTS										
Salaries and Wages	118,098	115,911	131,145	15,000	-	146,145	149,158	152,239	155,378	158,577
Recreation Programs	95,004	88,712	84,440	-	-	84,440	86,130	88,600	90,390	92,220
Internal Allocations	38,131	38,131	37,974	-	-	37,974	38,783	39,599	40,389	41,196
Travel and Insurance	6,180	2,180	2,230	-	-	2,230	2,290	2,350	2,410	2,470
Other Operating	7,390	16,943	11,930	-	-	11,930	12,180	12,430	12,680	12,940
TOTAL OPERATING COSTS	264,803	261,877	267,719	15,000	-	282,719	288,541	295,218	301,247	307,403
*Percentage Increase			1.1%	5.7%		6.8%	2.1%	2.3%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	2,574	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	2,574	-	-	-	-	-	-	-	-
TOTAL COSTS	264,803	264,451	267,719	15,000	-	282,719	288,541	295,218	301,247	307,403
FUNDING SOURCES (REVENUE)										
Revenue - Fees	(210,183)	(193,869)	(207,349)	(5,000)	-	(212,349)	(227,222)	(232,676)	(237,451)	(241,617)
Grants in Lieu of Taxes	(38)	(38)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Federal Grant	-	(10,962)	-	-	(10,000)	(10,000)	-	-	-	-
Revenue - Other	-	(5,000)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(210,221)	(209,869)	(207,389)	(5,000)	(10,000)	(222,389)	(227,262)	(232,716)	(237,491)	(241,657)
REQUISITION	(54,582)	(54,582)	(60,330)	(10,000)	10,000	(60,330)	(61,279)	(62,502)	(63,756)	(65,746)
*Percentage increase over prior year requisition			10.5%			10.5%	1.6%	2.0%	2.0%	3.1%
AUTHORIZED POSITIONS:										
Salaried	0.7	0.7	0.7			0.7	0.7	0.7	0.7	0.7
User Funding %	79.4%					75.1%	78.7%	78.8%	78.8%	78.6%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.458	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	SSI Community Recreation							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$40,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$30,000	\$30,000	\$800,000	\$0	\$5,000	\$0	\$835,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$30,000	\$40,000	\$805,000	\$10,000	\$10,000	\$10,000	\$875,000

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	\$500,000	\$0	\$0	\$0	\$500,000
Reserve Fund	Res	\$30,000	\$35,000	\$100,000	\$5,000	\$5,000	\$5,000	\$150,000
		\$30,000	\$40,000	\$805,000	\$10,000	\$10,000	\$10,000	\$875,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
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	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-09	Replacement	Replace Tennis Courts	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 Courts	Grant funding required for tennis court replacement		S	Grant	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
22-01	Study	Skate Board Park Condition Assessment	Assess Kanaka skate board park	\$5,000	S	Res	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000
22-02	Renewal	Bike Park Annual Repairs and Upgrades	Upgrades and repairs to Lions Bike Park	\$10,000	S	Res	\$5,000	\$5,000	\$0	\$0	\$5,000	\$0	\$10,000
23-06	New	Recreation Program Equipment	Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors	\$15,000	E	Res	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$15,000
24-01	New	Multipost Court / Pickleball Courts	Installation of a covered multipost court with four pickleball courts	\$500,000	S	Other	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
GRAND TOTAL				\$890,000			\$30,000	\$40,000	\$805,000	\$10,000	\$10,000	\$10,000	\$875,000

Service: 1.458 SSI Community Recreation

Project Number 19-09 **Capital Project Title** Office and Computer Equipment **Capital Project Description** Upgrade and replace office and computer equipment
Project Rationale Equipment replacement for recreation programs and services

Project Number 21-07 **Capital Project Title** Tennis Court Upgrades **Capital Project Description** Resurface tennis courts
Project Rationale Cracks in tennis courts need to be filled and resurfaced

Project Number 21-09 **Capital Project Title** Replace Tennis Courts **Capital Project Description** Tennis court replacement required to mediate drainage issues and replace cracked pads
Project Rationale The existing court surface is at the end of its life and needs to be replaced.

Project Number 22-01 **Capital Project Title** Skate Board Park Condition Assessment **Capital Project Description** Assess Kanaka skate board park
Project Rationale

Project Number 22-02 **Capital Project Title** Bike Park Annual Repairs and Upgrades **Capital Project Description** Upgrades and repairs to Lions Bike Park
Project Rationale

Project Number 23-06 **Capital Project Title** Recreation Program Equipment **Capital Project Description** Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors
Project Rationale

Project Number 24-01 **Capital Project Title** Multiposrt Court / Pickleball Courts **Capital Project Description** Installation of a covered multisport court with four pickleball courts
Project Rationale

Reserve/Fund Summary

Reserve/Fund Summary Projected year end balance	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
1.458 SSI Community Recreation						
Operating Reserve Fund	10,796	10,796	10,796	10,796	10,796	10,796
Capital Reserve Fund - Community Recreation Facilities	140,698	111,698	17,698	19,198	20,698	22,198
Equipment Replacement Fund	10,362	10,362	10,362	10,362	10,362	10,362
Ending Balance \$	161,856	132,856	38,856	40,356	41,856	43,356

Assumptions/Background:

Reserve Schedule

1.458 - Community Recreation - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

Fund: 1500 Fund Centre: 105549	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	8,222	10,796	10,796	10,796	10,796	10,796
Transfer from Ops Budget	2,574	-	-	-	-	-
Expenditures	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	10,796	10,796	10,796	10,796	10,796	10,796

Assumptions/Background:

Reserve Schedule

1.458 - Community Recreation Facilities - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

Fund: Fund Centre:	1060 101786	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		134,698	140,698	111,698	17,698	19,198	20,698
Transfer from Ops Budget		6,000	6,000	6,000	6,500	6,500	6,500
Expenditures (Based on Capital Plan)		-	(35,000)	(100,000)	(5,000)	(5,000)	(5,000)
Interest Income		-					
Ending Balance \$		140,698	111,698	17,698	19,198	20,698	22,198

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.

Reserve Schedule

1.458 SSI Recreation - Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Recreation services.

Reserve Cash Flow

Fund: Fund Centre:	1022 101445	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		10,362	10,362	10,362	10,362	10,362	10,362
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 \$		10,362	10,362	10,362	10,362	10,362	10,362

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, program supplies and equipment.

CAPITAL REGIONAL DISTRICT

2023 Budget

Salt Spring Island - Pool & Park Land

EAC Review

SEPTEMBER 2022

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 \$3,907,490.

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 2022 to 2023
Service: 1.459 SSI Pool & Parkland

Total Expenditure

Comments

2022 Budget **1,988,640**

Change in Salaries:

SSI Pool	31,850
SSI Park Land	63,236
Total Change in Salaries	95,086

Other Changes:

SSI Pool	(34,033)
SSI Park Land	60,482
Total Other Changes	26,449

2023 Budget **2,110,175**

Summary of % Expense Increase

Pool - Auxiliary wages for pool to be open on Sundays	1.0%
Pool - Transfer to Capital Reserve Fund	-1.9%
Park Land - 2022 IBC Annualization	3.0%
Park Land - Capital reserve transfer to fund Fire Hall Repurposing	0.8%
Park Land - Salary expense	1.9%
Balance of increase	1.3%
<i>% expense increase from 2022:</i>	6.1%

% Requisition increase from 2022 (if applicable): **1.7%**

Requisition funding is 77.7% of service revenue

Overall 2022 Budget Performance

(expected variance to budget and surplus treatment)

There is no material variance projected. The minor \$7,220 (0.004%) favourable variance will be transferred to the Pool Equipment Replacement Fund (\$1,195), which has an expected year end balance of \$40,015 before this transfer; and the Park Land Operating Reserve Fund (\$6,025), which has an expected year end balance of \$27,606 before this transfer.

1.459 - Salt Spring Island - Pool & Park Land	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Pool	906,133	881,282	916,220	20,000	-	936,220	955,406	974,956	994,931	1,015,295
Park Land	851,838	880,063	886,581	63,334	-	949,915	1,009,393	1,042,294	1,064,182	1,050,143
TOTAL OPERATING COSTS	1,757,971	1,761,345	1,802,801	83,334	-	1,886,135	1,964,799	2,017,250	2,059,113	2,065,438
*Percentage Increase			2.6%	4.7%		7.3%	4.2%	2.7%	2.1%	0.3%
<u>CAPITAL / RESERVES</u>										
Transfer to Pool CRF	65,000	65,000	67,500	-	(40,000)	27,500	80,000	85,000	90,000	90,000
Transfer to Pool ERF	35,000	36,195	40,000	-	-	40,000	50,000	50,000	50,000	50,000
Transfer to Pool ORF	-	-	-	-	-	-	10,000	10,000	10,000	10,000
Transfer to Park, Land & Recreation CRF	112,859	112,859	121,000	15,000	-	136,000	216,000	181,500	181,500	181,500
Transfer to Park, Land & Recreation ERF	12,500	12,500	10,000	-	-	10,000	15,000	16,000	16,000	16,000
Transfer to Park, Land & Recreation ORF	5,000	11,025	10,000	-	-	10,000	20,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	230,359	237,579	248,500	15,000	(40,000)	223,500	391,000	362,500	367,500	367,500
DEBT CHARGES	310	762	540	-	-	540	90	90	178,090	574,311
TOTAL COSTS	1,988,640	1,999,686	2,051,841	98,334	(40,000)	2,110,175	2,355,889	2,379,840	2,604,703	3,007,249
*Percentage Increase			3.2%	4.9%		6.1%	11.6%	1.0%	9.4%	15.5%
Internal Recoveries	(100,780)	(100,780)	(85,438)	-	-	(85,438)	(87,160)	(88,906)	(90,684)	(92,500)
OPERATING LESS RECOVERIES	1,887,860	1,898,906	1,966,403	98,334	(40,000)	2,024,737	2,268,729	2,290,934	2,514,019	2,914,749
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve	(28,083)	(13,083)	(20,000)	-	-	(20,000)	-	-	-	-
Pool Fees	(260,000)	(248,000)	(265,200)	(14,610)	-	(279,810)	(285,410)	(291,110)	(296,930)	(302,870)
Provincial Grant	-	(1,400)	-	-	-	-	-	-	-	-
Lease and Rental Income	(44,284)	(52,759)	(38,460)	(99,030)	-	(137,490)	(140,240)	(143,040)	(143,250)	(146,110)
Payments in Lieu	(1,048)	(1,048)	(1,250)	-	-	(1,250)	(1,270)	(1,290)	(1,310)	(1,310)
Revenue - Other	(6,350)	(34,521)	(7,660)	(4,430)	-	(12,090)	(12,330)	(12,570)	(12,710)	(12,960)
TOTAL REVENUE	(339,765)	(350,811)	(332,570)	(118,070)	-	(450,640)	(439,250)	(448,010)	(454,200)	(463,250)
REQUISITION	(1,548,095)	(1,548,095)	(1,633,833)	19,736	40,000	(1,574,097)	(1,829,479)	(1,842,924)	(2,059,819)	(2,451,499)
*Percentage increase over prior year requisition			5.5%	-1.3%		1.7%	16.2%	0.7%	11.8%	19.0%
AUTHORIZED POSITIONS:										
Salaried	6.53	6.53	6.53			6.53	6.53	6.53	6.53	6.53
User Funding %	13.1%		5.5%	-1.3%		13.3%	12.1%	12.2%	11.4%	10.1%

Change in Budget 2022 to 2023

Service: 1.459 SSI Pool

Total Expenditure**Comments****2022 Budget****1,006,443****Change in Salaries:**

Base salary change	3,226	Inclusive of estimated collective agreement changes
Other wages and benefits - Inflation	8,624	Inflationary increase
Other wages and benefits - Service level increase	20,000	Pool opening on Sundays (ongoing)
	<hr/>	
Total Change in Salaries	31,850	

Other Changes:

2022 Repairs & Maintenance	(15,000)	Pool Building Condition Assessment - onetime cyclical
Utilities	9,430	Water, electricity, and sewer
Reserve transfers	(32,500)	Transfer to CRF \$(37,500) decrease and ERF \$5,000 increase
Other	4,037	
	<hr/>	
Total Other Changes	(34,033)	

2023 Budget**1,004,260**

Summary of % Expense Increase

Auxiliary wages for pool to be open on Sundays	2.0%
Transfer to Capital Reserve Fund	-3.2%
Balance of increase	1.0%
<i>% expense increase from 2022:</i>	-0.2%

<i>% Requisition increase from 2022 (if applicable):</i>	-2.3%
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Requisition funding is 68.8% of service revenue

1.459 - Salt Spring Island Recreation - Swimming Pool	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
OPERATING COSTS										
Salaries & Wages	534,317	553,125	546,167	20,000	-	566,167	577,936	589,951	602,212	614,732
Contract for Services	19,150	7,423	4,230	-	-	4,230	4,310	4,400	4,490	4,580
Utilities	128,750	129,330	138,190	-	-	138,190	140,960	143,780	146,660	149,590
Supplies - Chemicals	51,960	54,108	53,000	-	-	53,000	54,060	55,140	56,240	57,360
Programs and Other Operating	64,317	64,272	64,768	-	-	64,768	66,080	67,390	68,750	70,120
Maintenance & Insurance	46,220	11,605	43,740	-	-	43,740	44,610	45,500	46,410	47,340
Internal Allocations	19,803	19,803	23,265	-	-	23,265	23,730	24,205	24,689	25,183
Parks Maintenance Labour	41,616	41,616	42,860	-	-	42,860	43,720	44,590	45,480	46,390
TOTAL OPERATING COSTS	906,133	881,282	916,220	20,000	-	936,220	955,406	974,956	994,931	1,015,295
*Percentage Increase			1.1%	2.2%		3.3%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	65,000	65,000	67,500	-	(40,000)	27,500	80,000	85,000	90,000	90,000
Transfer to Equipment Replacement Fund	35,000	36,195	40,000	-	-	40,000	50,000	50,000	50,000	50,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	10,000	10,000	10,000	10,000
DEBT CHARGES	310	762	540	-	-	540	90	90	178,090	574,311
TOTAL CAPITAL / RESERVES	100,310	101,957	108,040	-	(40,000)	68,040	140,090	145,090	328,090	724,311
TOTAL COSTS	1,006,443	983,239	1,024,260	20,000	(40,000)	1,004,260	1,095,496	1,120,046	1,323,021	1,739,606
*Percentage Increase			1.8%	2.0%		-0.2%	9.1%	2.2%	18.1%	31.5%
Internal Recoveries	(20,850)	(20,850)	(21,270)	-	-	(21,270)	(21,700)	(22,130)	(22,570)	(23,020)
OPERATING LESS RECOVERIES	985,593	962,389	1,002,990	20,000	(40,000)	982,990	1,073,796	1,097,916	1,300,451	1,716,586
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve	(28,083)	(13,083)	(20,000)	-	-	(20,000)	-	-	-	-
Revenue - Fees	(260,000)	(248,000)	(265,200)	(14,610)	-	(279,810)	(285,410)	(291,110)	(296,930)	(302,870)
Grants in Lieu of Taxes	(522)	(522)	(690)	-	-	(690)	(700)	(710)	(720)	(720)
Provincial Grant	-	(1,400)	-	-	-	-	-	-	-	-
Revenue - Other	(5,310)	(7,706)	(6,590)	-	-	(6,590)	(6,720)	(6,850)	(6,990)	(7,130)
TOTAL REVENUE	(293,915)	(270,711)	(292,480)	(14,610)	-	(307,090)	(292,830)	(298,670)	(304,640)	(310,720)
REQUISITION	(691,678)	(691,678)	(710,510)	(5,390)	40,000	(675,900)	(780,966)	(799,246)	(995,811)	(1,405,866)
*Percentage increase over prior year requisition			2.7%	0.8%		-2.3%	15.5%	2.3%	24.6%	41.2%
AUTHORIZED POSITIONS:										
Salaried	3.85	3.85	3.85			3.85	3.85	3.85	3.85	3.85
User Funding %	25.8%					27.9%	26.1%	26.0%	22.4%	17.4%

Change in Budget 2022 to 2023
Service: 1.459 SSI Park Land

Total Expenditure

Comments

2022 Budget

982,197

Change in Salaries:

Base salary change	17,231	Inclusive of estimated collective agreement changes
Step increase/paygrade change	19,770	
Annualization of salary for SSI Community Centre	26,235	IBC 13a-1.5: SSI Community Centre
Total Change in Salaries	63,236	

Other Changes:

Maintenance, Disposal & Security	6,400	
Utilities	7,700	
Contract for Services, Rent & Legal	2,000	
Advertsing, Promotion & Planning	1,200	IBC 13a-1.5: SSI Community Centre
Internal Allocations	4,400	
Licences, Fees & Insurance	10,300	
Supplies & Other	2,100	
Allocation from SSI EA Administration	2,999	IBC 15a-1.1 SSI Admin Support
Transfer to Capital Reserve Fund	15,000	\$200k Fire Hall Repurpose - contribute \$200k over four years
Transfers to reserves	10,641	Transfer to CRF \$8,141 increase, ORF \$5,000 increase, and ERF \$2,500 decrease
Other	(2,258)	
Total Other Changes	60,482	

2023 Budget

1,105,915

Summary of % Expense Increase

2022 IBC Annualization	6.1%
Capital reserve transfer to fund Fire Hall Repurposing	1.5%
Salary expense	3.8%
Balance of increase	1.2%
% expense increase from 2022:	12.6%

% Requisition increase from 2022 (if applicable): 4.9%

Requisition funding is 86.2% of service revenue

1.459 - Salt Spring Island - Park Land	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
OPERATING COSTS										
Salaries & Wages	319,182	322,782	356,183	26,235	-	382,418	390,648	399,052	407,646	416,422
Allocation to SSI Admin	140,051	140,051	143,231	2,999	-	146,230	149,360	152,550	155,730	158,980
Maintenance, Disposal & Security	46,335	47,518	42,300	6,400	-	48,700	88,790	101,912	103,955	69,634
Utilities	56,512	49,677	50,510	7,700	-	58,210	59,380	60,570	61,791	63,033
Contract for Services, Rent & Legal	51,365	49,975	34,320	2,000	-	36,320	37,040	37,769	38,519	39,280
Advertsing, Promotion & Planning	9,250	4,000	8,340	1,200	-	9,540	9,730	9,924	10,129	10,335
Internal Allocations	86,250	97,799	97,994	4,400	-	102,394	104,765	107,178	109,321	111,503
Travel & Training	5,560	2,600	5,730	-	-	5,730	5,840	5,950	6,070	6,190
Licences, Fees & Insurance	27,060	56,168	30,493	10,300	-	40,793	41,880	43,000	44,148	45,355
Supplies & Other	18,330	17,550	22,780	2,100	-	24,880	25,370	25,869	26,383	26,901
Parks Maintenance Labour	89,505	89,505	92,190	-	-	92,190	94,030	95,910	97,830	99,790
Bylaw Labour	2,438	2,438	2,510	-	-	2,510	2,560	2,610	2,660	2,720
TOTAL OPERATING COSTS	851,838	880,063	886,581	63,334	-	949,915	1,009,393	1,042,294	1,064,182	1,050,143
*Percentage Increase			4.1%	7.2%		11.5%	6.3%	3.3%	2.1%	-1.3%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund - Parkland	112,859	112,859	121,000	15,000	-	136,000	216,000	181,500	181,500	181,500
Transfer to Equipment Replacement Fund	12,500	12,500	10,000	-	-	10,000	15,000	16,000	16,000	16,000
Transfer to Operating Reserve Fund - Parkland	5,000	11,025	10,000	-	-	10,000	20,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	130,359	136,384	141,000	15,000	-	156,000	251,000	217,500	217,500	217,500
TOTAL COSTS	982,197	1,016,447	1,027,581	78,334	-	1,105,915	1,260,393	1,259,794	1,281,682	1,267,643
*Percentage Increase			4.6%	8.0%		12.6%	14.0%	0.0%	1.7%	-1.1%
Internal Recoveries	(79,930)	(79,930)	(64,168)	-	-	(64,168)	(65,460)	(66,776)	(68,114)	(69,480)
OPERATING LESS RECOVERIES	902,267	936,517	963,413	78,334	-	1,041,747	1,194,933	1,193,018	1,213,568	1,198,163
FUNDING SOURCES (REVENUE)										
Lease Income	(20,729)	(6,125)	(12,250)	-	-	(12,250)	(12,500)	(12,750)	(12,750)	(13,010)
Rental Income	(23,555)	(46,634)	(26,210)	(99,030)	-	(125,240)	(127,740)	(130,290)	(130,500)	(133,100)
Grants in Lieu of Taxes	(526)	(526)	(560)	-	-	(560)	(570)	(580)	(590)	(590)
Revenue - Other	(1,040)	(26,815)	(1,070)	(4,430)	-	(5,500)	(5,610)	(5,720)	(5,720)	(5,830)
TOTAL REVENUE	(45,850)	(80,100)	(40,090)	(103,460)	-	(143,550)	(146,420)	(149,340)	(149,560)	(152,530)
REQUISITION	(856,417)	(856,417)	(923,323)	25,126	-	(898,197)	(1,048,513)	(1,043,678)	(1,064,008)	(1,045,633)
*Percentage increase over prior year requisition			7.8%	-2.9%		4.9%	16.7%	-0.5%	1.9%	-1.7%
AUTHORIZED POSITIONS:										
Salaried	2.68	2.68	2.68			2.68	2.68	2.68	2.68	2.68
User Funding %	2.4%					11.3%	10.1%	10.3%	10.2%	10.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.459	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	SSI Park Land & Rec Programs							

EXPENDITURE

Buildings	B	\$70,000	\$240,000	\$145,000	\$95,000	\$8,070,000	\$2,630,000	\$11,180,000
Equipment	E	\$0	\$362,500	\$35,000	\$50,000	\$40,000	\$40,000	\$527,500
Land	L	\$0	\$45,000	\$585,000	\$50,000	\$50,000	\$0	\$730,000
Engineered Structures	S	\$390,000	\$390,000	\$25,000	\$0	\$0	\$0	\$415,000
Vehicles	V	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
		\$460,000	\$1,077,500	\$790,000	\$195,000	\$8,160,000	\$2,670,000	\$12,892,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debtenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$8,000,000	\$0	\$8,000,000
Equipment Replacement Fund	ERF	\$0	\$52,500	\$35,000	\$30,000	\$40,000	\$40,000	\$197,500
Grants (Federal, Provincial)	Grant	\$250,000	\$565,000	\$25,000	\$35,000	\$25,000	\$2,525,000	\$3,175,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$210,000	\$460,000	\$730,000	\$130,000	\$95,000	\$105,000	\$1,520,000
		\$460,000	\$1,077,500	\$790,000	\$195,000	\$8,160,000	\$2,670,000	\$12,892,500

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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 SLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning Asset 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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total	
18-01	Renewal	Capital Repairs to Pool Building	Repairs to pool structural and other capital	\$290,000	B	Res	\$0	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
18-01	Renewal		CWF/Grant required for pool upgrades		B	Grant	\$0	\$40,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$140,000
19-13	New	Purchase Additional Parkland	The purchase of additional parkland for community parks, trails, water front accesses and sportsfields	\$500,000	L	Res	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
19-14	Renewal	Portlock Park Upgrades	Detailed designs and cost estimates for park upgrades	\$2,600,000	B	Res	\$0	\$0	\$0	\$0	\$20,000	\$80,000	\$100,000	\$100,000
19-14	Renewal		Grant/Debt funding required for Portlock Park		B	Grant	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000	\$2,500,000
19-15	Replacement	Pool equipment replacements	Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator	\$167,500	E	ERF	\$0	\$22,500	\$35,000	\$30,000	\$40,000	\$40,000	\$40,000	\$167,500
20-02	Replacement	Pool Electrical	Designs and replacement of pool electrical	\$526,500	E	Res	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
20-02	Replacement		CWF/Grant required for pool electrical replacement		E	Grant	\$0	\$215,000	\$0	\$0	\$0	\$0	\$0	\$215,000
20-03	Renewal	Pool Tile Grouting & Expansion Joints	RegROUT pool bottom tiles and expansion joints	\$25,000	B	Res	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
20-10	New	Sport Field Development	Develop additional sports fields for youth and adults	\$440,000	S	Res	\$140,000	\$140,000	\$0	\$0	\$0	\$0	\$0	\$140,000
20-10	New		CWF/Grant required to complete sports field development and upgrades.		S	Grant	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
20-14	New	Park Maintenance Facility	Fesability study, design and construction of a new park maintenance facility.	\$185,000	B	Res	\$70,000	\$100,000	\$50,000	\$0	\$0	\$0	\$0	\$150,000
21-02	New	Pool expansion	Designs and costing for leisure pool expansion	\$8,120,000	B	Res	\$0	\$50,000	\$45,000	\$0	\$0	\$0	\$0	\$95,000
21-02	New		Debt funding required for leisure pool expansion		B	Debt	\$0	\$0	\$0	\$0	\$8,000,000	\$0	\$0	\$8,000,000
21-04	New	EV Charger	EV charger and infrastructure recreation centre parking lot (CWF grant required for second EV located at Rainbow Recreation Centre)	\$15,000	E	Grant	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
22-02	Study	Firehall Repurpose	Repurpose, remediate or demolition of Ganges Fire Hall	\$200,000	L	Res	\$0	\$15,000	\$85,000	\$50,000	\$50,000	\$0	\$0	\$200,000
22-04	Renewal	Upgrade Pool Parking Lot	Upgrade existing gravel lot to capped, paved or permeable surface.	\$25,000	S	Res	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
22-06	New	New EV Maintenance Truck	Partial funding to purchase new EV vehicle. Comm parks CRF has additional funding	\$40,000	V	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
23-03	Study	Portlock Park Master Plan	Community consultation, conceptual designs to inform master plan	\$30,000	L	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
23-05	Replacement	Pool Mechanical - Heat Pumps	Replace heatpumps for pool	\$80,000	E	ERF	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
23-05	Replacement		CWF/Grant required for heatpump replacement		E	Grant	\$0	\$50,000	\$0	\$10,000	\$0	\$0	\$0	\$60,000
25-01	Replacement	Life Rings	Replace four life rings at waterfront access points	\$10,000	E	Res	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
25-02	Replacement	Rainbow Road Dog Park	Upgrade or relocate dog park	\$20,000	B	Res	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
			GRAND TOTAL	\$13,274,000			\$460,000	\$1,077,500	\$790,000	\$195,000	\$8,160,000	\$2,670,000	\$12,892,500	

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 20-02 **Capital Project Title** Pool Electrical **Capital Project Description** Designs and replacement of pool electrical

Project Rationale

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** Detailed designs and cost estimates for park upgrades

Project Rationale Upgrades to existing infrastructure that is at or near its end of life.

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** Capital Repairs to Pool Building **Capital Project Description** Repairs to pool structural and other capital

Project Rationale Capital improvements to pool building

Project Number 22-02	Capital Project Title Firehall Repurpose	Capital Project Description Repurpose, remediate or demolition of Ganges Fire Hall
Project Rationale		

Project Number 22-06	Capital Project Title New EV Maintenance Truck	Capital Project Description Partial funding to purchase new EV vehicle. Comm parks CRF has additional funding
Project Rationale		

Project Number 21-02	Capital Project Title Pool expansion	Capital Project Description Designs and costing for leisure pool expansion
Project Rationale		

Project Number 20-03	Capital Project Title Pool Tile Grouting & Expansion Joints	Capital Project Description RegROUT pool bottom tiles and expansion joints
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 and infrastructure recreation centre parking lot (CWF grant required for second EV located at Rainbow Recreation Centre)
Project Rationale		

Project Number 25-01	Capital Project Title Life Rings	Capital Project Description Replace four life rings at waterfront access points
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 23-03	Capital Project Title Portlock Park Master Plan	Capital Project Description Community consultation, conceptual designs to inform master plan
Project Rationale		

Project Number 25-01	Capital Project Title Life Rings	Capital Project Description Replace four life rings at waterfront access points
Project Rationale		

Reserve/Fund Summary

Reserve/Fund Summary Projected year end balance	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
1.459 SSI Pool & Park Land						
Operating Reserve Fund - SSI Pool & Park Land	33,631	23,631	53,631	68,631	98,631	128,631
Capital Reserve Fund - SSI Pool	152,461	44,961	29,961	44,961	109,961	174,961
Capital Reserve Fund - SSI Park Land	250,547	20,547	55,547	130,547	195,547	250,547
Park Land Acquisition	562,498	562,498	62,498	62,498	62,498	62,498
Equipment Replacement Fund - SSI Pool	41,210	28,710	43,710	63,710	73,710	83,710
Ending Balance \$	1,040,347	680,347	245,347	370,347	540,347	700,347

Assumptions/Background:

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Reserve Schedule

1.459 - Pool & Park Land - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

Fund: Fund Centre:	1500 105550	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		35,689	33,631	23,631	53,631	68,631	98,631
Transfer from Ops Budget		11,025	10,000	30,000	30,000	30,000	30,000
Expenditures		(13,083)	(20,000)	-	(15,000)	-	-
Interest Income		-					
Ending Balance \$		33,631	23,631	53,631	68,631	98,631	128,631

Assumptions/Background:

2022 - \$13,083 One-time transfer to Pool to support core budget
 2023 - \$20,000 One-time transfer to Pool to support core budget
 2025 - \$15,000 HVAC duct cleaning - cyclical expense every 5-years

Reserve Schedule

1.459 - Salt Spring Island Pool - Capital Reserve Fund

Bylaw 3686

Reserve Cash Flow

Fund: Fund Centre:	1078 102045	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		97,461	152,461	44,961	29,961	44,961	109,961
Transfer from Ops Budget		65,000	27,500	80,000	85,000	90,000	90,000
Transfer from Cap Fund		-	-	-	-	-	-
Expenditures (Based on Capital Plan)		(10,000)	(135,000)	(95,000)	(70,000)	(25,000)	(25,000)
Interest Income		-					
Ending Balance \$		152,461	44,961	29,961	44,961	109,961	174,961

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.

Reserve Schedule

1.459 - Park Land - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

Fund: Fund Centre:	1060 101603	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		263,563	250,547	20,547	55,547	130,547	195,547
Transfer from Ops Budget		76,859	95,000	170,000	135,000	135,000	135,000
Transfer from Cap Fund		-	-	-	-	-	-
Expenditures (Based on Capital Plan)		(89,875)	(325,000)	(135,000)	(60,000)	(70,000)	(80,000)
Interest Income		-					
Ending Balance \$		250,547	20,547	55,547	130,547	195,547	250,547

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.

Reserve Schedule

1.459 - Parkland Acquisition

Bylaw 2110

Reserve Cash Flow

Fund: 1035 Fund Centre: 101379	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	912,498	562,498	562,498	62,498	62,498	62,498
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures (Based on Capital Plan)	(350,000)	-	(500,000)	-	-	-
Interest Income	-					
Ending Balance \$	562,498	562,498	62,498	62,498	62,498	62,498

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 SSI Pool - Equipment Replacement Fund

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

Reserve Cash Flow

Fund: Fund Centre:	1022 101412	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		35,015	41,210	28,710	43,710	63,710	73,710
Transfer from Ops Budget		36,195	40,000	50,000	50,000	50,000	50,000
Expenditures (Based on Capital Plan)		(30,000)	(52,500)	(35,000)	(30,000)	(40,000)	(40,000)
Interest Income		-					
Ending Balance \$		41,210	28,710	43,710	63,710	73,710	83,710

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, pool mechanical, machinery and vehicles.

CAPITAL REGIONAL DISTRICT

2023 Budget

Storm Water Quality Management (SSI)

EAC Review

SEPTEMBER 2022

Service: 1.535 SSI Stormwater Quality Management

Committee: Electoral Areas

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 \$48,218.

FUNDING:

Requisition

1.535 - Storm Water Quality Management (SSI)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services & Consulting	36,830	33,670	9,000	-	-	9,000	9,000	9,000	9,000	9,000
Allocations	10,480	10,480	11,685	1,420	-	13,105	13,368	13,636	13,909	14,197
Other Operating Expenses	660	1,140	11,170	-	-	11,170	11,170	11,170	11,170	11,170
TOTAL OPERATING COSTS	47,970	45,290	31,855	1,420	-	33,275	33,538	33,806	34,079	34,367
*Percentage Increase over prior year			-33.6%	3.0%		-30.6%	0.8%	0.8%	0.8%	0.8%
<u>CAPITAL/RESERVE</u>										
Transfer to Operating Reserve Fund	-	2,680	-	-	-	-	-	-	-	-
TOTAL COSTS	47,970	47,970	31,855	1,420	-	33,275	33,538	33,806	34,079	34,367
*Percentage Increase over prior year						-30.6%	0.8%	0.8%	0.8%	0.8%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(20,000)	(20,000)	(9,467)	-	-	(9,467)	(8,158)	(6,836)	(6,509)	(6,187)
Grants in Lieu of Taxes	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Other Revenue	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	(20,030)	(20,030)	(9,497)	-	-	(9,497)	(8,188)	(6,866)	(6,539)	(6,217)
REQUISITION	(27,940)	(27,940)	(22,358)	(1,420)	-	(23,778)	(25,350)	(26,940)	(27,540)	(28,150)
*Percentage increase over prior year Requisition			-20.0%	5.1%		-14.9%	6.6%	6.3%	2.2%	2.2%

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: Fund Centre:	1500 105529	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		57,225	39,905	30,438	22,280	15,444	8,935
Transfer from Ops Budget		2,680	-	-	-	-	-
Transfer to Ops Budget		(20,000)	(9,467)	(8,158)	(6,836)	(6,509)	(6,187)
Interest Income		-					
Ending Balance \$		39,905	30,438	22,280	15,444	8,935	2,748

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Emergency Comm - CREST (SSI)

EAC Review

SEPTEMBER 2022

Service: 1.925 SSI Emergency Comm. - CREST

Committee: Planning and Protective Services

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to CREST	140,144	140,144	143,415	-	-	143,415	146,280	149,210	152,190	155,230
Allocations	2,842	2,842	2,868	-	-	2,868	2,925	2,984	3,043	3,104
Other Operating Expenses	400	400	400	-	-	400	400	400	400	400
TOTAL COSTS	143,386	143,386	146,683	-	-	146,683	149,605	152,594	155,633	158,734
*Percentage Increase over prior year						2.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(408)	(408)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
Revenue-Other	(101)	(101)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(559)	(559)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
REQUISITION	(142,827)	(142,827)	(146,533)	-	-	(146,533)	(149,455)	(152,444)	(155,483)	(158,584)
*Percentage increase over prior year Requisition						2.6%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Highland Water System (SSI)

EAC Review

SEPTEMBER 2022

Service: 2.620 Highland Water (SSI)

Committee: Electoral Areas

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 \$1,074,081.

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:		<hr/> \$158,320

COMMISSION:

Fernwood and Highland Water Service Commission- Bylaw 4371 (Dec. 09, 2020)

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) - Debt Only

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	103	103	43	-	-	43	43	44	45	46
TOTAL OPERATING COSTS	103	103	43	-	-	43	43	44	45	46
*Percentage Increase over prior year						-58.3%	0.0%	2.3%	2.3%	2.2%
<u>DEBT</u>										
MFA Debt Principal	20,010	20,010	20,010	-	-	20,010	20,010	7,525	7,525	7,525
MFA Debt Interest	10,748	10,748	10,748	-	-	10,748	10,748	5,123	5,123	2,562
MFA Debt Reserve Fund	110	110	90	-	-	90	90	90	90	90
TOTAL DEBT	30,868	30,868	30,848	-	-	30,848	30,848	12,738	12,738	10,177
TOTAL COSTS	30,971	30,971	30,891	-	-	30,891	30,891	12,782	12,783	10,223
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(29)	(29)	-	-	-	-	-	-	-	-
Other Income	(110)	(110)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(139)	(139)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
REQUISITION - PARCEL TAX	(30,832)	(30,832)	(30,801)	-	-	(30,801)	(30,801)	(12,692)	(12,693)	(10,133)
*Percentage increase over prior year Requisition						-0.1%	0.0%	-58.8%	0.0%	-20.2%

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p> <p>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.</p>	<p>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.</p>	
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
16-01	Renewal	Infrastructure Upgrades (Valve Distribution)	Middle and Upper Reservoir Repairs	\$122,442	S	Cap	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$70,000
			GRAND TOTAL	\$122,442			\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$70,000

Service: 2.620 Highland Water (SSI)

Project Number 16-01

Capital Project Title Infrastructure Upgrades (Valve Distribution)

Capital Project Description Middle and 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

2023 Budget

Highland/Fernwood Water (SSI)

EAC Review

SEPTEMBER 2022

Service: 2.621 Highland & Fernwood Water (SSI)

Committee: Electoral Areas

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 \$723,117.

MAXIMUM CAPITAL DEBT:

Authorized:	LA3754 (April 13, 2011)	\$500,000
Borrowed:	SI Bylaw 3800 (Aug 10, 2011)	(\$500,000) 3.25%
Remaining:		<hr/> \$0

COMMISSION:

Fernwood and Highland Water Service Commission - Bylaw 4371 (Dec. 09, 2020)

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 metres at the following rate:

- 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)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Sludge Hauling Contract	9,330	9,330	9,610	-	-	9,610	9,800	10,000	10,200	10,400
Waste Sludge Disposal	14,500	14,500	14,940	-	-	14,940	15,240	15,540	15,850	16,170
Repairs & Maintenance	36,050	41,550	9,120	-	20,000	29,120	29,300	9,490	9,680	9,870
Allocations	19,870	19,870	21,803	-	-	21,803	22,238	22,682	23,133	23,591
Water Testing	13,740	13,000	14,015	-	-	14,015	14,295	14,581	14,873	15,170
Electricity	20,800	21,500	21,420	-	-	21,420	21,850	22,290	22,740	23,190
Supplies	23,170	25,600	23,860	-	-	23,860	24,330	24,810	25,300	25,800
Labour Charges	183,174	215,000	183,320	13,380	-	196,700	201,540	205,580	209,690	213,880
Other Operating Expenses	18,220	17,490	18,906	(1,240)	-	17,666	17,200	17,620	18,060	18,500
TOTAL OPERATING COSTS	338,854	377,840	316,994	12,140	20,000	349,134	355,793	342,593	349,526	356,571
*Percentage Increase over prior year			-6.5%	3.6%	5.9%	3.0%	1.9%	-3.7%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	58,500	42,514	75,000	-	-	75,000	80,000	75,000	50,000	5,000
Transfer to Operating Reserve Fund	66,533	46,533	88,000	-	-	88,000	77,640	60,348	39,951	5,000
MFA Debt Principal	26,841	26,841	26,841	-	-	26,841	26,841	40,454	40,454	78,459
MFA Debt Interest	7,350	7,350	7,350	-	-	7,350	13,046	30,135	57,269	158,454
MFA Debt Reserve Fund	130	130	110	-	-	110	4,760	110	22,260	22,260
TOTAL DEBT / RESERVES	159,354	123,368	197,301	-	-	197,301	202,287	206,047	209,934	269,173
TOTAL COSTS	498,208	501,208	514,295	12,140	20,000	546,435	558,080	548,640	559,460	625,744
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/FW from 2021 to 2022	44,133	44,133	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(27,000)	(35,000)	-	-	(20,000)	(20,000)	(20,000)	-	-	-
Sales - Water	(60,000)	(55,000)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
User Charges	(379,591)	(379,591)	(378,545)	(12,140)	-	(390,685)	(399,820)	(407,820)	(415,980)	(429,330)
Other Revenue	(750)	(750)	(750)	-	-	(750)	(760)	(770)	(780)	(790)
TOTAL REVENUE	(423,208)	(426,208)	(439,295)	(12,140)	(20,000)	(471,435)	(480,580)	(468,590)	(476,760)	(490,120)
REQUISITION - PARCEL TAX	(75,000)	(75,000)	(75,000)	-	-	(75,000)	(77,500)	(80,050)	(82,700)	(135,624)
*Percentage increase over prior year										
Sales			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
User Fee			-0.3%	3.2%		2.9%	2.3%	2.0%	2.0%	3.2%
Requisition			0.0%			0.0%	3.3%	3.3%	3.3%	64.0%
Combined			-0.2%	2.4%		2.2%	2.2%	2.0%	2.0%	11.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.621 Highland & Fernwood Water (SSI)	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$2,079,000	\$504,000	\$792,000	\$372,000	\$2,215,000	\$2,215,000	\$2,215,000	\$6,098,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$2,119,000	\$544,000	\$792,000	\$372,000	\$2,215,000	\$2,215,000	\$2,215,000	\$6,138,000

SOURCE OF FUNDS

Capital Funds on Hand	\$59,000	\$59,000	\$0	\$0	\$0	\$0	\$0	\$59,000
Debenture Debt (New Debt Only)	\$1,890,000	\$0	\$465,000	\$0	\$2,215,000	\$2,215,000	\$2,215,000	\$4,895,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$40,000	\$420,000	\$307,000	\$300,000	\$0	\$0	\$0	\$1,027,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$130,000	\$65,000	\$20,000	\$72,000	\$0	\$0	\$0	\$157,000
	\$2,119,000	\$544,000	\$792,000	\$372,000	\$2,215,000	\$2,215,000	\$2,215,000	\$6,138,000

Service: 2.621 Highland & Fernwood Water (SSI)

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, DAF, 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, DAF, back up power and upper reservoir projects.
Project Rationale Public engagement for the intake and upper reservoir projects.

Project Number 22-01
Capital Project Title Back up Power
Capital Project Description Design and Construction of back up power system.
Project Rationale Design and construction of a backup power system needed in the event of a power failure to continue to provide water to the community.

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 water main replacement assessment and develop a phased replacement strategy and design drawings and specs
Project Rationale The asbestos cement 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 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 (\$1000/m over 10 years)
Project Rationale The asbestos cement water main system needs to be replaced. This project is for the engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/meter over 10 years).

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	24-01	Capital Project Title	Fernwood PS Hazard Assess and Demolition	Capital Project Description	Assessment of hazard and demolition.
Project Rationale	This project will assess the hazards and demolish the obsolete Fernwood Pump Station.				

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).				

Project Number	23-02	Capital Project Title	Electrical Upgrades and Replacements	Capital Project Description	Work on Middle Reservoir - bonding wire and lug, replace Westinghouse motor starter, reconnect back-up lighting to code, install CR rated receptacles, replace cabling on float switch and level transducer, replace base board heater. Replace electrical service mast at Highlands Upper Reservoir.
Project Rationale	A variety of work is required on the Middle Reservoir - bonding wire and lug, replace Westinghouse motor starter, reconnect back-up lighting to code, install CR rated receptacles, replace cabling on float switch and level transducer, replace base board heater. Replace electrical service mast at Highlands Upper Reservoir.				

Project Number	23-03	Capital Project Title	Pressure Regulating Valve Station Upgrades	Capital Project Description	Install inline strainers, screens, access ladder, grout manhole frame.
Project Rationale	A variety of work is required on pressure regulating valve stations including the installation of inline strainers, screens, access ladder, grout manhole frame.				

Project Number	23-04	Capital Project Title	Replace DAF waste Pump	Capital Project Description	Replace DAF waste Pump Construction
Project Rationale	The DAF waste pump requires replacement.				

Project Number	23-05	Capital Project Title	Water Treatment Plant Upgrades and Replacements	Capital Project Description	Replace both doors on WTP, install chain and guard rail, remount AC power supply, secure Backwash, Clear Well and Rinse Tanks all Float and Level transducer wiring.
Project Rationale	Various improvements identified in the AMP and by Operations are required including replace both doors on WTP, install chain and guard rail, remount AC power supply, secure Backwash, Clear Well and Rinse Tanks all Float and Level transducer wiring.				

Project Number	23-06	Capital Project Title	Fernwood Reservoir upgrades and Replacements	Capital Project Description	Repair or replace shared electrical enclosure, repair any damaged electrical components, secure flanges at bottom of tank.
Project Rationale	Various improvements identified in the AMP and by Operations are required including repair or replace shared electrical enclosure, repair any damaged electrical components, secure flanges at bottom of tank.				

Project Number	23-07	Capital Project Title	WTP Communications and Control Upgrades	Capital Project Description	To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards.
Project Rationale	Various improvements identified in the AMP and by Operations including upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards.				

Highland/Fernwood Water (SSI)
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	34,317	102,317	159,957	220,305	260,256	265,256
Capital Reserve Fund	42,643	52,643	112,643	115,643	165,643	170,643
Total	76,961	154,961	272,601	335,949	425,900	435,900

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.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105205	2022	2023	2024	2025	2026	2027
Beginning Balance		22,784	34,317	102,317	159,957	220,305	260,256
Transfer from Ops Budget		46,533	88,000	77,640	60,348	39,951	5,000
Expenditures		(35,000)	(20,000)	(20,000)	-	-	-
Planned Maintenance Activity		Hydrant maintenance & Reservoir cleaning & inspection (Ph2)	Filter media replacement	Reservoir cleaning & inspection			
Interest Income		-					
Ending Balance \$		34,317	102,317	159,957	220,305	260,256	265,256

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: Fund Centre:	1088 102156	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		52,129	42,643	52,643	112,643	115,643	165,643
Transfer from Ops Budget		42,514	75,000	80,000	75,000	50,000	5,000
Transfer to Cap Fund		(52,000)	(65,000)	(20,000)	(72,000)	-	-
Interest Income		-					
Ending Balance \$		42,643	52,643	112,643	115,643	165,643	170,643

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Cedars of Tuam Water (SSI)

EAC Review

SEPTEMBER 2022

Service: 2.622 Cedars of Tuam Water (SSI)

Committee: Electoral Areas

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 \$102,559.

COMMISSION:

Cedars of Tuam Water Service Commission established by bylaw No 3693 (April 14th, 2010).

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Repairs & Maintenance	13,060	2,600	570	-	10,000	10,570	570	570	570	570
Allocations	3,209	3,209	3,268	-	-	3,268	3,330	3,393	3,457	3,521
Water Testing	2,100	1,920	2,142	-	-	2,142	2,184	2,228	2,274	2,319
Electricity	650	850	900	-	-	900	920	940	960	980
Supplies	730	320	750	-	-	750	760	770	780	790
Labour Charges	20,774	24,700	20,790	1,320	-	22,110	23,220	23,680	24,150	24,640
Other Operating Expenses	1,440	1,420	1,460	-	-	1,460	1,480	1,500	1,520	1,540
TOTAL OPERATING COSTS	41,963	35,019	29,880	1,320	10,000	41,200	32,464	33,081	33,711	34,360
*Percentage Increase over prior year			-28.8%	3.1%	23.8%	-1.8%	-21.2%	1.9%	1.9%	1.9%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	5,100	4,000	6,000	-	-	6,000	5,000	3,000	9,500	2,500
Transfer to Operating Reserve Fund	3,000	3,000	3,500	-	-	3,500	3,500	2,000	3,000	2,500
MFA Debt Reserve Fund	-	-	920	-	-	920	5,080	-	4,150	-
MFA Debt Principal	-	-	-	-	-	-	2,693	17,566	17,566	29,715
MFA Debt Interest	-	-	1,058	-	-	1,058	10,455	29,124	34,208	54,543
TOTAL DEBT / RESERVES	8,100	7,000	11,478	-	-	11,478	26,728	51,690	68,424	89,258
TOTAL COSTS	50,063	42,019	41,358	1,320	10,000	52,678	59,192	84,771	102,135	123,618
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(12,500)	(4,069)	-	-	(10,000)	(10,000)	-	-	-	-
Sales - Water	(4,513)	(4,900)	(4,513)	-	-	(4,513)	(4,513)	(4,513)	(4,513)	(4,513)
User Charges	(33,000)	(33,000)	(36,795)	(1,320)	-	(38,115)	(54,629)	(80,208)	(97,572)	(119,055)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(50,063)	(42,019)	(41,358)	(1,320)	(10,000)	(52,678)	(59,192)	(84,771)	(102,135)	(123,618)
REQUISITION - PARCEL TAX	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year										
Sales			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
User Charge			11.5%	4.0%		15.5%	43.3%	46.8%	21.6%	22.0%
Combined			10.1%	3.5%		13.6%	38.7%	43.3%	20.5%	21.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.622 Cedars of Tuam Water (SSI)	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$5,000	\$270,000	\$1,494,000	\$25,000	\$435,000	\$415,000	\$415,000	\$2,639,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$15,000	\$270,000	\$1,504,000	\$25,000	\$435,000	\$415,000	\$415,000	\$2,649,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$92,000	\$508,000	\$0	\$415,000	\$415,000	\$415,000	\$1,430,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$10,000	\$178,000	\$996,000	\$20,000	\$0	\$0	\$0	\$1,194,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$5,000	\$0	\$0	\$5,000	\$20,000	\$0	\$0	\$25,000
	\$15,000	\$270,000	\$1,504,000	\$25,000	\$435,000	\$415,000	\$415,000	\$2,649,000

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 21-03 **Capital Project Title** Design and construct new well and dist. system **Capital Project Description** Detailed designs, IHA application, construction documents, and construction of new infrastructure.
Project Rationale Detailed design and construction for new well.

Project Number 22-02 **Capital Project Title** Power generation equipment **Capital Project Description** Back up power construction (only required if new well does not go ahead).
Project Rationale Design of back up power. Project contingent on the the new well project not proceeding.

Project Number 23-01 **Capital Project Title** Electrical Service Replacement **Capital Project Description** Operations has developed a SOW to replace the failing electrical service, replace baseboard heater with heat tracing, replace fuse switch, Square D Load Centre, wooden electrical mast, well pump cables, replace lighting with LED, install CR rated receptacles, install exhasust system. (only required if new well does not go ahead).
Project Rationale Operations has developed a SOW to replace the failing electrical service, replace baseboard heater with heat tracing, replace fuse switch, Square D Load Centre, wooden electrical mast, well

Project Number 25-01 **Capital Project Title** Analysis and Design of AC pipe replacement **Capital Project Description** Analysis and Design of AC pipe replacement.
Project Rationale Investigation, analysis, design and prioritization of pipeline replacement.

Project Number 26-01 **Capital Project Title** New pipeline construction **Capital Project Description** New pipeline construction to replace AC pipe.
Project Rationale New pipeline constructure to replace AC pipe.

**Cedars of Tuam Water (SSI)
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	10,392	3,892	7,392	9,392	12,392	14,892
Capital Reserve Fund	6,164	12,164	17,164	15,164	4,664	7,164
Total	16,556	16,056	24,556	24,556	17,056	22,056

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.

Reserve Cash Flow

Fund: Fund Centre:	1500 105532	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		11,461	10,392	3,892	7,392	9,392	12,392
Transfer from Op Budget		3,000	3,500	3,500	2,000	3,000	2,500
Transfer to Op Budget		(4,069)	(10,000)	-	-	-	-
Planned Maintenance Activity			Reservoir cleaning and inspection				
Interest Income		-					
Ending Balance \$		10,392	3,892	7,392	9,392	12,392	14,892

Assumptions/Background:

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: Fund Centre:	1057 101843	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		12,164	6,164	12,164	17,164	15,164	4,664
Transfer from Ops Budget		4,000	6,000	5,000	3,000	9,500	2,500
Transfer from Cap Fund		-					
Transfer to Cap Fund		(10,000)	-	-	(5,000)	(20,000)	-
Interest Income		-					
Ending Balance \$		6,164	12,164	17,164	15,164	4,664	7,164

Assumptions/Background:

Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2023 Budget

Beddis Water

EAC Review

SEPTEMBER 2022

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 \$400,800.

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:		<u>\$0</u>	
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:		<u>\$30,000</u>	

COMMISSION:

Beddis Water Service Commission established by Bylaw No. 3693 (April 14th, 2010)

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Operations Contracts	55,390	51,139	55,390	(32,310)	-	23,080	-	-	-	-
Grit & Waste Sludge Disposal	12,390	12,390	12,760	-	-	12,760	13,010	13,270	13,540	13,810
Repairs & Maintenance	13,760	20,240	5,940	-	14,000	19,940	6,060	6,180	6,300	6,430
Allocations	12,201	12,201	12,520	-	-	12,520	12,776	13,036	13,301	13,570
Water Testing	10,040	8,600	10,241	-	-	10,241	10,445	10,654	10,867	11,085
Electricity	11,650	11,650	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Supplies	10,760	8,680	11,080	-	-	11,080	11,300	11,530	11,760	11,990
Labour Charges	36,736	27,100	36,820	38,950	-	75,770	103,930	106,020	108,140	110,310
Other Operating Expenses	16,930	24,480	15,740	(4,260)	-	11,480	8,650	8,860	9,080	9,300
TOTAL OPERATING COSTS	179,857	176,480	172,491	2,380	14,000	188,871	178,411	182,030	185,718	189,475
*Percentage Increase over prior year			-4.1%	1.3%	7.8%	5.0%	-5.5%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	15,000	15,000	10,000	-	-	10,000	15,899	16,000	10,430	5,492
Transfer to Capital Reserve Fund	32,500	35,877	80,000	-	-	80,000	155,000	158,225	60,000	15,000
MFA Debt Reserve Fund	180	180	70	-	-	70	-	21,870	20,070	24,290
MFA Debt Principal	30,817	30,817	30,817	-	-	30,817	-	-	63,822	122,373
MFA Debt Interest	12,145	12,145	7,420	-	-	7,420	-	26,705	131,320	234,490
TOTAL DEBT / RESERVES	90,642	94,019	128,307	-	-	128,307	170,899	222,800	285,642	401,645
TOTAL COSTS	270,499	270,499	300,798	2,380	14,000	317,178	349,310	404,830	471,360	591,120
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(8,000)	(8,000)	-	-	(14,000)	(14,000)	-	-	-	-
Sales - Water	(72,000)	(72,000)	(72,000)	-	-	(72,000)	(72,000)	(72,000)	(72,000)	(72,000)
User Charges	(115,259)	(115,259)	(138,310)	(2,380)	-	(140,690)	(168,830)	(202,600)	(243,120)	(316,060)
Other Revenue	(280)	(280)	(170)	-	-	(170)	(100)	(170)	(170)	(170)
TOTAL REVENUE	(195,539)	(195,539)	(210,480)	(2,380)	(14,000)	(226,860)	(240,930)	(274,770)	(315,290)	(388,230)
REQUISITION - PARCEL TAX	(74,960)	(74,960)	(90,318)	-	-	(90,318)	(108,380)	(130,060)	(156,070)	(202,890)
*Percentage increase over prior year										
Sales			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
User Fee			20.0%	2.1%		22.1%	20.0%	20.0%	20.0%	30.0%
Requisition			20.5%			20.5%	20.0%	20.0%	20.0%	30.0%
Combined			14.6%	0.9%		15.6%	15.2%	15.9%	16.4%	25.4%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.624	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Beddis Water (SSI)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$160,000	\$39,000	\$231,000	\$0	\$11,000	\$0	\$281,000	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$443,000	\$135,000	\$33,000	\$2,443,000	\$2,090,000	\$2,422,000	\$7,123,000	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$603,000	\$174,000	\$264,000	\$2,443,000	\$2,101,000	\$2,422,000	\$7,404,000	\$0

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$180,000	\$0	\$0	\$2,180,000	\$2,000,000	\$2,422,000	\$6,602,000	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$310,000	\$102,000	\$210,000	\$150,000	\$10,000	\$0	\$472,000	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$113,000	\$72,000	\$54,000	\$113,000	\$91,000	\$0	\$330,000	\$0
	\$603,000	\$174,000	\$264,000	\$2,443,000	\$2,101,000	\$2,422,000	\$7,404,000	\$0

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023.

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"*.

Carryforward from 2022
Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.

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 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 #: 2.624
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 2022	2023	2024	2025	2026	2027	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	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-03	Study	Public Engagement for Future Projects	Undertake a referendum or AAP to borrow funds	\$10,000	S	Res	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-01	New	Power generation equipment	Back up power design and construction.	\$176,000	E	Grant	\$160,000	\$0	\$160,000	\$0	\$0	\$0	\$160,000
21-01	New				E	Res	\$0	\$0	\$16,000	\$0	\$0	\$0	\$16,000
21-04	New	Preliminary design of booster pump and second reservoir at Sky Valley lower reservoir and decommission of upper reservoir.	Preliminary and detailed design of booster pump and second reservoir at Sky Valley lower reservoir	\$99,000	S	Res	\$33,000	\$33,000	\$33,000	\$33,000	\$0	\$0	\$99,000
23-01	Decommission	AC Pipe Removal	Remove approximately 50m of abandoned AC water pipe	\$17,000	S	Grant	\$0	\$17,000	\$0	\$0	\$0	\$0	\$17,000
23-02	New	Design and install support for lifting apparatus WTP	Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator and for a confined space entry apparatus over the DAF system.	\$50,000	S	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-02	New		Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator and for a confined space entry apparatus over the DAF system. CRD PM	\$5,000	S	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
23-03	New	Electrical Upgrades	Replacement of Variable Frequency Drives.	\$35,000	E	Grant	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
23-03	New		Replacement of Variable Frequency Drives. CRD PM	\$4,000	E	Res	\$0	\$4,000	\$0	\$0	\$0	\$0	\$4,000
24-01	New	Changes to DAF control panel	Motor overload resets to be external to the controller. Provide support for ultra-sonic probe.	\$50,000	E	Grant	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
24-01	New		Motor overload resets to be external to the controller. Provide support for ultra-sonic probe. CRD PM	\$5,000	E	Res	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
24-02	Study	AC Water main Assessment and Replacement Strategy	Develop a strategy and phased program for AC pipeline replacement and first stage design	\$120,000	S	Res	\$0	\$0	\$0	\$80,000	\$40,000	\$0	\$120,000
25-01	Decommission	Decommission of Sky Valley Upper Reservoir	Decommission and removal of Sky Valley Upper Reservoir	\$50,000	S	Res	\$50,000	\$0	\$0	\$0	\$50,000	\$0	\$50,000
25-02	New	Construction of booster pump and second reservoir at Sky Valley lower reservoir	Construction of booster pump and second reservoir at Sky Valley lower reservoir	\$180,000	S	Debt	\$180,000	\$0	\$0	\$180,000	\$0	\$0	\$180,000
25-02	New			\$150,000	S	Grant	\$150,000	\$0	\$0	\$150,000	\$0	\$0	\$150,000
25-03	Replacement	AC Water mains Replacement	Replace AC water mains Design for following stage (6500m at 338m/yr.)	\$6,422,000	S	Debt	\$0	\$0	\$0	\$2,000,000	\$2,000,000	\$2,422,000	\$6,422,000
26-01	New	Install Inline Strainers	Install inline strainer Stewart Rd PRS and Creekside Road PRS.	\$10,000	E	Grant	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
26-01	New			\$1,000	E	Res	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000
GRAND TOTAL				\$7,404,000			\$603,000	\$174,000	\$264,000	\$2,443,000	\$2,101,000	\$2,422,000	\$7,404,000

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 future projects.

Project Number 21-03 **Capital Project Title** Public Engagement for Future Projects **Capital Project Description** Undertake a referendum or AAP to borrow funds
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 referendum may be required.

Project Number 21-01 **Capital Project Title** Power generation equipment **Capital Project Description** Back up power design and construction.
Project Rationale In order to maintain potable water service in the event of an extended power outage, back up power is required.

Project Number 21-04 **Capital Project Title** Preliminary design of booster pump and second reservoir at Sky Valley lower reservoir and decommission of upper reservoir. **Capital Project Description** Preliminary and detailed design of booster pump and second reservoir at Sky Valley lower reservoir
Project Rationale Need to replace an existing reservoir with a new one and this will require a booster pump to operate it. This project os for the preliminary design.

Project Number 23-01 **Capital Project Title** AC Pipe Removal **Capital Project Description** Remove approximately 50m of abandoned AC water pipe
Project Rationale This is for a short section of surficial abandoned asbestos pipe which needs to be removed and disposed of before it deteriorates further and enters the environment.

Project Number 23-02 **Capital Project Title** Design and install support for lifting apparatus WTP **Capital Project Description** Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator and for a confined space entry apparatus over the DAF system.
Project Rationale Operations has identified an H & S issue for the maintenance of this equipment and require lifting apparatus at height in order to make the maintenance tasks for the DAF unit safe.

Project Number 23-03 **Capital Project Title** Electrical Upgrades **Capital Project Description** Replacement of Variable Frequency Drives.
Project Rationale Existing VFDs are approaching the end of their planned service life and need to be replaced.

Project Number 24-01	Capital Project Title Changes to DAF control panel	Capital Project Description Motor overload resets to be external to the controller. Provide support for ultra-sonic probe.
Project Rationale Various changes, modifications and upgrades required for the control panel for the DAF unit.		
Project Number 24-02	Capital Project Title AC Water main Assessment and Replacement Strategy	Capital Project Description Develop a strategy and phased program for AC pipeline replacement and first stage design
Project Rationale Similar to all water distribution systems on SSI, the Beddis system was constructed using asbestos cement pipe which is at the end of its useful life span and requires replacement. Failures cause water leaks and this will occur on a more frequent basis in the future. This project is for the investigation, design and an replacement strategy.		
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 The Sky Valley Upper Reservoir is no longer in use and needs to be decommissioned and disposed of. It will be replaced by a second reservoir at the Lower location.		
Project Number 25-02	Capital Project Title Construction of booster pump and second reservoir at Sky Valley lower reservoir	Capital Project Description Construction of booster pump and second reservoir at Sky Valley lower reservoir
Project Rationale When the Sky Valley Upper Reservoir is decommissioned it will be replaced by a booster pump and second reservoir at the lower Sky Valley location.		
Project Number 25-03	Capital Project Title AC Water mains Replacement	Capital Project Description Replace AC water mains Design for following stage (6500m at 338m/yr.)
Project Rationale Similar to all water distribution systems on SSI, the Beddis system was constructed using asbestos cement pipe which is at the end of its useful life span and requires replacement. Failures cause water leaks and this will occur on a more frequent basis in the future. This project is for the construction phase of the project.		
Project Number 26-01	Capital Project Title Install Inline Strainers	Capital Project Description Install inline strainer Stewart Rd PRS and Creekside Road PRS.
Project Rationale Operations has identified that in-line strainers are required at the Stewart Road and Creekside Road locations in order to ensure consistent service and water quality.		

**Beddis Water Reserves
 Summary Schedule
 2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	16,752	12,752	28,651	44,651	55,081	60,573
Capital Reserve Fund	7,033	15,033	116,033	161,258	130,258	145,258
Total	23,784	27,784	144,683	205,908	185,338	205,830

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.

Reserve Cash Flow

Fund: Fund Centre:	1500 105206	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		9,752	16,752	12,752	28,651	44,651	55,081
Transfer from Ops Budget		15,000	10,000	15,899	16,000	10,430	5,492
Expenditures		(8,000)	(14,000)	-	-	-	-
Planned Maintenance Activity		Hydrant Maintenance	Reservoir cleaning and inspection				
Interest Income		-					
Ending Balance \$		16,752	12,752	28,651	44,651	55,081	60,573

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101894						
Beginning Balance		23,782	7,033	15,033	116,033	161,258	130,258
Transfer from Ops Budget		35,877	80,000	155,000	158,225	60,000	15,000
Transfer from Cap Fund		10,099	-	-	-	-	-
Transfer to Cap Fund		(62,725)	(72,000)	(54,000)	(113,000)	(91,000)	-
Interest Income		-					
Ending Balance \$		7,033	15,033	116,033	161,258	130,258	145,258

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Fulford Water (SSI)

EAC Review

SEPTEMBER 2022

Service: 2.626 Fulford Water (SSI)

Committee: Electoral Areas

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 \$494,321.

MAXIMUM CAPITAL DEBT:

COMMISSION:

Fulford Water Service commission - Bylaw No 3693 (April 14, 2010).

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)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Operations Contract	57,400	54,980	57,570	(30,230)	-	27,340	5,870	5,990	6,110	6,230
Grit & Waste Sludge Disposal	7,660	7,660	7,890	-	-	7,890	8,050	8,210	8,370	8,540
Repairs & Maintenance	28,170	31,000	8,410	-	-	8,410	8,580	8,760	8,940	29,120
Allocations	9,382	9,382	9,609	-	-	9,609	9,798	9,990	10,185	10,384
Water Testing	5,900	4,800	6,018	-	-	6,018	6,138	6,261	6,386	6,514
Electricity	10,570	10,730	10,890	-	-	10,890	11,110	11,330	11,560	11,790
Supplies	7,800	10,480	8,030	-	-	8,030	8,180	8,340	8,500	8,660
Labour Charges	23,282	34,740	23,360	38,350	-	61,710	89,830	91,630	93,460	95,340
Other Operating Expenses	18,210	19,270	17,340	(6,670)	-	10,670	6,070	6,260	6,450	6,640
TOTAL OPERATING COSTS	168,374	183,042	149,117	1,450	-	150,567	153,626	156,771	159,961	183,218
*Percentage Increase over prior year			-11.4%	0.9%		-10.6%	2.0%	2.0%	2.0%	14.5%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	10,600	10,600	8,000	-	-	8,000	8,000	8,000	8,000	8,000
Transfer to Capital Reserve Fund	35,000	15,893	42,600	-	-	42,600	47,240	52,110	25,020	5,000
MFA Debt ReserveFund	210	210	40	-	-	40	40	40	14,540	14,540
MFA Debt Principal	8,490	8,490	8,490	-	-	8,490	8,490	8,490	8,490	50,940
MFA Debt Interest	5,655	5,655	5,655	-	-	5,655	5,655	5,655	23,418	92,003
TOTAL DEBT / RESERVES	59,955	40,848	64,785	-	-	64,785	69,425	74,295	79,468	170,483
TOTAL COSTS	228,329	223,890	213,902	1,450	-	215,352	223,051	231,066	239,429	353,701
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(20,000)	(20,000)	-	-	-	-	-	-	-	(20,000)
Sales - Water	(16,400)	(16,400)	(16,400)	-	-	(16,400)	(16,400)	(16,400)	(16,400)	(16,400)
User Charges	(143,599)	(139,160)	(147,907)	(1,450)	-	(149,357)	(156,080)	(163,100)	(170,439)	(255,660)
Other Revenue	(830)	(830)	(670)	-	-	(670)	(680)	(690)	(700)	(710)
TOTAL REVENUE	(180,829)	(176,390)	(164,977)	(1,450)	-	(166,427)	(173,160)	(180,190)	(187,539)	(292,770)
REQUISITION - PARCEL TAX	(47,500)	(47,500)	(48,925)	-	-	(48,925)	(49,891)	(50,876)	(51,890)	(60,931)
*Percentage increase over prior year										
Sales			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
User Fee			3.0%	1.0%		4.0%	4.5%	4.5%	4.5%	50.0%
Requisition			3.0%			3.0%	2.0%	2.0%	2.0%	17.4%
Combined			2.8%	0.7%		3.5%	3.6%	3.6%	3.6%	39.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.626	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Fulford Water (SSI)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$4,000	\$66,100	\$113,000	\$165,000	\$0	\$0	\$0	\$344,100
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$70,000	\$270,000	\$0	\$25,000	\$1,450,000	\$1,450,000	\$1,450,000	\$3,195,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$74,000	\$336,100	\$113,000	\$190,000	\$1,450,000	\$1,450,000	\$1,450,000	\$3,539,100

SOURCE OF FUNDS

Capital Funds on Hand	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$1,450,000	\$1,450,000	\$1,450,000	\$2,900,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$4,000	\$260,000	\$102,000	\$150,000	\$0	\$0	\$0	\$512,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$6,100	\$11,000	\$40,000	\$0	\$0	\$0	\$57,100
	\$74,000	\$336,100	\$113,000	\$190,000	\$1,450,000	\$1,450,000	\$1,450,000	\$3,539,100

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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 SLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total	
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	S	Res	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
21-03	Study	Referendum or Alternative Approval Process - Funding for Future Projects	Undertake a referendum or AAP to borrow funds to carry out the replacement of the asbestos cement water main lines.	\$10,000	S	Res	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
22-02	New	Installation of turbidity meter on influent line	Installation of turbidity meter on influent line	\$4,500	E	Grant	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
22-02	New				E	Res	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$500
23-01	New	Replacement of impellers of pumps at Sunnyside Pump station	Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity.	\$6,600	E	Grant	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
23-01	New		Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity.		E	Res	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$600
24-01	New	Electrical service improvement at Fulford WTP	Replacement of panel board directory and address issues with regard to resetting motor overload (Items 47,478.49 & 50 from McElhanney AMP 2020)	\$60,000	E	Grant	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
24-01	New		Replacement of panel board directory and address issues with regard to resetting motor overload (Items 47,478.49 & 50 from McElhanney AMP 2020). CRD PM	\$6,000	E	Res	\$0	\$0	\$6,000	\$0	\$0	\$0	\$0	\$6,000
22-03	New	Water main assessment and replacement strategy and detailed design.	Develop a strategy and phased program to replace aging AC water mains in the system and perform detailed design. Include service lines and water meters.	\$290,000	S	Cap	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
22-03	New				S	Grant	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
25-01	New	Initial phase of water main replacement	Water main replacement detailed design and construction for priority sections	\$2,900,000	S	Debt	\$0	\$0	\$0	\$0	\$1,450,000	\$1,450,000	\$0	\$2,900,000
23-02	New	Back Up Power Generation Equipment	Back up power detailed design.	\$42,000	E	Grant	\$0	\$0	\$42,000	\$0	\$0	\$0	\$0	\$42,000
23-03	New	Back Up Power Generation Equipment	Back up power equipment construction.	\$150,000	E	Grant	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
23-03	New	Back Up Power Generation Equipment	Back up power project CRD PM	\$20,000	E	Res	\$0	\$0	\$5,000	\$15,000	\$0	\$0	\$0	\$20,000
23-07	New	Install Support for Lifting apparatus over DAF system.	Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator as well as for confined space entry apparatus.	\$55,000	E	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
23-07	New				E	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
GRAND TOTAL				\$3,569,100			\$74,000	\$336,100	\$113,000	\$190,000	\$1,450,000	\$1,450,000	\$0	\$3,539,100

Service: 2.626 Fulford Water (SSI)

Project Number 21-02 **Capital Project Title** Public Engagement for Future Projects **Capital Project Description** Inform and engage public within service area on upcoming works that will require borrowing to fund.
Project Rationale Inform and engage public within service area on upcoming works that will require borrowing to fund.

Project Number 21-03 **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 replacement of the asbestos cement water main lines.
Project Rationale Undertake a referendum or AAP to borrow funds to carry out the new well design and construction.

Project Number 22-02 **Capital Project Title** Installation of turbidity meter on influent line **Capital Project Description** Installation of turbidity meter on influent line
Project Rationale Meter required to measure water quality.

Project Number 23-01 **Capital Project Title** Replacement of impellers of pumps at Sunnyside Pump station **Capital Project Description** Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity.
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 (Items 47,478,49 & 50 from McElhanney AMP 2020)
Project Rationale Replacement of aging equipment.

Project Number 22-03	Capital Project Title Water main assessment and replacement strategy and detailed design.	Capital Project Description Develop a strategy and phased program to replace aging AC water mains in the system and perform detailed design. Include service lines and water meters.
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 23-02	Capital Project Title Back Up Power Generation Equipment	Capital Project Description Back up power detailed design.
Project Rationale Back up power is required to ensure continuity of potable water service in the event of a prolonged power outage. This project is for the detailed design.		

Project Number 23-03	Capital Project Title Back Up Power Generation Equipment	Capital Project Description Back up power equipment construction.
Project Rationale Back up power is required to ensure continuity of potable water service in the event of a prolonged power outage. This project is for the construction and CRD project management of it.		

Project Number 23-07	Capital Project Title Install Support for Lifting apparatus over DAF system.	Capital Project Description Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator as well as for confined space entry apparatus.
Project Rationale Operations has identified an H & S issue for the maintenance of this equipment and require lifting apparatus at height in order to make the maintenance tasks for the DAF unit safe.		

**Fulford Water (SSI)
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	4,176	12,176	20,176	28,176	36,176	24,176
Capital Reserve Fund	2,392	38,892	75,132	87,242	112,262	117,262
Total	6,569	51,069	95,309	115,419	148,439	141,439

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.

Reserve Cash Flow

Fund: Fund Centre:	1500 105207	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		13,576	4,176	12,176	20,176	28,176	36,176
Transfer from Ops Budget		10,600	8,000	8,000	8,000	8,000	8,000
Expenditures		(20,000)	-	-	-	-	(20,000)
Planned Maintenance Activity		Reservoir cleaning and inspection					Reservoir cleaning and inspection
Interest Income		-					
Ending Balance \$		4,176	12,176	20,176	28,176	36,176	24,176

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.626 Fulford Water (SSI) - Capital Reserve Fund

Bylaw 3275

Reserve Cash Flow

Fund: Fund Centre:	1070 101897	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		85,499	2,392	38,892	75,132	87,242	112,262
Transfer from Ops Budget		15,893	42,600	47,240	52,110	25,020	5,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(99,000)	(6,100)	(11,000)	(40,000)	-	-
Interest Income		-					
Ending Balance \$		2,392	38,892	75,132	87,242	112,262	117,262

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Cedar Lane Water (SSI)

EAC Review

SEPTEMBER 2022

Service: 2.628 Cedar Lane Water (SSI)

Committee: Electoral Areas

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 \$137,327.

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:		<u>\$0</u>

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)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
OPERATING COSTS										
Operations Contract	22,650	21,100	22,650	(13,220)	-	9,430	-	-	-	-
Repairs & Maintenance	6,600	5,000	1,650	-	-	1,650	1,690	1,730	21,770	1,810
Allocations	4,889	4,889	3,999	-	-	3,999	4,077	4,156	4,237	4,318
Water Testing	3,100	2,640	3,162	-	-	3,162	3,225	3,290	3,355	3,423
Electricity	4,670	4,670	4,810	-	-	4,810	4,910	5,010	5,110	5,210
Supplies	1,570	1,460	1,610	-	-	1,610	1,640	1,670	1,700	1,730
Labour Charges	11,464	11,000	11,500	13,880	-	25,380	35,510	36,210	36,940	37,680
Other Operating Expenses	3,200	2,970	3,350	-	-	3,350	3,410	3,480	3,550	3,630
TOTAL OPERATING COSTS	58,143	53,729	52,731	660	-	53,391	54,462	55,546	76,662	57,801
*Percentage Increase over prior year			-9.3%	1.1%		-8.2%	2.0%	2.0%	38.0%	-24.6%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	2,170	6,584	15,000	-	-	15,000	18,000	30,500	30,900	22,000
Transfer to Operating Reserve Fund	3,200	3,200	5,000	-	-	5,000	4,300	6,136	7,437	3,883
MFA Debt Reserve Fund	30	30	930	-	-	930	30	710	30	30
MFA Debt Principal	5,394	5,394	5,394	-	-	5,394	8,028	2,635	4,626	13,116
MFA Debt Interest	2,430	2,430	3,465	-	-	3,465	6,570	4,973	11,025	25,235
TOTAL DEBT / RESERVES	13,224	17,638	29,789	-	-	29,789	36,928	44,954	54,018	64,264
TOTAL COSTS	71,367	71,367	82,520	660	-	83,180	91,390	100,500	130,680	122,065
FUNDING SOURCES (REVENUE)										
Balance CFW from 2021 to 2022	10,090	10,090	-	-	-	-	-	-	-	-
Transfers from Operations Reserve Fund	(5,000)	(5,000)	-	-	-	-	-	-	(20,000)	-
Sales - Water	(11,500)	(11,500)	(11,500)	-	-	(11,500)	(11,500)	(11,500)	(11,500)	(11,500)
User Charges	(49,777)	(49,777)	(54,640)	(660)	-	(55,300)	(62,210)	(69,920)	(78,590)	(88,340)
Other Revenue	(180)	(180)	(180)	-	-	(180)	(180)	(180)	(180)	(180)
TOTAL REVENUE	(56,367)	(56,367)	(66,320)	(660)	-	(66,980)	(73,890)	(81,600)	(110,270)	(100,020)
REQUISITION - PARCEL TAX	(15,000)	(15,000)	(16,200)	-	-	(16,200)	(17,500)	(18,900)	(20,410)	(22,045)
*Percentage increase over prior year										
Sales			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
User Charge			9.8%	1.3%		11.1%	12.5%	12.4%	12.4%	12.4%
Requisition			8.0%			8.0%	8.0%	8.0%	8.0%	8.0%
Combined			7.9%	0.9%		8.8%	9.9%	10.0%	10.1%	10.3%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.628	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Cedar Lane Water (SSI)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$35,000	\$0	\$35,000
Equipment	\$0	\$22,000	\$0	\$0	\$0	\$0	\$22,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$110,000	\$165,000	\$117,000	\$128,000	\$320,000	\$290,000	\$1,020,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$110,000	\$187,000	\$117,000	\$128,000	\$355,000	\$290,000	\$1,077,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$90,000	\$0	\$68,000	\$290,000	\$290,000	\$738,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$65,000	\$95,000	\$92,000	\$60,000	\$0	\$0	\$247,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$45,000	\$2,000	\$25,000	\$0	\$65,000	\$0	\$92,000
	\$110,000	\$187,000	\$117,000	\$128,000	\$355,000	\$290,000	\$1,077,000

Service: 2.628 Cedar Lane Water (SSI)

Project Number 18-01 **Capital Project Title** Abandon unused wells **Capital Project Description** Decommission wells

Project Rationale The original system drilled five wells, and two (well #1 and #5) are in production and operate separately. Wells that are no longer in use must be closed to avoid potential future aquifer contamination. Abandoning a well must be in accordance with Groundwater Protection Regulations

Project Number 21-01 **Capital Project Title** Power generation equipment design and construction **Capital Project Description** Design and construction of back up power generation for WWTP and Pump stations.

Project Rationale Design and construction of back up power generation for WWTP and Pump stations to maintain potable water service during power outages.

Project Number 23-01 **Capital Project Title** Investigation for new groundwater sources **Capital Project Description** Conduct study and site investigation to identify groundwater sources and new well location

Project Rationale Conduct study and site investigation to identify groundwater sources and new well location as the current wells are depleting. In the SAMP of April 2020 by McElhanney Consulting Services Ltd. It was noted that a new well will be required in the next 1 to 5 years at a cost of \$60K.

Project Number 21-03 **Capital Project Title** Detailed Hydrogeological Assessment **Capital Project Description** Conduct a detailed hydrogeological assessment of the Cedar Lane water system.

Project Rationale Detailed study of groundwater source, state of the aquifer, ground water balance and potential risks and concerns are required to support a sustainable groundwater supply for the residents of the Cedar Lane Water Service Area. Note that approval for a CWF grant was obtained on August 10th, 2020.

Project Number 21-06 **Capital Project Title** WTP Manganese removal construction **Capital Project Description** Construct and install manganese removal system

Project Rationale Health Canada has changed manganese limits. Maximum acceptable concentration (MAC) for total manganese in drinking water is 0.12 mg/L (120 µg/L). Cedar Lane water testing results can exceed this threshold value and sometimes double. There is some urgency to get this done as it is a potential health issue. SSI Engineering intends to get the design done (by third party consultant) in the last half of 2022.

Project Number 24-01 **Capital Project Title** Install New Exhaust System WTP **Capital Project Description** An exhaust system is required to remove dangerous gases before maintenance personnel enter the space.

Project Rationale An exhaust system is required to remove dangerous gases before maintenance personnel enter the space.

Project Number 25-01 **Capital Project Title** AC Pipe Replacement Plan. Analysis and Design **Capital Project Description** Analysis and Design for AC Pipe replacement. 500m.
Project Rationale Analysis and design to replace the asbestos cement piping distribution system. All such piping systems need to be replaced on SSI.

Project Number 26-01 **Capital Project Title** AC Pipe Replacement Plan. Construction **Capital Project Description** Construction of new pipelines to replace AC
Project Rationale Construction to replace the asbestos cement piping distribution system. All such piping systems need to be replaced on SSI.

Project Number 26-02 **Capital Project Title** Mansell PS Building Upgrade **Capital Project Description** Existing building requires upgrading.
Project Rationale The existing Mansell PS Building is in a state of disrepair and needs to be upgraded.

**Cedar Lane Water (SSI)
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	1,227	6,227	10,527	16,663	4,100	7,983
Capital Reserve Fund	7,471	20,471	13,471	43,971	9,871	31,871
Total	8,697	26,697	23,997	60,633	13,970	39,853

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.

Reserve Cash Flow

Fund: Fund Centre:	1500 105208	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		3,027	1,227	6,227	10,527	16,663	4,100
Transfer from Ops Budget		3,200	5,000	4,300	6,136	7,437	3,883
Expenditures		(5,000)	-	-	-	(20,000)	-
Planned Maintenance Activity		Well No.1 Inspection				Reservoir cleaning & inspection	
Interest Income		-					
Ending Balance \$		1,227	6,227	10,527	16,663	4,100	7,983

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.628 Cedar Lane Water (SSI) - Capital Reserve Fund

Bylaw 3582

Reserve Cash Flow

Fund: Fund Centre:	1076 102020	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		42,387	7,471	20,471	13,471	43,971	9,871
Transfer from Ops Budget		6,584	15,000	18,000	30,500	30,900	22,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(41,500)	(2,000)	(25,000)	-	(65,000)	-
Interest Income		-					
Ending Balance \$		7,471	20,471	13,471	43,971	9,871	31,871

Assumptions/Background:

Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2023 Budget

Fernwood Water (SSI)

EAC Review

SEPTEMBER 2022

Service: 2.660 Fernwood Water (SSI)

Committee: Electoral Areas

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 \$435,101.

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:		<hr/> \$0

COMMISSION:

Fernwood and Highland Water Service Commission- Bylaw 4371 (Dec. 09, 2020)

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.

RESERVE FUND BYLAW:

Bylaw No. 1832.

2.660 - Fernwood Water (SSI) -Debt Only	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	82	82	26	-	-	26	27	27	28	29
TOTAL OPERATING COSTS	82	82	26	-	-	26	27	27	28	29
*Percentage Increase over prior year						-68.3%	3.8%	0.0%	3.7%	3.6%
<u>DEBT</u>										
MFA Debt Principal	9,925	9,925	9,925	-	-	9,925	9,925	4,931	2,247	2,247
MFA Debt Interest	4,420	4,420	4,420	-	-	4,420	4,420	1,850	1,530	765
MFA Debt Reserve Fund	50	50	40	-	-	40	40	40	40	40
TOTAL DEBT	14,395	14,395	14,385	-	-	14,385	14,385	6,821	3,817	3,052
TOTAL COSTS	14,477	14,477	14,411	-	-	14,411	14,412	6,848	3,845	3,081
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/f from 2021 to 2022	(14)	(14)	-	-	-	-	-	-	-	-
Other Revenue	(50)	(50)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(64)	(64)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
REQUISITION - PARCEL TAX	(14,413)	(14,413)	(14,371)	-	-	(14,371)	(14,372)	(6,808)	(3,805)	(3,041)
*Percentage increase over prior year Requisition						-0.3%	0.0%	-52.6%	-44.1%	-20.1%

CAPITAL REGIONAL DISTRICT

2023 Budget

SSI Septage/Composting

EAC Review

SEPTEMBER 2022

Service: 3.705 SSI Liquid Waste Disposal

Committee: Electoral Areas

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 \$617,785.

COMMISSION:

Salt Spring Island Liquid Waste Disposal Local Service Commission - Bylaw No. 3693 (April 14, 2010).

FUNDING:

Parcel Tax:	Annual, levied on all properties in the Electoral Area
Tipping Fee:	\$0.455 per imperial gallon (Bylaw No. 4470, November 2021)
Connection Charge:	N/A

RESERVE FUND:

Bylaw No. 2274 (Feb 22, 1995)

Change in Budget 2022 to 2023

Service: 3.705 SSI Septage/Composting

Total Expenditure

Comments

2022 Budget

991,525

Other Changes:

Standard OH Allocation	4,277	Increased expenses in 2022
Sludge Hauling Contract	34,793	Estimate \$0.025/IGAL increase in sludge disposal costs at 1,395,000 IGAL volume
Repairs & Maintenance	9,000	One time cyclical maintenance planned in 2023
IWS Labour Allocation	10,030	2023 IBC 10a-1.8: Manager, SSI and SGI Operations (IWS)
Contribution to composting facility operations	5,000	Ongoing contribution to third party
Reserve Transfers	(18,500)	Transfer to ORF \$6,000 increase and CRF \$(24,500) decrease
Permit Fees	1,200	Ongoing annual occupation fees and permits
Other Expenses	1,040	
	<hr/>	
Total Other Changes	46,840	

2023 Budget

1,038,365

Summary of % Expense

2023 IBC Expense	1.0%
Increased sludge disposal costs	3.5%
Reduced reserve transfers	-1.9%
Balance of increase	2.1%
<i>% expense increase from 2022:</i>	4.7%

% Requisition increase from 2022 (if applicable):

3.0%

Requisition funding is 37.6% of service revenue

Overall 2022 Budget Performance

(expected variance to budget and surplus treatment)

Revenue is projected at \$43,225 (4.4%) higher than budget due to higher than expected revenue from tipping fees. Operating expenses are projected at \$35,025 (4.4%) higher than budget mainly due to the increased cost to dispose higher volumes of sludge and repairs and maintenance costs. The \$8,200 favourable variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of \$29,275 before this transfer.

3.705 - SSI Septage/Composting

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Sludge Hauling Contract	558,000	607,210	592,793	-	-	592,793	604,650	616,740	629,070	641,650
Grit & Waste Sludge Disposal	3,600	3,600	3,600	-	-	3,600	3,670	3,740	3,810	3,890
Repairs & Maintenance	7,750	12,980	7,880	-	9,000	16,880	8,040	8,200	8,360	8,520
Allocations	37,626	37,626	41,973	-	-	41,973	42,815	43,673	44,548	45,439
Electricity	6,500	4,100	6,500	-	-	6,500	6,630	6,760	6,900	7,040
Supplies	7,680	8,880	7,910	-	-	7,910	8,070	8,230	8,390	8,560
Labour Charges	157,236	131,741	157,566	10,030	-	167,596	176,111	179,637	183,244	186,922
Contribution Composting Facility Operation	-	-	-	5,000	-	5,000	5,000	5,000	5,000	5,000
Other Operating Expenses	13,500	20,780	13,870	1,200	-	15,070	15,420	15,770	16,120	16,490
TOTAL OPERATING COSTS	791,892	826,917	832,092	16,230	9,000	857,322	870,406	887,750	905,442	923,511
*Percentage Increase over prior year			5.1%	2.0%	1.1%	8.3%	1.5%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
MFA Debt Reserve	560	560	470	-	-	470	470	470	470	470
MFA Debt Principal	107,308	107,308	107,308	-	-	107,308	107,308	73,348	38,455	38,455
MFA Debt Interest	53,265	53,265	53,265	-	-	53,265	50,115	33,805	29,645	29,645
Transfer to Operating Reserve Fund	4,000	25,000	10,000	-	-	10,000	15,000	25,000	40,000	40,000
Transfer to Capital Reserve Fund	34,500	21,700	10,000	-	-	10,000	13,701	59,756	89,767	95,868
TOTAL DEBT / RESERVES	199,633	207,833	181,043	-	-	181,043	186,594	192,379	198,337	204,438
TOTAL COSTS	991,525	1,034,750	1,013,135	16,230	9,000	1,038,365	1,057,000	1,080,129	1,103,779	1,127,949
*Percentage Increase over prior year			2.2%	1.6%	0.9%	4.7%	1.8%	2.2%	2.2%	2.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	(9,000)	(9,000)	-	-	-	-
Sale - Septage Sludge	(409,500)	(420,875)	(432,000)	-	-	(432,000)	(440,640)	(449,450)	(458,440)	(467,610)
Sale - Sewage Sludge	(204,750)	(236,600)	(209,250)	-	-	(209,250)	(213,440)	(217,710)	(222,060)	(226,500)
Grants in Lieu of Taxes	(460)	(460)	(470)	-	-	(470)	(480)	(490)	(500)	(510)
Recoveries	-	-	-	-	-	-	-	-	-	-
Other Revenue	(1,070)	(1,070)	(670)	-	-	(670)	(670)	(670)	(670)	(670)
TOTAL REVENUE	(615,780)	(659,005)	(642,390)	-	(9,000)	(651,390)	(655,230)	(668,320)	(681,670)	(695,290)
REQUISITION - PARCEL TAX	(375,745)	(375,745)	(370,745)	(16,230)	-	(386,975)	(401,770)	(411,809)	(422,109)	(432,659)
*Percentage increase over prior year Requisition			-1.3%	4.3%		3.0%	3.8%	2.5%	2.5%	2.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	3.705	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	SSI Septage / Composting							

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	\$409,158	\$35,000	\$344,158	\$0	\$50,000	\$0	\$429,158
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$409,158	\$35,000	\$344,158	\$0	\$50,000	\$0	\$429,158
		\$409,158	\$35,000	\$344,158	\$0	\$50,000	\$0	\$429,158

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	\$343,462	\$0	\$303,462	\$0	\$40,000	\$0	\$343,462
Donations / Third Party Funding	Other	\$33,196	\$0	\$33,196	\$0	\$0	\$0	\$33,196
Reserve Fund	Res	\$32,500	\$35,000	\$7,500	\$0	\$10,000	\$0	\$52,500
		\$409,158	\$35,000	\$344,158	\$0	\$50,000	\$0	\$429,158
		\$409,158	\$35,000	\$344,158	\$0	\$50,000	\$0	\$429,158

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023.

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.

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.

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

Carryforward from 2022
Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.

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 #: 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 2022	2023	2024	2025	2026	2027	5 - Year Total
20-01	Replacement	Lagoon Closure	Lagoon Closure	\$82,500	S	Grant	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$75,000
20-01	Replacement				S	Res	\$7,500	\$0	\$7,500	\$0	\$0	\$0	\$7,500
21-01	Study	Strategic Asset management plan	Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects.	\$50,000	S	Grant	\$40,000	\$0	\$0	\$0	\$40,000	\$0	\$40,000
21-01	Study				S	Res	\$10,000	\$0	\$0	\$0	\$10,000	\$0	\$10,000
22-01	New	Composting Facility	Composter and composting infrastructure	\$261,658	S	Grant	\$168,462	\$0	\$168,462	\$0	\$0	\$0	\$168,462
22-01	New				S	Other	\$33,196	\$0	\$33,196	\$0	\$0	\$0	\$33,196
22-01	New				S	Grant	\$60,000	\$0	\$60,000	\$0	\$0	\$0	\$60,000
23-01	New	Grit Chamber	Design review, sizing, and installation of Grit Chamber to substantially reduce maintenance costs.	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
23-02	New	Abattoir Purchase of Assets	To purchase assets from Abattoir Society to reimburse them.	\$15,000	S	Res	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
			GRAND TOTAL	\$429,158			\$409,158	\$35,000	\$344,158	\$0	\$50,000	\$0	\$429,158

Service: 3.705 SSI Septage / Composting

Project Number 20-01

Capital Project Title Lagoon Closure

Capital Project Description Lagoon Closure

Project Rationale Old lagoons that may not be used in the new facility design. Will wait until the options analysis is complete to ensure they will not be used in the new facility.

Project Number 21-01

Capital Project Title Strategic Asset management plan

Capital Project Description Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects.

Project Rationale Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects. Will be done after the new facilities are constructed.

Project Number 22-01

Capital Project Title Composting Facility

Capital Project Description Composter and composting infrastructure

Project Rationale Engineering, design and construction of a composting facility to serve abattoirs and other organic waste producers to reduce the amount hauled off island and to create a local source of valuable compost.

Project Number 23-01

Capital Project Title Grit Chamber

Capital Project Description Design review, sizing, and installation of Grit Chamber to substantially reduce maintenance costs.

Project Rationale Installation of a grit chamber as suggested by Operations to substantially reduce maintenance costs.

Project Number 23-02

Capital Project Title Abattoir Purchase of Assets

Capital Project Description To purchase assets from Abattoir Society to reimburse them.

Project Rationale To purchase assets from Abattoir Society to reimburse them.

SSI Septage/Composting
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	37,475	38,475	53,475	78,475	118,475	158,475
Capital Reserve Fund	123,556	98,556	104,757	164,513	244,280	340,148
Total	161,031	137,031	158,232	242,988	362,755	498,623

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: Fund Centre:	1500 105209	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		12,475	37,475	38,475	53,475	78,475	118,475
Transfer from Ops Budget		25,000	10,000	15,000	25,000	40,000	40,000
Transfer to Ops Budget		-					
Expenditures		-	(9,000)	-	-	-	-
Planned Maintenance Activity			Power Line Maintenance				
Interest Income		-					
Ending Balance \$		37,475	38,475	53,475	78,475	118,475	158,475

Assumptions/Background:

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: Fund Centre:	1087 102146	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		171,856	123,556	98,556	104,757	164,513	244,280
Transfer from Ops Budget		21,700	10,000	13,701	59,756	89,767	95,868
Transfer to Cap Fund		(70,000)	(35,000)	(7,500)	-	(10,000)	-
Interest Income		-					
Ending Balance \$		123,556	98,556	104,757	164,513	244,280	340,148

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Ganges Sewer (SSI)

EAC Review

SEPTEMBER 2022

Service: 3.810 Ganges Sewer Utility (SSI)

Committee: Electoral Areas

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 \$2,861,265.

MAXIMUM CAPITAL DEBT:

Authorized: (A Bylaw 4007, Aug 12, 2015)	\$3,900,000
Borrowed:	\$3,900,000
Remaining	\$0

COMMISSION:

Ganges Sewer Local Services Commission - Bylaw No. 3693 (April 14, 2010)

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding all the property of BC Hydro and Power Authority.

User Charge: Based on water consumption billed annually to properties connected to the system

Parcel Tax: Annual charge based only on properties capable of being connected to system

Connection Charge: Based on actual cost.

RESERVE FUND:

Bylaw No. 3125 (November 26, 2003)

Change in Budget 2022 to 2023
Service: 3.810 Ganges Sewer

Total Expenditure

Comments

2022 Budget

1,085,199

Other Changes:

2023 Repairs & Maintenance	80,000	Sanitary Sewer Flushing and Inspection - onetime cyclical
2022 Repairs & Maintenance	(10,000)	Outfall Inspection - onetime cyclical
IWS Labour Allocation	23,230	2023 IBC 10a-1.8: Manager, SSI and SGI Operations (IWS)
Transfer to ORF & CRF	(48,275)	Transfer to ORF \$28,000 decrease and CRF \$12,263 decrease
Transfer to ERF	50,000	Transfer to fund membrane replacement, cyclical \$500K every 10 years
Other	7,109	
	<hr/>	
Total Other Changes	102,064	

2023 Budget

1,187,263

Summary of % Expense Increase

2023 one-time costs	7.4%
2023 IBC expense	2.1%
Reduction in 2022 one-time costs	-0.9%
Balance of increase	0.8%
<i>% expense increase from 2022:</i>	9.4%

% Requisition increase from 2022 (if applicable):

3.0%

Requisition funding is 5.0% of service revenue

Overall 2022 Budget Performance

(expected variance to budget and surplus treatment)

Revenue is projected at \$10,000 (1.0%) higher than budget due to an increase to the one-time transfer from the Operating Reserve Fund to fund cyclical maintenance. Operating expenses are projected at \$108,704 higher than budget mainly due to repairs and maintenance for emergency response and waste sludge disposal costs during ongoing MBR optimization adjustments. The \$98,704 unfavourable variance will be balanced on the Operating Reserve Fund (\$48,704), which has an expected year end balance of \$123,603 before this transfer; and the Capital Reserve Fund (\$50,000), which has an expected year end balance of \$619,806 before this transfer.

3.810 - Ganges Sewer (SSI)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2023				2024	2025	2026	2027
			CORE BUDGET	ONGOING	ONE-TIME	TOTAL				
<u>OPERATING COSTS</u>										
Sludge Hauling Contracts	30,080	38,900	30,980	-	-	30,980	31,600	32,230	32,870	33,530
Screenings, Grit & Waste Sludge Disposal	124,740	172,900	128,490	-	-	128,490	131,060	133,680	136,350	139,070
Repairs & Maintenance	24,320	61,200	14,750	-	80,000	94,750	45,040	15,350	15,660	40,970
Allocations	48,481	48,481	49,469	-	-	49,469	50,459	51,462	52,491	53,544
Electricity	61,850	55,650	63,710	-	-	63,710	64,980	66,280	67,610	68,970
Water	7,750	3,195	3,260	-	-	3,260	3,330	3,400	3,470	3,540
Supplies	16,210	16,860	16,710	-	-	16,710	17,050	17,390	17,740	18,100
Labour Charges	374,535	396,034	375,266	23,230	-	398,496	418,358	426,748	435,288	444,007
Other Operating Expenses	30,590	34,040	33,160	-	-	33,160	34,020	34,900	35,810	36,750
TOTAL OPERATING COSTS	718,556	827,260	715,795	23,230	80,000	819,025	795,897	781,440	797,289	838,481
*Percentage Increase over prior year			-0.4%	3.2%	11.1%	14.0%	-2.8%	-1.8%	2.0%	5.2%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	70,000	21,296	42,000	-	-	42,000	45,000	39,000	10,000	15,000
Transfer to Capital Reserve Fund	50,000	-	29,725	-	-	29,725	33,020	39,470	13,685	29,395
Transfer to Equipment Replacement Fund	-	-	50,000	-	-	50,000	50,000	50,000	50,000	50,000
MFA Principal Payment	128,013	128,013	128,013	-	-	128,013	128,013	128,013	180,078	180,078
MFA Interest Payment	117,800	117,800	117,800	-	-	117,800	117,800	133,428	180,310	180,310
MFA Debt Reserve Fund	830	830	700	-	-	700	700	14,000	700	700
TOTAL DEBT / RESERVES	366,643	267,939	368,238	-	-	368,238	374,533	403,911	434,773	455,483
TOTAL COSTS	1,085,199	1,095,199	1,084,033	23,230	80,000	1,187,263	1,170,430	1,185,351	1,232,062	1,293,964
*Percentage Increase over prior year			-0.1%	2.1%	7.4%	9.4%	-1.4%	1.3%	3.9%	5.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(10,000)	(20,000)	-	-	(80,000)	(80,000)	(30,000)	-	-	(25,000)
User Charges	(1,015,009)	(1,015,009)	(1,022,222)	(23,230)	-	(1,045,452)	(1,076,820)	(1,119,891)	(1,164,692)	(1,199,634)
Other Revenue	(2,043)	(2,043)	(1,920)	-	-	(1,920)	(1,920)	(1,920)	(1,920)	(1,920)
TOTAL REVENUE	(1,027,052)	(1,037,052)	(1,024,142)	(23,230)	(80,000)	(1,127,372)	(1,108,740)	(1,121,811)	(1,166,612)	(1,226,554)
REQUISITION - PARCEL TAX	(58,147)	(58,147)	(59,891)	-	-	(59,891)	(61,690)	(63,540)	(65,450)	(67,410)
*Percentage increase over prior year										
User Fee			0.7%	2.3%		3.0%	3.0%	4.0%	4.0%	3.0%
Requisition			3.0%			3.0%	3.0%	3.0%	3.0%	3.0%
Combined			0.8%	2.2%		3.0%	3.0%	3.9%	3.9%	3.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	3.810	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Ganges Sewer Utility (SSI)							

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	\$1,347,500	\$235,000	\$58,000	\$1,737,500	\$0	\$0	\$2,030,500
Vehicles	V	\$0	\$77,000	\$0	\$0	\$0	\$0	\$77,000
		\$1,347,500	\$312,000	\$58,000	\$1,737,500	\$0	\$0	\$2,107,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$107,500	\$50,000	\$0	\$57,500	\$0	\$0	\$107,500
Debenture Debt (New Debt Only)	Debt	\$800,000	\$0	\$0	\$1,330,000	\$0	\$0	\$1,330,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$140,000	\$182,000	\$25,000	\$140,000	\$0	\$0	\$347,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$300,000	\$80,000	\$33,000	\$210,000	\$0	\$0	\$323,000
		\$1,347,500	\$312,000	\$58,000	\$1,737,500	\$0	\$0	\$2,107,500

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	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 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	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.
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	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.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	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 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 #: 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 2022	2023	2024	2025	2026	2027	5 - Year Total
21-01	New	Strategic Asset Management Plan	Identify condition of assets, develop prioritized list of infrastructure replacement.	\$50,000	S	Grant	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$40,000
21-01	New				S	Res	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$10,000
21-02	New	Reclaimed Water Study	Feasibility study, identify infrastructure and regulatory requirements and develop conceptual plan and cost estimated for use reclaimed water.	\$57,500	S	Cap	\$57,500	\$0	\$0	\$57,500	\$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	\$55,000	S	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-03	New				S	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
21-04	New	Ganges WWTP Lab Room, Crew Room, blower room design, and chemical storage	Detailed Design for lab and crew room/facility and Blower room expansion for Ganges WWTP	\$1,060,000	S	Res	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000
21-04	New		Construction of chemical storage, lab, crew room facilities		S	Res	\$200,000	\$0	\$0	\$200,000	\$0	\$0	\$200,000
21-04	New		Construction of chemical storage, lab, crew room facilities		S	Debt	\$800,000	\$0	\$0	\$800,000	\$0	\$0	\$800,000
22-01	Replacement	Electorate Assent for Borrowing	Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities	\$20,000	S	Res	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$20,000
22-02	Replacement	Public Engagement	Inform and engage public within service area on upcoming works required for borrowing to fund.	\$10,000	S	Res	\$10,000	\$0	\$10,000	\$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	S	Grant	\$100,000	\$0	\$0	\$100,000	\$0	\$0	\$100,000
22-03	New				S	Debt	\$0	\$0	\$0	\$530,000	\$0	\$0	\$530,000
23-01	Replacement	Replace Generator Trailer	Equipment replacement. Replace IWS Operations Trailer F00845 1999 Ubilt Generator Trailer	\$77,000	V	Grant	\$0	\$77,000	\$0	\$0	\$0	\$0	\$77,000
23-02	New	MBR Cassette lifting brackets	Purchase and install MBR cassette lifting brackets. Identified as an H & S concern for operations staff.	\$65,000	S	Grant	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
23-02	New				S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
23-03	New	Key components and spares replacement schedule	Provisional allowance for the supply and installation of key components and critical spares.	\$55,000	S	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-03	New				S	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
24-01	New	Electrical upgrades	Installation of additional lighting and HMI upgrade.	\$28,000	S	Grant	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
24-01	New				S	Res	\$0	\$0	\$3,000	\$0	\$0	\$0	\$3,000
GRAND TOTAL				\$2,107,500			\$1,347,500	\$312,000	\$58,000	\$1,737,500	\$0	\$0	\$2,107,500

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 Identify condition of assets, develop prioritized list of infrastructure replacement.

Project Number 21-02

Capital Project Title Reclaimed Water Study

Capital Project Description Feasibility study, identify infrastructure and regulatory requirements and develop conceptual plan and cost estimated for use reclaimed water.

Project Rationale Feasibility study, identify infrastructure 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, blower room design, and chemical storage

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, crew area, blower room and storage at the Ganges WWTP.

Project Number 22-01

Capital Project Title Electorate Assent for Borrowing

Capital Project Description Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities

Project Rationale Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities

Project Number 22-02	Capital Project Title Public Engagement	Capital Project Description Inform and engage public within service area on upcoming works required for borrowing to fund.
Project Rationale Inform and engage public within service area on upcoming works required for borrowing to fund.		
Project Number 22-03	Capital Project Title Aeration system improvement construction	Capital Project Description Construction of aeration system improvements including blowers, diffusers and piping systems.
Project Rationale Required to maintain and improve the process performance of the WWTP.		
Project Number 23-01	Capital Project Title Replace Generator Trailer	Capital Project Description Equipment replacement. Replace IWS Operations Trailer F00845 1999 Ubilt Generator Trailer
Project Rationale Need to replace aging compressors before they fail.		
Project Number 23-02	Capital Project Title MBR Cassette lifting brackets	Capital Project Description Purchase and install MBR cassette lifting brackets. Identified as an H & S concern for operations staff.
Project Rationale Purchase and install MBR cassette lifting brackets. Identified as an H & S concern for operations staff.		
Project Number 23-03	Capital Project Title Key components and spares replacement schedule	Capital Project Description Provisional allowance for the supply and installation of key components and critical spares.
Project Rationale Provisional allowance for the supply and installation of key components and critical spares.		
Project Number 24-01	Capital Project Title Electrical upgrades	Capital Project Description Installation of additional lighting and HMI upgrade.
Project Rationale Installation of additional lighting and HMI upgrade.		

**Ganges Sewer (SSI)
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	74,899	36,899	51,899	90,899	100,899	90,899
Total Capital Reserve Fund	567,125	516,850	516,870	346,340	360,025	389,420
Equipment Replacement Fund	100,000	150,000	200,000	250,000	300,000	350,000
Total	742,025	703,750	768,770	687,240	760,925	830,320

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	2022	2023	2024	2025	2026	2027
Beginning Balance		73,603	74,899	36,899	51,899	90,899	100,899
Transfer from Ops Budget		21,296	42,000	45,000	39,000	10,000	15,000
Expenditures		(20,000)	(80,000)	(30,000)	-	-	(25,000)
Planned Maintenance Activity		Outfall Inspection	Sanitary sewer flushing and inspections	WWTP tank draining, cleaning and inspection			Outfall Inspection
Interest Income		-					
Ending Balance \$		74,899	36,899	51,899	90,899	100,899	90,899

Assumptions/Background:

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101836						
Beginning Balance		797,869	500,369	450,094	450,114	279,584	293,269
Transfer from Ops Budget		-	29,725	33,020	39,470	13,685	29,395
Transfer from Cap Fund		-					
Transfer to Cap Fund		(197,500)	(80,000)	(33,000)	(210,000)	-	-
Transfer to ERF		(100,000)	-	-	-	-	-
Interest Income		-					
Ending Balance \$		500,369	450,094	450,114	279,584	293,269	322,664

Assumptions/Background:

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101900						
Beginning Balance		66,757	66,757	66,757	66,757	66,757	66,757
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-					
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		66,757	66,757	66,757	66,757	66,757	66,757

Assumptions/Background:

For use only to fund costs resulting from expansion of service

Reserve Schedule

Reserve Fund: 3.810 Ganges Sewer (SSI) - Equipment Replacement Fund

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101458						
Beginning Balance		-	100,000	150,000	200,000	250,000	300,000
Transfer from Ops Budget		-	50,000	50,000	50,000	50,000	50,000
Transfer from CRF		100,000	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		100,000	150,000	200,000	250,000	300,000	350,000

Assumptions/Background:

Membrane replacement at \$500K every 10 years, anticipated next replacement in 2030.

CAPITAL REGIONAL DISTRICT

2023 Budget

Maliview Sewer Utility (SSI)

EAC Review

SEPTEMBER 2022

Service: 3.820 Maliview Sewer Utility (SSI)

Committee: Electoral Areas

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 \$160,653.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 2991	65,500
BORROWED:	Bylaw No. 3196 (Aug 2004)	(40,982) <i>Retired in 2019</i>
	Bylaw No. 3364 (Aug 2006)	(24,000) <i>Retired in 2021</i>
	Expired	(518)
REMAINING:		<u><u>\$0</u></u>

COMMISSION:

Maliview Sewer Local Service Commission - Bylaw 4371 (Dec 09, 2020)

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Sludge Hauling Contracts	23,460	23,460	24,160	-	-	24,160	24,640	25,130	25,630	26,140
Screenings, Grit & Waste Sludge Disposal	36,720	39,400	37,820	-	-	37,820	38,580	39,350	40,140	40,940
Repairs & Maintenance	8,820	15,500	3,950	-	7,000	10,950	44,020	4,090	4,160	4,230
Allocations	21,422	21,422	21,716	-	-	21,716	22,157	22,603	23,057	23,517
Electricity	3,260	3,300	3,360	-	-	3,360	3,430	3,500	3,570	3,640
Water	1,380	1,380	1,420	-	-	1,420	1,450	1,480	1,510	1,540
Supplies	1,140	800	1,180	-	-	1,180	1,200	1,220	1,240	1,260
Labour Charges	45,023	47,500	45,080	2,900	-	47,980	50,400	51,410	52,440	53,490
Other Operating Expenses	9,160	9,690	9,500	-	-	9,500	9,730	9,960	10,200	10,450
TOTAL OPERATING COSTS	150,385	162,452	148,186	2,900	7,000	158,086	195,607	158,743	161,947	165,207
*Percentage Increase over prior year			-1.5%	1.9%	4.7%	5.1%	23.7%	-18.8%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	49,515	40,628	39,650	-	-	39,650	31,205	34,860	38,685	42,686
Transfer to Operating Reserve Fund	13,000	13,000	13,000	-	-	13,000	13,000	13,000	13,000	13,000
Debt Reserve Fund	3,000	-	3,410	-	-	3,410	-	-	-	-
MFA Principal Payment	-	-	-	-	-	-	9,983	9,983	9,983	9,983
MFA Interest Payment	1,680	-	11,765	-	-	11,765	15,686	15,686	15,686	15,686
TOTAL DEBT / RESERVES	67,195	53,628	67,825	-	-	67,825	69,874	73,529	77,354	81,355
TOTAL COSTS	217,580	216,080	216,011	2,900	7,000	225,911	265,481	232,272	239,301	246,562
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(5,000)	(5,000)	-	-	(7,000)	(7,000)	(40,000)	-	-	-
Sales - Sewer Use	(25,000)	(23,500)	(25,000)	-	-	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
User Charges	(182,670)	(182,670)	(185,961)	(2,900)	-	(188,861)	(195,281)	(201,922)	(208,791)	(215,892)
Other Revenue	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(212,820)	(211,320)	(211,111)	(2,900)	(7,000)	(221,011)	(260,431)	(227,072)	(233,941)	(241,042)
REQUISITION - PARCEL TAX	(4,760)	(4,760)	(4,900)	-	-	(4,900)	(5,050)	(5,200)	(5,360)	(5,520)
*Percentage increase over prior year										
Sales			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
User Fees			1.8%	1.6%		3.4%	3.4%	3.4%	3.4%	3.4%
Requisition			2.9%			2.9%	3.1%	3.0%	3.1%	3.0%
Combined			1.6%	1.4%		3.0%	3.0%	3.0%	3.0%	3.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	3.820	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Maliview Sewer Utility (SSI)							

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	\$2,330,000	\$41,000	\$0	\$0	\$0	\$2,371,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$2,330,000	\$41,000	\$0	\$0	\$0	\$2,371,000
		\$0	\$2,330,000	\$41,000	\$0	\$0	\$0	\$2,371,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$341,000	\$0	\$0	\$0	\$0	\$341,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$1,989,000	\$32,000	\$0	\$0	\$0	\$2,021,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$9,000	\$0	\$0	\$0	\$9,000
		\$0	\$2,330,000	\$41,000	\$0	\$0	\$0	\$2,371,000
		\$0	\$2,330,000	\$41,000	\$0	\$0	\$0	\$2,371,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class T - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	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	Grant	\$0	\$1,809,000	\$0	\$0	\$0	\$0	\$1,809,000
21-03	Replacement				S	Debt	\$0	\$201,000	\$0	\$0	\$0	\$0	\$201,000
22-02	Renewal	Collection system repairs and/or renewal	Replacement/repair of collection pipe and manholes.	\$200,000	S	Grant	\$0	\$180,000	\$0	\$0	\$0	\$0	\$180,000
22-02	Renewal				S	Debt	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
23-01	New	SAMP Development	Develop an asset management plan for the facility.	\$41,000	S	Res	\$0	\$0	\$9,000	\$0	\$0	\$0	\$9,000
23-01	New				S	Grant	\$0	\$0	\$32,000	\$0	\$0	\$0	\$32,000
23-02	Study	I&I program (MOE Requirement)	Clean, CCTV, smoke test & report, review and develop defects list and repair requirements.	\$120,000	S	Debt	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
			GRAND TOTAL	\$2,371,000			\$0	\$2,330,000	\$41,000	\$0	\$0	\$0	\$2,371,000

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 and/or renewal

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

Project Number 23-02

Capital Project Title I&I program (MOE Requirement)

Capital Project Description Clean, CCTV, smoke test & report, review and develop defects list and repair requirements.

Project Rationale The MoE has stipulated that there shall be an I & I Program. The first stage is investigative and will include cleaning, CCTV inspection and smoke testing to locate the leaks and develop a strategy for their repair. The second stage will be the physical repair and renewal of the wastewater piping and manholes.

**Maliview Estates Sewer System
 Summary Schedule
 2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	37,082	43,082	16,082	29,082	42,082	55,082
Capital Reserve Fund	67,017	106,667	128,872	163,732	202,417	245,103
Total	104,099	149,749	144,954	192,814	244,499	300,185

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.

Reserve Cash Flow

Fund: 1500 Fund Centre: 105211	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	29,082	37,082	43,082	16,082	29,082	42,082
Transfer from Ops Budget	13,000	13,000	13,000	13,000	13,000	13,000
Expenditures	(5,000)	(7,000)	(40,000)	-	-	-
Planned Maintenance Activity	Biofilter media replacement	Outfall Inspection	Sanitary sewer system flushing and inspections			
Interest Income	-					
Ending Balance \$	37,082	43,082	16,082	29,082	42,082	55,082

Assumptions/Background:

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				
	2022	2023	2024	2025	2026	2027
Beginning Balance	26,389	67,017	106,667	128,872	163,732	202,417
Transfer from Ops Budget	40,628	39,650	31,205	34,860	38,685	42,686
Transfer from Cap Fund	-					
Transfer to Cap Fund	-	-	(9,000)	-	-	-
Interest Income	-					
Ending Balance \$	67,017	106,667	128,872	163,732	202,417	245,103

Assumptions/Background:

Appendix C-1: Requisition Summary (SGI)

Electoral Area	Provisional 2023	Cost per Avg. Res Asst/ Parcel	2022	Cost per Avg. Res Asst/ Parcel	Change in Requisition		Change in cost per avg household/Parcel	
					\$	%	\$	%
Southern Gulf Islands								
1.010 Legislative & General Government	281,244	40.93	274,492	39.95	6,752	2.5%	0.98	2.5%
1.101 G.I.S.	3,215	0.47	3,132	0.46	83	2.7%	0.01	2.7%
1.112 Regional Grant in Aid	391	0.06	-	-	391	100.0%	0.06	100.0%
1.224 Community Health - Homeless Sec.	12,269	1.79	15,861	2.31	(3,591)	-22.6%	(0.52)	-22.6%
1.280 Regional Parks	414,904	60.39	402,789	58.62	12,115	3.0%	1.76	3.0%
1.280A Regional Parks - Land Acquisition	-	-	2,085	0.30	(2,085)	-100.0%	(0.30)	-100.0%
1.309 Climate Action and Adaptation	32,874	4.78	26,899	3.92	5,975	22.2%	0.87	22.2%
1.310 Land Banking & Housing	38,568	5.61	37,651	5.48	917	2.4%	0.13	2.4%
1.324 Regional Planning Service	32,005	4.66	31,113	4.53	892	2.9%	0.13	2.9%
1.335 Geo-Spatial Referencing System	4,205	0.61	4,127	0.60	78	1.9%	0.01	1.9%
1.374 Regional Emergency Program Support	2,602	0.38	2,526	0.37	76	3.0%	0.01	3.0%
1.375 Hazardous Material Incident Response	6,374	0.93	6,188	0.90	186	3.0%	0.03	3.0%
1.911 Call Answer	2,222	0.32	2,157	0.31	65	3.0%	0.01	3.0%
1.921 Regional CREST Contribution	21,105	3.07	20,490	2.98	615	3.0%	0.09	3.0%
Total Regional	\$851,979	\$124.00	\$829,512	\$120.73	\$22,467	2.7%	\$3.27	2.7%
1.230 Traffic Safety Commission	1,983	0.29	1,983	0.29	-	0.0%	-	0.0%
1.297 Arts Grants	25,624	3.73	24,881	3.62	743	3.0%	0.11	3.0%
1.311 Regional Housing Trust Fund	22,842	3.32	21,803	3.17	1,039	4.8%	0.15	4.8%
1.313 Animal Care Services	97,706	14.22	94,860	13.81	2,846	3.0%	0.41	3.0%
1.913 Fire Dispatch	33,012	4.80	32,074	4.67	938	2.9%	0.14	2.9%
Total Sub-Regional	\$181,167	\$26.37	\$175,601	\$25.56	\$5,566	3.2%	\$0.81	3.2%
1.103 Elections	21,307	3.10	21,307	3.10	(0)	0.0%	(0.00)	0.0%
1.104 U.B.C.M.	4,028	0.59	3,911	0.57	117	3.0%	0.02	3.0%
1.318 Building Inspection	155,942	22.70	151,400	22.04	4,542	3.0%	0.66	3.0%
1.320 Noise Control	13,652	1.99	13,250	1.93	403	3.0%	0.06	3.0%
1.322 Nuisances & Unsightly Premises	18,242	2.65	17,704	2.58	538	3.0%	0.08	3.0%
1.372 Electoral Area Emergency Program	50,798	7.39	49,318	7.18	1,480	3.0%	0.22	3.0%
Total Joint Electoral Area	\$263,969	\$38.42	\$256,890	\$37.39	\$7,079	2.8%	\$1.03	2.8%
1.110 Electoral Area Admin Exp-SGI	400,086	58.23	388,379	56.53	11,707	3.0%	1.70	3.0%
1.117 Grants in Aid - Southern Gulf Islands	105,004	15.28	104,585	15.22	419	0.4%	0.06	0.4%
1.125 SGI Economic Development Commission	122,618	17.85	119,047	17.33	3,571	3.0%	0.52	3.0%
1.138 Southern Gulf Islands - Public Library	235,946	34.34	229,073	33.34	6,873	3.0%	1.00	3.0%
1.235 SGI Small Craft Harbour Facilities**	309,533	51.03	301,288	49.67	8,245	2.7%	1.36	2.7%
1.314 SGI House Numbering	9,654	1.41	9,335	1.36	319	3.4%	0.05	3.4%
1.341 SGI Livestock Injury Compensation	3,158	0.46	3,150	0.46	8	0.3%	0.00	0.3%
1.373 Southern Gulf Islands. Emergency Program	247,378	36.00	247,378	36.00	-	0.0%	-	0.0%
1.533 Stormwater Quality Management - Southern Gulf Is.	39,811	5.79	38,699	5.63	1,112	2.9%	0.16	2.9%
1.923 Emergency Comm - Crest - S.G.I.	182,088	26.50	177,612	25.85	4,476	2.5%	0.65	2.5%
Total SGI Electoral Area	1,655,276	246.89	1,618,546	241.39	36,730	2.3%	\$5.51	2.3%
Total Capital Regional District	\$2,952,391	\$435.68	\$2,880,548	\$425.06	\$71,842	2.5%	\$10.62	2.5%
Cost/average residential property	\$435.68		\$425.06		\$10.62			
CRHD Capital Regional Hospital District	689,927	100.41	689,722	100.38	205	0.0%	0.03	0.0%
Total CRD and CRHD	\$3,642,317	\$536.09	\$3,570,270	\$525.45	\$72,047	2.0%	\$10.65	2.0%

Average residential assessment - 2022 \$713,841 \$713,841

Major Impacts (Changes in \$/Avg HH >+/- \$1.00)

	Change in Requisition		Change in Avg HH	
	\$	%	\$	%
REGIONAL				
Regional Parks	12,115	0.3%	1.76	0.3%
SGI EA				
Electoral Area Admin Exp-SGI	11,707	0.3%	1.70	0.3%
Southern Gulf Islands - Public Library	6,873	0.2%	1.00	0.2%
SGI Small Craft Harbour Facilities**	8,245	0.2%	1.36	0.3%
Capital Regional Hospital District	205	0.0%	0.03	0.0%
Other	32,902	0.9%	4.79	0.9%
Total	72,047	2.0%	10.65	2.0%

Southern Gulf Islands Local/Specified/Defined Services		Provisional		Cost per Avg.		Change in Requisition		Change in cost per avg	
		2023	Cost per Avg. Res Asst/ Parcel	2022	Cost per Avg. Res Asst/ Parcel	\$	%	\$	%
1.137	Galiano Island Community Use Building	64,770	42.75	62,929	41.54	1,841	2.9%	1.22	2.9%
1.170	Gossip Island Electric Power Supply	56,684	1,070.31	56,585	1,068.44	99	0.2%	1.87	0.2%
1.227	Saturna Island Medical Clinic	32,331	49.88	31,389	48.43	942	3.0%	1.45	3.0%
1.228	Galiano Health Service	139,666	92.19	135,596	89.50	4,070	3.0%	2.69	3.0%
1.229	Pender Islands Health Care Centre	217,840	87.32	225,987	90.58	(8,147)	-3.6%	(3.27)	-3.6%
1.352	South Galiano Fire Protection	578,378	632.96	491,705	538.10	86,673	17.6%	94.85	17.6%
1.356	Pender Fire Protection	1,121,867	452.01	1,091,973	439.97	29,894	2.7%	12.04	2.7%
1.359	N. Galiano Fire Protection	211,489	525.84	206,437	513.28	5,052	2.4%	12.56	2.4%
1.363	Saturna Is. Fire Protection	183,130	281.20	177,796	273.01	5,334	3.0%	8.19	3.0%
1.465	Saturna Is Community Parks	23,825	36.58	23,323	35.81	502	2.2%	0.77	2.2%
1.468	Saturna Is Community Recreation	9,996	15.35	9,891	15.19	105	1.1%	0.16	1.1%
1.475	Mayne Is Community Parks	93,012	54.63	90,403	53.10	2,609	2.9%	1.53	2.9%
1.478	Mayne Is Community Rec	35,740	20.99	34,890	20.49	850	2.4%	0.50	2.4%
1.485	N & S Pender Community Parks	167,354	66.89	163,654	65.41	3,700	2.3%	1.48	2.3%
1.488	N & S Pender Community Rec	67,240	26.88	65,283	26.09	1,957	3.0%	0.78	3.0%
1.495	Galiano Parks	97,561	74.51	94,724	72.34	2,837	3.0%	2.17	3.0%
1.498	Galiano Community Recreation	38,317	29.26	37,427	28.58	890	2.4%	0.68	2.4%
2.630	Magic Lakes Estate Water System	580,000	498.12	579,148	497.39	852	0.1%	0.73	0.1%
2.640	Lyll Harbour/Boot Cove Water	133,030	784.28	131,060	772.67	1,970	1.5%	11.61	1.5%
2.642	Skana Water	24,480	336.55	24,000	329.95	480	2.0%	6.60	2.0%
2.665	Sticks Allison Water	5,100	141.26	5,000	138.49	100	2.0%	2.77	2.0%
2.667	Surfside Park Estates Water	23,790	227.11	23,100	220.52	690	3.0%	6.59	3.0%
3.755	Regional Source Control - Magic Lake Estates	3,982	5.60	3,866	5.44	116	3.0%	0.16	3.0%
3.830	Magic Lake Estates Sewer System	586,010	851.49	586,010	851.49	-	0.0%	-	0.0%
3.830D	Magic Lake Estates Sewer Debt	230,255	134.30	211,616	123.43	18,639	8.8%	10.87	8.8%
Total Local/Specified/Defined Services		\$4,725,847		\$4,563,792		\$162,055			

Average residential assessment - 2022

\$713,841

\$713,841

Appendix C-2

Southern Gulf Islands - Operating Budget Highlights - Gross Expenditure (+/- 3.0% and +/- \$20,000)

SGI Services +/- 3.0% and +/- \$20,000	Gross Expenditure 2023	Gross Expenditure 2022	Changes \$	Changes %	Main Budget Driver
No budget change meets criteria above	-	-	-	-	
Total Southern Gulf Islands Electoral Area	-	-	-	-	
1.352 - South Galiano Fire Protection	559,541	472,448	87,093	18.4%	• Increased debt costs- \$2.2M long term borrowing MFA for Firehall Project in 2022
1.369 - EA Fire Services - SGI	110,937	161,115	(50,178)	-31.1%	• One-time Fire Governance Review in 2022 - funded by Operating Reserve Fund (ORF)
2.630 - Magic Lake Estate Water	999,851	962,930	36,921	3.8%	• 2023 IBC 10a-1.8: Manager, SSI and SGI Operations (IWS), \$26K for service delivery • One-time special program costs - funded by Operating Reserve Fund (ORF)
Total Local/Specified/Defined Area	1,670,329	1,596,493	73,836	4.6%	
Other (Services not meeting criteria above)	6,228,119	6,149,382	78,737	1.3%	
Total Southern Gulf Islands	7,898,448	7,745,875	152,573	2.0%	

Southern Gulf Islands - Operating Budget by Expenditure Type (in \$ millions)

Expenditure Type	Provisional Plan \$M 2023	Financial Plan \$M* 2022	Changes \$M	Changes %
Operations	6.04	6.03	0.01	0.2%
Capital Funding	0.01	0.01	-	0.0%
Debt Servicing	1.11	0.90	0.21	23.3%
Transfer to Reserves	0.74	0.81	(0.07)	-8.6%
Total Southern Gulf Islands	7.90	7.75	0.15	2.0%

*Based on Amendment Financial Plan (Bylaw No. 4498)

Appendix C-3
Southern Gulf Islands 2023 Major Capital Projects ≥ \$100,000

SERVICE AREA	\$(’000)	FUNDING SOURCE
Protective Services		
1.356 Pender Fire Protection		
Replace (E27 Unit 746) Rated Mini-Pumper 1500 IGPM	215	Reserves
Sewer		
3.830 Magic Lake Estates Sewer		
Wastewater Improvements - Sewer Replacement	100	Capital on hand
Wastewater Improvements - Pump Station and Treatment Plant Upgrades	6,130	Grants, Capital on hand
Other		
1.235 SGI Small Craft Harbour Facilities		
Upgrades to Retreat Cove dock facility	160	Capital on hand
Detailed inspections including underwater inspection	125	Reserves

Total Projects ≥ \$100K	6,730
Total Projects < \$100K	961
Total 2023 Capital Projects	7,691

Appendix C-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SGI 2023							Schedule B - Extract								
Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING							
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL	
1.110	Sgi Admin. Expenditures	4,000					4,000			4,000					4,000
1.137	Galiano Island Community Use Building			10,000			10,000					10,000			10,000
1.235	Sgi Small Craft Harbour Facilities				415,000		415,000	240,000				175,000			415,000
1.318	Building Inspection	10,788	16,700				27,488			27,488					27,488
1.352	South Galiano Fire	12,800					12,800			12,800					12,800
1.356	Pender Island Fire	15,000	215,000	15,000			245,000			230,000		15,000			245,000
1.373	Sgi Emergency Program	60,000					60,000					60,000			60,000
1.465	Saturna Island Community Parks				50,000		50,000					50,000			50,000
1.475	Mayne Island Community Parks	7,000		19,000	10,000		36,000					36,000			36,000
1.485	Pender Island Community Parks				297,990		297,990					297,990			297,990
1.495	Galiano Community Parks				21,500		21,500					21,500			21,500
2.630	Magic Lake Estates Water (Pender)	7,500			25,000		32,500				2,500	30,000			32,500
2.640	Lyal Harbour Boot Cove Water (Saturna)	66,000			15,000		81,000		58,000			23,000			81,000
2.642	Skana Water (Mayne)	75,000			55,000		130,000	40,000	75,000			15,000			130,000
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)	7,500			6,230,000		6,237,500	1,730,000			4,502,500	5,000			6,237,500
TOTAL		290,588	231,700	44,000	7,124,490	-	7,690,778	2,010,000	133,000	274,288	4,505,000	768,490	-	-	7,690,778

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 SGI Administration

1.117 SGI 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

1.229 Pender 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 EA Fire Services - JDF & SGI

1.373 SGI 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

2023 BUDGET

Elections

EAC REVIEW

SEPTEMBER 2022

Service: 1.103 Elections

Committee: Electoral Areas

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 - Elections	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Electoral Area Elections	162,500	162,500	-	-	-	-	-	-	177,620	-
Islands Trust	74,900	74,900	-	-	-	-	-	-	81,870	-
Allocations and Insurance	32	32	380	-	-	380	400	420	13,038	460
TOTAL OPERATING COSTS	237,432	237,432	380	-	-	380	400	420	272,528	460
*Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	25,500	25,500	65,200	-	-	65,200	65,200	65,200	-	65,200
TOTAL COSTS	262,932	262,932	65,580	-	-	65,580	65,600	65,620	272,528	65,660
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(122,457)	(122,457)	-	-	-	-	-	-	(125,038)	-
Recovery from Islands Trust	(74,900)	(74,900)	-	-	-	-	-	-	(81,870)	-
Other Income	(84)	(84)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(197,441)	(197,441)	(90)	-	-	(90)	(90)	(90)	(206,998)	(90)
REQUISITION	(65,491)	(65,491)	(65,490)	-	-	(65,490)	(65,510)	(65,530)	(65,530)	(65,570)
*Percentage increase over prior year Requisition			0.0%			0.0%	0.0%	0.0%	0.0%	0.1%

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: Fund Centre:	1500 105515	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		103,359	6,402	71,602	136,802	202,002	76,964
Transfer from Op Budget		25,500	65,200	65,200	65,200	-	65,200
Transfer to Op Budget		(122,457)	-	-	-	(125,038)	-
Interest Income		-					
Ending Balance \$		6,402	71,602	136,802	202,002	76,964	142,164

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections every 4 years

CAPITAL REGIONAL DISTRICT

2023 Budget

UBCM

EAC REVIEW

SEPTEMBER 2022

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Membership Fee	12,945	12,067	13,002	-	-	13,002	13,260	13,523	13,797	14,071
TOTAL COSTS	12,945	12,067	13,002	-	-	13,002	13,260	13,523	13,797	14,071
*Percentage Increase over prior year						0.4%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	848	(848)	-	-	(848)	-	-	-	-
Balance c/fwd from 2021 to 2022	(1,147)	(1,147)	-	-	-	-	-	-	-	-
Other Revenue	(76)	(46)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(1,223)	(345)	(928)	-	-	(928)	(80)	(80)	(80)	(80)
REQUISITION	(11,722)	(11,722)	(12,074)	-	-	(12,074)	(13,180)	(13,443)	(13,717)	(13,991)
*Percentage increase over prior year Requisition						3.0%	9.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Building Inspection

EAC Review

SEPTEMBER 2022

Service: 1.318 Building Inspection

Committee: Electoral Areas

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 2022 to 2023
Service: 1.318 Building Inspection

Total Expenditure

Comments

2022 Budget

1,792,001

Change in Salaries:

Base salary change	25,500	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(4,022)	
Overtime and auxiliary wages	15,886	Due to increased construction activity
Total Change in Salaries	37,364	

Other Changes:

Standard Overhead Allocation	10,290	Increase in 2022 operating costs
Human Resources Allocation	971	
Building Occupancy Allocation	6,581	
Bylaw Enforcement Allocation	5,000	Cost recovery from Bylaw services to issue fines for building infractions Increase in salaries due to step increase/paygrade change from sender:
Emergency Program Allocation	1,345	1.372 Emergency Planning Coordination
Staff Training and Development	2,930	Wood stove inspection training course
Office Supplies	2,100	First aid supplies and safety equipment
Equipment Purchases and Vehicle Maintenance	7,660	Earth quake equipment, cell phone boosters, and satellite phone
Other (Travel, Licenses, Electricity)	6,893	
Total Other Changes	43,770	

2023 Budget

1,873,135

Summary of % Expense Increase

Auxiliary labour due to increased construction activity	0.9%	
Equipment and maintenance	0.4%	
Building infraction enforcement (Bylaw allocation)	0.3%	
Training and Development	0.2%	
Balance of increase	2.8%	
% expense increase from 2022:	4.5%	
% Requisition increase from 2022 (if applicable):	3.0%	<i>Requisition funding is 25.0% of service revenue</i>

Overall 2022 Budget Performance
 (expected variance to budget and surplus treatment)

Revenues are projected at \$149,640 (11.4%) higher than budget primarily due to higher permit fee revenues driven by increased construction activity in 2022. Operating expenditures are projected at \$147,935 (-8.5%) lower than budget primarily due to staff vacancies and lower travel expenses. The \$297,575 favourable variance will be transferred to the Operating Reserve Fund (\$247,575), which has an expected year end balance of \$226,999 before this transfer; and the Equipment Replacement Fund (\$50,000), which has an expected year end balance of \$94,830 before this transfer.

1.318 - Building Inspection

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	1,197,922	1,092,247	1,235,286	-	-	1,235,286	1,261,679	1,288,627	1,316,163	1,344,285
Telecommunications	36,610	21,557	37,710	-	-	37,710	38,470	39,230	40,020	40,820
Legal Expenses	10,600	10,600	10,920	-	-	10,920	11,140	11,360	11,590	11,820
Building Rent	34,880	34,880	35,480	-	-	35,480	36,090	36,810	37,550	38,300
Supplies	16,700	17,888	18,800	-	-	18,800	17,540	17,900	18,260	18,620
Allocations	298,869	300,410	324,529	-	-	324,529	337,519	347,458	356,968	366,799
Other Operating Expenses	153,120	123,184	167,110	-	-	167,110	169,710	173,140	176,640	180,210
TOTAL OPERATING COSTS	1,748,701	1,600,766	1,829,835	-	-	1,829,835	1,872,148	1,914,525	1,957,191	2,000,854
*Percentage Increase over prior year						4.6%	2.3%	2.3%	2.2%	2.2%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	20,000	70,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Operating Reserve Fund	-	247,575	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	20,000	317,575	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	1,792,001	1,941,641	1,873,135	-	-	1,873,135	1,915,448	1,957,825	2,000,491	2,044,154
*Percentage Increase over prior year						4.5%	2.3%	2.2%	2.2%	2.2%
Internal Recoveries	(30,076)	(30,076)	(30,980)	-	-	(30,980)	(31,600)	(32,230)	(32,870)	(33,530)
TOTAL COSTS LESS INTERNAL RECOVERIES	1,761,925	1,911,565	1,842,155	-	-	1,842,155	1,883,848	1,925,595	1,967,621	2,010,624
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(66,235)	(66,235)	(51,755)	-	-	(51,755)	(57,648)	(62,875)	(67,621)	(72,594)
Permit Fees Revenue	(1,200,000)	(1,350,000)	(1,280,000)	-	-	(1,280,000)	(1,305,600)	(1,331,710)	(1,358,350)	(1,385,510)
Contract Revenue	(37,510)	(37,150)	(38,640)	-	-	(38,640)	(39,410)	(40,200)	(41,010)	(41,830)
Grants in Lieu of Taxes	(1,802)	(1,802)	(1,720)	-	-	(1,720)	(1,750)	(1,790)	(1,830)	(1,880)
Revenue - Other	(2,610)	(2,610)	(2,660)	-	-	(2,660)	(2,710)	(2,760)	(2,820)	(2,900)
TOTAL REVENUE	(1,308,157)	(1,457,797)	(1,374,775)	-	-	(1,374,775)	(1,407,118)	(1,439,335)	(1,471,631)	(1,504,714)
REQUISITION	(453,768)	(453,768)	(467,380)	-	-	(467,380)	(476,730)	(486,260)	(495,990)	(505,910)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	10.2		10.2			10.2	10.2	10.2	10.2	10.2

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.318 Building Inspection	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$1,300	\$32,300	\$5,500	\$4,500	\$6,000	\$6,000	\$54,300
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300

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	\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300
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
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300

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 21-01

Capital Project Title Furniture Replacement

Capital Project Description Salt Spring Island furniture replacement

Project Rationale Replace desks, chairs, shelving, cabinetry and other furniture that has become worn and requires replacement.

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.

**Building Inspection
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	473,418	421,663	364,015	301,140	233,519	160,925
Equipment Replacement Fund	144,830	82,530	97,030	112,530	76,530	90,530
Total	618,247	504,192	461,044	413,669	310,048	251,454

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: Fund Centre:	1500 105544	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		292,078	473,418	421,663	364,015	301,140	233,519
Transfer from Ops Budget		247,575	-	-	-	-	-
Transfer to Ops Budget		(66,235)	(51,755)	(57,648)	(62,875)	(67,621)	(72,594)
Interest Income		-					
Ending Balance \$		473,418	421,663	364,015	301,140	233,519	160,925

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101425	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		208,730	144,830	82,530	97,030	112,530	76,530
Transfer from Ops Budget		70,000	20,000	20,000	20,000	20,000	20,000
Planned Purchase		(133,900)	(82,300)	(5,500)	(4,500)	(56,000)	(6,000)
Interest Income		-					
Ending Balance \$		144,830	82,530	97,030	112,530	76,530	90,530

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 BUDGET

NOISE CONTROL

EAC REVIEW

SEPTEMBER 2022

Service: 1.320 Noise Control

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Legal	6,900	1,500	7,110	-	-	7,110	7,250	7,400	7,550	7,700
Allocations	2,597	2,597	2,678	-	-	2,678	2,731	2,782	2,834	2,886
Internal Time Charges	30,474	30,474	31,390	-	-	31,390	32,020	32,650	33,310	33,970
Other Operating Expenses	50	65	50	-	-	50	50	50	50	50
TOTAL OPERATING COSTS	40,021	34,636	41,228	-	-	41,228	42,051	42,882	43,744	44,606
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
Transfer to Operating Reserve Fund	-	5,335	-	-	-	-	-	-	-	-
TOTAL COSTS	40,021	39,971	41,228	-	-	41,228	42,051	42,882	43,744	44,606
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(160)	(160)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
Revenue - Other	(150)	(100)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(310)	(260)	(310)	-	-	(310)	(310)	(310)	(310)	(310)
REQUISITION	(39,711)	(39,711)	(40,918)	-	-	(40,918)	(41,741)	(42,572)	(43,434)	(44,296)
*Percentage increase over prior year Requisition						3.0%	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: Fund Centre:	1500 105406	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		15,454	20,789	20,789	20,789	20,789	20,789
Transfer from Ops Budget		5,335	-	-	-	-	-
Interest Income		-					
Ending Balance \$		20,789	20,789	20,789	20,789	20,789	20,789

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2023 BUDGET

Nuisance & Unsightly Premises

EAC REVIEW

SEPTEMBER 2022

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Legal	2,130	500	2,190	-	-	2,190	2,230	2,270	2,320	2,370
Allocations	3,240	3,240	3,346	-	-	3,346	3,412	3,477	3,542	3,609
Internal Time Charges	47,685	47,685	49,130	-	-	49,130	50,100	51,100	52,120	53,160
Other Operating Expenses	320	320	320	-	-	320	320	320	320	320
TOTAL OPERATING COSTS	53,375	51,745	54,986	-	-	54,986	56,062	57,167	58,302	59,459
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	1,630	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	1,630	-	-	-	-	-	-	-	-
TOTAL COSTS	53,375	53,375	54,986	-	-	54,986	56,062	57,167	58,302	59,459
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(213)	(213)	(213)	-	-	(213)	(220)	(220)	(220)	(220)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(313)	(313)	(313)	-	-	(313)	(320)	(320)	(320)	(320)
REQUISITION	(53,062)	(53,062)	(54,673)	-	-	(54,673)	(55,742)	(56,847)	(57,982)	(59,139)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

Reserve Schedule

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

For unforeseen legal expenses

Reserve Cash Flow

Fund: Fund Centre:	1500 105403	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		11,693	13,323	13,323	13,323	13,323	13,323
Transfer from Ops Budget		1,630	-	-	-	-	-
Interest Income		-					
Ending Balance \$		13,323	13,323	13,323	13,323	13,323	13,323

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 BUDGET

Electoral Area Emergency Planning Coordination

EAC REVIEW

SEPTEMBER 2022

Service: 1.372 Emergency Planning Coordination

Committee: Planning and 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 - Electoral Area Emergency Planning Coordination	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries	538,896	528,836	567,137	-	-	567,137	579,331	591,790	604,508	617,502
Travel Expenses	1,860	1,000	1,920	-	-	1,920	1,960	2,000	2,040	2,080
Telecommunications	6,950	6,950	7,160	-	-	7,160	7,300	7,450	7,600	7,750
Staff Training & Development	1,650	2,537	1,700	-	-	1,700	1,730	1,760	1,800	1,840
Supplies	2,050	1,900	2,110	-	-	2,110	2,150	2,190	2,230	2,270
Allocations	62,608	62,608	63,573	-	-	63,573	65,045	66,555	67,884	69,243
Other Operating Expenses	8,750	9,101	9,260	-	-	9,260	9,450	9,640	9,830	10,020
TOTAL OPERATING COSTS	622,764	612,932	652,860	-	-	652,860	666,966	681,385	695,892	710,705
*Percentage Increase over prior year						4.8%	2.2%	2.2%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	7,500	17,332	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	7,500	17,332	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL COSTS	630,264	630,264	660,360	-	-	660,360	674,466	688,885	703,392	718,205
Internal Recoveries	(468,860)	(468,860)	(492,300)	-	-	(492,300)	(507,070)	(522,280)	(537,950)	(551,400)
OPERATING COSTS LESS INTERNAL RECOVERIES	161,404	161,404	168,060	-	-	168,060	167,396	166,605	165,442	166,805
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(12,674)	(12,674)	(14,870)	-	-	(14,870)	(11,174)	(7,241)	(2,900)	(1,025)
Grants in Lieu of Taxes	(597)	(597)	(610)	-	-	(610)	(620)	(630)	(640)	(650)
Revenue - Other	(320)	(320)	(330)	-	-	(330)	(330)	(330)	(330)	(330)
TOTAL REVENUE	(13,591)	(13,591)	(15,810)	-	-	(15,810)	(12,124)	(8,201)	(3,870)	(2,005)
REQUISITION	(147,813)	(147,813)	(152,250)	-	-	(152,250)	(155,272)	(158,404)	(161,572)	(164,800)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	4.0	4.0	4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.372	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Emergency Planning Coordination							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment	E	\$0	\$0	\$2,500	\$0	\$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	\$70,000	\$70,000	
		\$0	\$0	\$2,500	\$0	\$0	\$70,000	\$72,500	

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	\$2,500	\$0	\$0	\$70,000	\$72,500	
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	\$2,500	\$0	\$0	\$70,000	\$72,500	

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

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, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	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 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	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.
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	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.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	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 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 #: 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 2022	2023	2024	2025	2026	2027	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$2,500	E	ERF	\$0	\$0	\$2,500	\$0	\$0	\$0	\$2,500
23-01	Replacement	Vehicle Replacement	Vehicle replacement	\$70,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$70,000	\$70,000
			GRAND TOTAL	\$72,500			\$0	\$0	\$2,500	\$0	\$0	\$70,000	\$72,500

Electoral Area Emergency Planning Coordination
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	48,765	33,895	22,721	15,480	12,580	11,555
Equipment Replacement Fund	49,587	57,087	62,087	69,587	77,087	14,587
Total	98,352	90,982	84,808	85,067	89,667	26,142

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	105545						
Beginning Balance		61,439	48,765	33,895	22,721	15,480	12,580
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(12,674)	(14,870)	(11,174)	(7,241)	(2,900)	(1,025)
Interest Income		-					
Ending Balance \$		48,765	33,895	22,721	15,480	12,580	11,555

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101985						
Beginning Balance		32,255	49,587	57,087	62,087	69,587	77,087
Transfer from Op Budget		17,332	7,500	7,500	7,500	7,500	7,500
Planned Purchase		-	-	(2,500)	-	-	(70,000)
Interest Income		-					
Ending Balance \$		49,587	57,087	62,087	69,587	77,087	14,587

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2023 Budget

Admin Expenditures (SGI)

EAC REVIEW

SEPTEMBER 2022

Service: 1.110 SGI Admin. Expenditures

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Director Admin	110,915	105,946	115,040	-	-	115,040	117,305	119,621	121,986	124,401
Management Services	354,390	331,945	327,033	-	23,000	350,033	334,258	341,420	348,665	356,090
TOTAL OPERATING COSTS	465,305	437,891	442,073	-	23,000	465,073	451,563	461,041	470,651	480,491
*Percentage Increase over prior year			-5.0%			0.0%	-2.9%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	8,148	-	-	-	-	-	-	6,000	15,000
Transfer to Equipment Replacement Fund	1,020	1,020	1,100	-	-	1,100	1,100	1,100	5,300	10,100
TOTAL CAPITAL / RESERVES	1,020	9,168	1,100	-	-	1,100	1,100	1,100	11,300	25,100
TOTAL COSTS	466,325	447,059	443,173	-	23,000	466,173	452,663	462,141	481,951	505,591
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(60,250)	(45,250)	(25,014)	-	(23,000)	(48,014)	(14,260)	(2,490)	-	-
Cost Recovery	(13,884)	(9,618)	(14,063)	-	-	(14,063)	(14,284)	(14,510)	(14,740)	(14,975)
Grants in Lieu of Taxes	(3,612)	(3,612)	(3,720)	-	-	(3,720)	(3,790)	(3,860)	(3,930)	(4,000)
Other Revenue	(200)	(200)	(290)	-	-	(290)	(310)	(310)	(310)	(310)
TOTAL REVENUE	(77,946)	(58,680)	(43,087)	-	(23,000)	(66,087)	(32,644)	(21,170)	(18,980)	(19,285)
REQUISITION	(388,379)	(388,379)	(400,086)	-	-	(400,086)	(420,019)	(440,971)	(462,971)	(486,306)
*Percentage increase over prior year Requisition						3.0%	5.0%	5.0%	5.0%	5.0%
AUTHORIZED POSITIONS										
Salaried FTE	1	1	1			1	1	1	1	1

1.110 - Admin Expenditures (SGI) Director Admin	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Director's Remuneration	44,689	44,400	46,030	-	-	46,030	46,950	47,890	48,850	49,830
Contract for Services	20,560	20,560	21,180	-	-	21,180	21,600	22,030	22,470	22,920
Travel	6,000	3,300	6,180	-	-	6,180	6,300	6,430	6,560	6,690
Allocations	12,902	12,902	14,257	-	-	14,257	14,541	14,831	15,126	15,426
Other Operating Expenses	26,764	24,784	27,393	-	-	27,393	27,914	28,440	28,980	29,535
TOTAL OPERATING COSTS	110,915	105,946	115,040	-	-	115,040	117,305	119,621	121,986	124,401
*Percentage Increase over prior year						3.7%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	1,753	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	1,020	1,020	1,100	-	-	1,100	1,100	1,100	1,100	1,100
TOTAL CAPITAL / RESERVES	1,020	2,773	1,100	-	-	1,100	1,100	1,100	1,100	1,100
TOTAL COSTS	111,935	108,719	116,140	-	-	116,140	118,405	120,721	123,086	125,501
<u>FUNDING SOURCES (REVENUE)</u>										
Cost Recovery	(11,184)	(7,968)	(11,363)	-	-	(11,363)	(11,584)	(11,810)	(12,040)	(12,275)
Grants in Lieu of Taxes	(1,139)	(1,139)	(1,170)	-	-	(1,170)	(1,190)	(1,210)	(1,230)	(1,250)
Interest Income	(200)	(200)	(290)	-	-	(290)	(310)	(310)	(310)	(310)
TOTAL REVENUE	(12,523)	(9,307)	(12,823)	-	-	(12,823)	(13,084)	(13,330)	(13,580)	(13,835)
REQUISITION	(99,412)	(99,412)	(103,317)	-	-	(103,317)	(105,321)	(107,391)	(109,506)	(111,666)
*Percentage increase over prior year Requisition						3.9%	1.9%	2.0%	2.0%	2.0%

**1.110 - Admin Expenditures (SGI)
Management Services**

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
OPERATING COSTS										
Salaries & Wages	160,456	160,456	168,026	-	-	168,026	171,646	175,343	179,120	182,978
Contract for Services	69,400	69,400	71,480	-	8,000	79,480	72,910	74,370	75,860	77,380
Travel	2,910	2,910	3,000	-	-	3,000	3,060	3,120	3,180	3,240
Memberships & Professional Dues	830	605	850	-	-	850	870	890	910	930
Allocations	39,774	39,774	41,957	-	-	41,957	43,212	44,297	45,335	46,402
Referendum Costs to establish new SGI Service	35,000	20,000	-	-	15,000	15,000	-	-	-	-
Other Operating Expenses	46,020	38,800	41,720	-	-	41,720	42,560	43,400	44,260	45,160
TOTAL OPERATING COSTS	354,390	331,945	327,033	-	23,000	350,033	334,258	341,420	348,665	356,090
*Percentage Increase over prior year			-7.7%			-1.2%	-4.5%	2.1%	2.1%	2.1%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	6,395	-	-	-	-	-	-	6,000	15,000
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	4,200	9,000
TOTAL CAPITAL / RESERVES	-	6,395	-	-	-	-	-	-	10,200	24,000
TOTAL COSTS	354,390	338,340	327,033	-	23,000	350,033	334,258	341,420	358,865	380,090
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(60,250)	(45,250)	(25,014)	-	(23,000)	(48,014)	(14,260)	(2,490)	-	-
Sub-lease Recovery	(2,700)	(1,650)	(2,700)	-	-	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Grants in Lieu of Taxes	(2,473)	(2,473)	(2,550)	-	-	(2,550)	(2,600)	(2,650)	(2,700)	(2,750)
TOTAL REVENUE	(65,423)	(49,373)	(30,264)	-	(23,000)	(53,264)	(19,560)	(7,840)	(5,400)	(5,450)
REQUISITION	(288,967)	(288,967)	(296,769)	-	-	(296,769)	(314,698)	(333,580)	(353,465)	(374,640)
*Percentage increase over prior year Requisition						2.7%	6.0%	6.0%	6.0%	6.0%
AUTHORIZED POSITIONS										
Salaried FTE	1	1	1			1	1	1	1	1

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.110 SGI Admin. Expenditures	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$4,000	\$5,000	\$0	\$4,000	\$2,000	\$15,000
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	\$4,000	\$5,000	\$0	\$4,000	\$2,000	\$15,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$4,000	\$5,000	\$0	\$4,000	\$2,000	\$15,000
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	\$4,000	\$5,000	\$0	\$4,000	\$2,000	\$15,000

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2023 - 2027

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, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	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 meets current energy standards with an expected service life of 35 years".	Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	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 = Project provide economic benefit to the organization.
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	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 and/or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	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 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 #: 1.110
Service Name: SGI Admin. Expenditures

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	Replacement	Computer	Phone & Computer Replacements for Director and Manager	\$15,000	E	ERF	\$0	\$4,000	\$5,000	\$0	\$4,000	\$2,000	\$15,000
GRAND TOTAL				\$15,000			\$0	\$4,000	\$5,000	\$0	\$4,000	\$2,000	\$15,000

Admin Expenditures (SGI)
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	75,038	27,024	12,764	10,274	16,274	31,274
Equipment Replacement Fund	9,506	6,606	2,706	3,806	5,106	13,206
Total	84,544	33,630	15,470	14,080	21,380	44,480

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: Fund Centre:	1500 105546	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		97,705	75,038	27,024	12,764	10,274	16,274
Transfer from Ops Budget		8,148	-	-	-	6,000	15,000
Transfer to Ops Budget		(45,250)	(48,014)	(14,260)	(2,490)	-	-
Pender Health Referendum Costs Recovery		14,435					
Interest Income		-					
Ending Balance \$		75,038	27,024	12,764	10,274	16,274	31,274

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Equipment Replacement Fund

ERF Group: SGIADMIN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101838	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		9,986	9,506	6,606	2,706	3,806	5,106
Transfer from Ops Budget		1,020	1,100	1,100	1,100	5,300	10,100
Planned Purchase		(1,500)	(4,000)	(5,000)	-	(4,000)	(2,000)
Interest Income		-					
Ending Balance \$		9,506	6,606	2,706	3,806	5,106	13,206

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

SGL Grants in Aid

EAC REVIEW

SEPTEMBER 2022

Service: **1.117 SGI Grants in Aid**

Committee: **Electoral Areas**

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 **\$238,760**.

COMMITTEE:

Electoral Areas Committee

FUNDING:

Requisition

1.117 - SGI Grants in Aid	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Grants in Aid	102,514	102,514	100,000	-	-	100,000	100,000	100,000	100,000	100,000
Allocations	5,174	5,174	5,424	-	-	5,424	5,533	5,644	5,756	5,872
Other Expenses	800	800	800	-	-	800	800	800	800	800
TOTAL COSTS	108,488	108,488	106,224	-	-	106,224	106,333	106,444	106,556	106,672
*Percentage Increase over prior year						-2.1%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(2,714)	(2,714)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,089)	(1,089)	(1,120)	-	-	(1,120)	(1,140)	(1,160)	(1,180)	(1,200)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(3,903)	(3,903)	(1,220)	-	-	(1,220)	(1,240)	(1,260)	(1,280)	(1,300)
REQUISITION	(104,585)	(104,585)	(105,004)	-	-	(105,004)	(105,093)	(105,184)	(105,276)	(105,372)
*Percentage increase over prior year Requisition						0.4%	0.1%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2023 Budget

SIG Economic Development

EAC REVIEW

SEPTEMBER 2022

Service: 1.125 SGI Economic Development

Committee: Electoral Areas

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	73,440	73,440	75,640	-	-	75,640	77,150	78,690	80,260	81,870
Program Development	29,820	29,820	30,110	-	-	30,110	30,310	30,520	30,730	30,940
Internal Allocations	5,986	5,986	6,158	-	-	6,158	6,281	6,407	6,535	6,665
Building Rent	8,810	8,810	8,990	-	-	8,990	9,140	9,300	9,420	9,530
Operating - Other	5,100	3,720	4,520	-	-	4,520	4,610	4,710	4,810	4,910
TOTAL OPERATING COSTS	123,156	121,776	125,418	-	-	125,418	127,491	129,627	131,755	133,915
*Percentage Increase over prior year						1.8%	1.7%	1.7%	1.6%	1.6%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	1,430	(1,430)	-	-	(1,430)	-	-	-	-
Balance c/fwd from 2021 to 2022	(2,772)	(2,772)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,237)	(1,237)	(1,270)	-	-	(1,270)	(1,300)	(1,330)	(1,360)	(1,390)
Interest Income	(100)	(150)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(4,109)	(2,729)	(2,800)	-	-	(2,800)	(1,400)	(1,430)	(1,460)	(1,490)
REQUISITION	(119,047)	(119,047)	(122,618)	-	-	(122,618)	(126,091)	(128,197)	(130,295)	(132,425)
*Percentage increase over prior year Requisition						3.0%	2.8%	1.7%	1.6%	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: Fund Centre:	1500 105547	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		6,493	6,493	6,493	6,493	6,493	6,493
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		6,493	6,493	6,493	6,493	6,493	6,493

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Galiano Island Community Use Building

EAC REVIEW

SEPTEMBER 2022

Service: 1.137 **Galiano Island Community Use Building**

Committee: Electoral Areas

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 \$185,228.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3793 (2013)	\$ 440,000
BORROWED:	LA Bylaw No. 3793A (2014,3.85%)	(310,000)
REMAINING AUTHORIZATION		<u>\$ 130,000</u>

FUNDING:

Requisition

1.137 - Galiano Island Community Use Building

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	16,165	15,903	20,459	-	-	20,459	20,868	21,285	21,711	22,145
Insurance	1,190	1,190	1,320	-	-	1,320	1,380	1,450	1,520	1,590
Building Maintenance	5,000	4,400	5,150	-	-	5,150	5,260	5,370	5,480	5,590
Utilities	3,800	4,100	3,910	-	-	3,910	3,990	4,070	4,150	4,230
Contingency	1,500	-	1,550	-	-	1,550	1,580	1,610	1,640	1,670
Other Operating Expenses	5,050	4,070	5,200	-	-	5,200	5,300	5,400	5,500	5,600
TOTAL OPERATING COSTS	32,705	29,663	37,589	-	-	37,589	38,378	39,185	40,001	40,825
*Percentage Increase over prior year						14.9%	2.1%	2.1%	2.1%	2.1%
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
MFA Debt Reserve Fund	80	80	60	-	-	60	60	60	60	60
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	30,497	30,497	30,477	-	-	30,477	30,477	30,477	30,477	30,477
TOTAL COSTS	63,202	60,160	68,066	-	-	68,066	68,855	69,662	70,478	71,302
<u>FUNDING SOURCES (REVENUE)</u>										
Surplus C/Fwd 2022 to 2023	-	3,042	(3,042)	-	-	(3,042)	-	-	-	-
Grants in Lieu of Taxes	(43)	(43)	(44)	-	-	(44)	(45)	(50)	(50)	(50)
Other Income	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
MFA Debt Resv FundEarnings	(80)	(80)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
TOTAL REVENUE	(273)	2,769	(3,296)	-	-	(3,296)	(255)	(260)	(260)	(260)
REQUISITION	(62,929)	(62,929)	(64,770)	-	-	(64,770)	(68,600)	(69,402)	(70,218)	(71,042)
*Percentage increase over prior year Requisition						2.9%	5.9%	1.2%	1.2%	1.2%

Reserve Schedule

Reserve Fund: 1.137 Galiano Island Community Use Building Service - 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				
	2022	2023	2024	2025	2026	2027
Beginning Balance	79,756	62,756	55,756	58,756	61,756	64,756
Transfer from Ops Budget	3,000	3,000	3,000	3,000	3,000	3,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(20,000)	(10,000)	-	-	-	-
Interest Income	-					
Ending Balance \$	62,756	55,756	58,756	61,756	64,756	67,756

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

2023 Budget

SGI Regional Library

EAC REVIEW

SEPTEMBER 2022

Service: 1.138 SGI Regional Library

Committee: Electoral Areas

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 \$328,295.

COMMISSION:

Southern Gulf Islands Public Library Commission (Bylaw No. 3523, April 9, 2008)

FUNDING:

Requisition

1.138 - SGI Regional Library	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contribution to Library	226,370	226,370	233,160	-	-	233,160	237,820	242,580	247,430	252,380
Allocations	4,558	4,558	4,656	-	-	4,656	4,749	4,844	4,941	5,040
Insurance	120	120	140	-	-	140	150	160	170	180
Other Operating Expenses	1,760	480	1,740	-	-	1,740	1,775	1,810	1,850	1,890
TOTAL COSTS	232,808	231,528	239,696	-	-	239,696	244,494	249,394	254,391	259,490
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	1,280	(1,280)	-	-	(1,280)	-	-	-	-
Balance c/fwd from 2021 to 2022	(1,335)	(1,335)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,370)	(2,370)	(2,440)	-	-	(2,440)	(2,490)	(2,540)	(2,590)	(2,640)
Other Income	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(3,735)	(2,455)	(3,750)	-	-	(3,750)	(2,520)	(2,570)	(2,620)	(2,670)
REQUISITION	(229,073)	(229,073)	(235,946)	-	-	(235,946)	(241,974)	(246,824)	(251,771)	(256,820)
*Percentage increase over prior year Requisition						3.0%	2.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Gossip Island Electric Power Supply

EAC REVIEW

SEPTEMBER 2022

Service: 1.170 Gossip Island Electric Power Supply

Committee: Electoral Areas

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		<u>\$ 55,000</u>

FUNDING:

Parcel tax

1.170 - Gossip Island Electric Power Supply

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	155	155	111	-	-	111	113	115	118	120
Other Operating Expenses	220	220	220	-	-	220	220	220	220	220
TOTAL OPERATING COSTS	375	375	331	-	-	331	333	335	338	340
*Percentage Increase over prior year						-11.7%	0.6%	0.6%	0.9%	0.6%
<u>DEBT</u>										
MFA Debt Reserve Fund	180	180	150	-	-	150	150	150	150	150
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	56,623	56,623	56,593	-	-	56,593	56,593	56,593	56,593	56,593
TOTAL COSTS	56,998	56,998	56,924	-	-	56,924	56,926	56,928	56,931	56,933
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(143)	(143)	-	-	-	-	-	-	-	-
Interest Income	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
MFA Debt Reserve Fund Earnings	(180)	(180)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(413)	(413)	(240)	-	-	(240)	(240)	(240)	(240)	(240)
REQUISITION - PARCEL TAX	(56,585)	(56,585)	(56,684)	-	-	(56,684)	(56,686)	(56,688)	(56,691)	(56,693)
*Percentage increase over prior year Requisition						0.2%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Saturna Health Service

EAC REVIEW

SEPTEMBER 2022

Service: 1.227 Saturna Health Service

Committee: Electoral Areas

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 \$62,209.

FUNDING:

Requisition

1.227 - Saturna Health Service	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payment to Saturna Island Meduical Clinic	32,890	32,890	33,880	-	-	33,880	34,560	35,250	35,960	36,680
Other Operating Expenses	651	651	671	-	-	671	684	698	712	726
TOTAL COSTS	33,541	33,541	34,551	-	-	34,551	35,244	35,948	36,672	37,406
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(2,152)	(2,152)	(2,220)	-	-	(2,220)	(2,260)	(2,310)	(2,360)	(2,410)
TOTAL REVENUE	(2,152)	(2,152)	(2,220)	-	-	(2,220)	(2,260)	(2,310)	(2,360)	(2,410)
REQUISITION	(31,389)	(31,389)	(32,331)	-	-	(32,331)	(32,984)	(33,638)	(34,312)	(34,996)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Galiano Health Service

EAC REVIEW

SEPTEMBER 2022

Service: 1.228 Galiano Health Service

Committee: Electoral Areas

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 \$213,293.

FUNDING:

Requisition

1.228 - Galiano Health Service	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payment to Galiano Health Society	133,127	133,127	137,120	-	-	137,120	139,860	142,660	145,510	148,420
Operating - Other	2,685	2,585	2,766	-	-	2,766	2,821	2,876	2,932	2,990
TOTAL OPERATING COSTS	135,812	135,712	139,886	-	-	139,886	142,681	145,536	148,442	151,410
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	130	(130)	-	-	(130)	-	-	-	-
Balance c/fwd from 2021 to 2022	(126)	(126)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Other Revenue	-	(30)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(216.00)	(116)	(220)	-	-	(220)	(90)	(90)	(90)	(90)
REQUISITION	(135,596)	(135,596)	(139,666)	-	-	(139,666)	(142,591)	(145,446)	(148,352)	(151,320)
*Percentage increase over prior year Requisition						3.0%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Pender Island Health Care Service

EAC Review

SEPTEMBER 2022

Service: 1.229 Pender Islands Health Care Service

Committee: Electoral Areas

DEFINITION:

Service established for the purpose of contributing to the costs of administration and operation of the Pender Islands Health Care Centre.
Bylaw No. 4441 Pender Island Health Care Centre Contribution Services Establishment Bylaw adopted in 2021

PARTICIPATION:

Pender Island

MAXIMUM LEVY:

\$0.1803 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$321,261.

FUNDING:

Requisition

1.229 - Pender Island Health Care Service

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payment to Pender Health Society	206,551	206,551	212,750	-	-	212,750	217,010	221,350	225,780	230,300
Service Establishment Referendum Costs	14,435	14,435	-	-	-	-	-	-	-	-
Operating - Other	5,001	5,001	5,090	-	-	5,090	5,180	5,272	5,366	5,462
TOTAL OPERATING COSTS	225,987	225,987	217,840	-	-	217,840	222,190	226,622	231,146	235,762
*Percentage Increase over prior year						-3.6%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
REQUISITION	(225,987)	(225,987)	(217,840)	-	-	(217,840)	(222,190)	(226,622)	(231,146)	(235,762)
*Percentage increase over prior year Requisition						-3.6%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

SGL Small Craft Harbour Facilities

EAC REVIEW

SEPTEMBER 2022

Service: **1.235** **SGI Small Craft Harbour Facilities**

Committee: **Electoral Areas**

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 \$477,519.

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS (Revised)			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
OPERATING COSTS										
Management Expenditures:										
Contract for Services	10,370	7,000	10,680	-	-	10,680	10,890	11,110	11,330	11,560
Supplies, Advertising	1,100	1,100	1,140	-	-	1,140	1,160	1,180	1,200	1,220
Travel and Training	7,570	3,500	7,790	-	-	7,790	7,826	7,966	7,965	8,058
Internal Allocations	28,100	29,010	30,304	-	16,600	46,904	30,915	31,532	32,164	32,811
Insurance	10,710	10,710	11,950	-	-	11,950	12,550	13,180	13,840	14,530
Other Operating Expenses	3,180	1,041	1,590	-	-	1,590	1,610	1,630	1,650	1,670
TOTAL MANAGEMENT EXPENDITURES	61,030	52,361	63,454	-	16,600	80,054	64,951	66,598	68,149	69,849
*Percentage Increase over prior year			4.0%			31.2%	-18.9%	2.5%	2.3%	2.5%
Dock Expenditures:										
Repairs and Maintenance	64,620	46,050	64,780	-	-	64,780	66,020	67,310	68,630	69,960
Wharfinger Compensation and Travel	64,880	47,750	56,400	-	-	56,400	57,550	58,710	59,880	61,080
Insurance	31,200	31,200	29,600	-	-	29,600	31,080	32,640	34,320	36,000
Electricity	2,870	2,330	2,710	-	-	2,710	2,760	2,810	2,860	2,910
Supplies	4,960	3,480	4,800	-	-	4,800	4,920	5,040	5,160	5,280
Operating - Other	18,760	14,500	4,380	-	-	4,380	4,500	4,620	4,740	4,860
TOTAL DOCK EXPENDITURES	187,290	145,310	162,670	-	-	162,670	166,830	171,130	175,590	180,090
*Percentage Increase over prior year						-13.1%	2.6%	2.6%	2.6%	2.6%
TOTAL OPERATING COSTS	248,320	197,671	226,124	-	16,600	242,724	231,781	237,728	243,739	249,939
DEBT / RESERVE										
Transfer to Capital Reserve Fund	173,600	193,409	123,150	-	-	123,150	142,950	146,250	149,540	152,830
MFA Debt Reserve Fund	11,800	11,800	140	-	-	140	140	140	140	140
MFA Interest	15,600	7,700	42,515	-	-	42,515	42,515	42,515	42,515	42,515
MFA Principal	-	-	46,194	-	-	46,194	46,194	46,194	46,194	46,194
TOTAL DEBT / RESERVE	201,000	212,909	211,999	-	-	211,999	231,799	235,099	238,389	241,679
TOTAL COSTS	449,320	410,580	438,123	-	16,600	454,723	463,580	472,827	482,128	491,618
FUNDING SOURCES (REVENUE)										
Revenue- Fees	(141,240)	(102,500)	(138,050)	-	-	(138,050)	(140,660)	(143,340)	(146,060)	(148,840)
Grants in Lieu of Taxes	(6,592)	(6,592)	(6,790)	-	-	(6,790)	(6,930)	(7,070)	(7,210)	(7,350)
Other Income	(200)	(200)	(350)	-	-	(350)	(350)	(350)	(350)	(350)
TOTAL REVENUE	(148,032)	(109,292)	(145,190)	-	-	(145,190)	(147,940)	(150,760)	(153,620)	(156,540)
REQUISITION - PARCEL TAX	(301,288)	(301,288)	(292,933)	-	(16,600)	(309,533)	(315,640)	(322,067)	(328,508)	(335,078)
*Percentage increase over prior year Requisition			-2.8%			2.7%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.235	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	SGI Small Craft Harbour Facilities							

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	\$240,000	\$415,000	\$50,000	\$125,000	\$50,000	\$0	\$640,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$240,000	\$415,000	\$50,000	\$125,000	\$50,000	\$0	\$640,000
		\$240,000	\$415,000	\$50,000	\$125,000	\$50,000	\$0	\$640,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$240,000	\$240,000	\$0	\$0	\$0	\$0	\$240,000
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	\$175,000	\$50,000	\$125,000	\$50,000	\$0	\$400,000
		\$240,000	\$415,000	\$50,000	\$125,000	\$50,000	\$0	\$640,000
		\$240,000	\$415,000	\$50,000	\$125,000	\$50,000	\$0	\$640,000

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.

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 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 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				
	2022	2023	2024	2025	2026	2027
Beginning Balance	186,129	183,738	131,888	224,838	246,088	345,628
Transfer from Ops Budget	193,409	123,150	142,950	146,250	149,540	152,830
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(195,800)	(175,000)	(50,000)	(125,000)	(50,000)	-
Interest Income	-					
Ending Balance \$	183,738	131,888	224,838	246,088	345,628	498,458

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

SGI House Numbering

EAC REVIEW

SEPTEMBER 2022

Service: 1.314 SGI Building Numbering

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Building Inspection	8,948	8,948	9,220	-	-	9,220	9,400	9,590	9,780	9,980
Allocations	467	467	474	-	-	474	484	493	503	513
Other Operating Expenses	70	70	70	-	-	70	70	70	70	70
TOTAL COSTS	9,485	9,485	9,764	-	-	9,764	9,954	10,153	10,353	10,563
*Percentage Increase over prior year						2.9%	1.9%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(43)	(43)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(97)	(97)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
Interest Income	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	(150)	(150)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
REQUISITION	(9,335)	(9,335)	(9,654)	-	-	(9,654)	(9,844)	(10,043)	(10,243)	(10,453)
*Percentage increase over prior year Requisition						3.4%	2.0%	2.0%	2.0%	2.1%

CAPITAL REGIONAL DISTRICT

2023 Budget

SGI Livestock Injury Compensation

EAC REVIEW

SEPTEMBER 2022

Service: 1.341 SGI Livestock Injury Compensation

Committee: Electoral Areas

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 - SGI Livestock Injury Compensation	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	150	150	158	-	-	158	161	164	167	170
Compensation Claim Payments	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	3,150	3,150	3,158	-	-	3,158	3,161	3,164	3,167	3,170
*Percentage Increase over prior year						0.3%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
REQUISITION	(3,150)	(3,150)	(3,158)	-	-	(3,158)	(3,161)	(3,164)	(3,167)	(3,170)
*Percentage increase over prior year Requisition						0.3%	0.1%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2023 Budget

South Galiano Fire Protection

EAC REVIEW

SEPTEMBER 2022

Service: 1.352 South Galiano Fire

Committee: Electoral Areas

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 \$815,211.

FUNDING:

Requisition

Change in Budget 2022 to 2023
Service: 1.352 South Galiano Fire

Total Expenditure

Comments

2022 Budget

472,448

Other Changes:

Standard Overhead Allocation
Honoraria Payment
Insurance Costs
Debt Servicing Cost
Other

2,289
3,820
2,340
75,084
3,560

Increase in 2022 operating costs

\$2.2M long term borrowing MFA for Firehall Project
Expenses such as travel, insurance, supplies, etc.

Total Other Changes

87,093

2023 Budget

559,541

Summary of % Expense Increase

Increase debt expense 15.9%

Balance of increase 2.5%

% expense increase from 2022: **18.4%**

% Requisition increase from 2022: **3.0%**

% Parcel Tax increase from 2022 - fund Debt Servicing **112.0%**

Requisition funding is 74.5% of service revenue

Parcel Tax funding is 25.3% of service revenue

Overall 2022 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated favourable variance of \$10,992 mainly due to lower staff training/development, supplies, and vehicle costs. This variance will be transferred to the Equipment Replacement Fund, which has an expected year end balance of \$472,925 before this transfer.

1.352 - South Galiano Fire Protection

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Honorarium and Call Out Pay	191,150	194,000	194,970	-	-	194,970	198,870	202,850	206,910	211,050
Travel - Vehicles	29,600	18,000	30,430	-	-	30,430	31,000	31,580	32,170	32,780
Insurance	5,450	12,790	7,790	-	-	7,790	8,030	8,270	8,530	8,800
Staff Development	31,120	24,000	32,050	-	-	32,050	32,690	33,340	34,010	34,690
Maintenance	9,350	14,680	9,630	-	-	9,630	9,820	10,010	10,210	10,420
Internal Allocations	14,660	14,660	16,949	-	-	16,949	17,287	17,633	17,986	18,346
Operating Supplies and Other	35,020	28,038	35,970	-	-	35,970	36,640	37,340	38,070	38,810
TOTAL OPERATING COSTS	316,350	306,168	327,789	-	-	327,789	334,337	341,023	347,886	354,896
*Percentage Increase over prior year						3.6%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchases	5,810	5,000	5,980	-	-	5,980	6,100	6,220	6,340	6,470
Transfer to Capital Reserve Fund	-	-	-	-	-	-	2,500	5,000	9,000	13,000
Transfer to Equipment Replacement Fund	83,600	94,592	84,000	-	-	84,000	86,000	88,000	88,500	89,000
TOTAL CAPITAL / RESERVE	89,410	99,592	89,980	-	-	89,980	94,600	99,220	103,840	108,470
<u>MFA DEBT</u>										
MFA Debt Reserve Fund	22,620	22,620	420	-	-	420	420	420	420	420
Principal Payment	-	-	65,432	-	-	65,432	65,432	65,432	65,432	65,432
Interest Payment	44,068	44,068	75,920	-	-	75,920	75,920	75,920	75,920	75,920
TOTAL MFA DEBT	66,688	66,688	141,772	-	-	141,772	141,772	141,772	141,772	141,772
TOTAL COSTS	472,448	472,448	559,541	-	-	559,541	570,709	582,015	593,498	605,138
*Percentage Increase over prior year						18.4%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Parcel Tax	(66,688)	(66,688)	(141,352)	-	-	(141,352)	(141,352)	(141,352)	(141,352)	(141,352)
Other Income	(700)	(700)	(1,120)	-	-	(1,120)	(1,120)	(1,120)	(1,120)	(1,120)
TOTAL REVENUE	(67,388)	(67,388)	(142,472)	-	-	(142,472)	(142,472)	(142,472)	(142,472)	(142,472)
REQUISITION	(405,060)	(405,060)	(417,069)	-	-	(417,069)	(428,237)	(439,543)	(451,026)	(462,666)
*Percentage increase over prior year										
Requisition						3.0%	2.7%	2.6%	2.6%	2.6%
Parcel Tax						112.0%	0.0%	0.0%	0.0%	0.0%
Combined						18.4%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.352	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	South Galiano Fire							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$12,800	\$4,400	\$4,500	\$11,800	\$6,500	\$40,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$585,000	\$85,000	\$85,000	\$0	\$755,000
		\$0	\$12,800	\$589,400	\$89,500	\$96,800	\$6,500	\$795,000
		\$0	\$12,800	\$589,400	\$89,500	\$96,800	\$6,500	\$795,000

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	\$12,800	\$589,400	\$89,500	\$96,800	\$6,500	\$795,000
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	\$12,800	\$589,400	\$89,500	\$96,800	\$6,500	\$795,000
		\$0	\$12,800	\$589,400	\$89,500	\$96,800	\$6,500	\$795,000

South Galiano Fire Protection
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Equipment Replacement Fund	483,917	555,117	51,717	50,217	41,917	124,417
Capital Reserve Fund	-	-	2,500	7,500	16,500	29,500
Total	483,917	555,117	54,217	57,717	58,417	153,917

Reserve Schedule

Reserve Fund: 1.352 South Galiano Fire Protection - Equipment Replacement Fund

ERF Group: SGALFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget					
			2022	2023	2024	2025	2026	2027
Fund Centre:	101431							
Beginning Balance		467,825	483,917	555,117	51,717	50,217	41,917	
Transfer from Ops Budget		94,592	84,000	86,000	88,000	88,500	89,000	
Planned Purchase		(78,500)	(12,800)	(589,400)	(89,500)	(96,800)	(6,500)	
Interest Income		-						
Ending Balance \$		483,917	555,117	51,717	50,217	41,917	124,417	

Assumptions/Background:

Need to transfer as much as operating budget will allow in order to fund replacement of fire vehicles and equipment.

Reserve Schedule

Reserve Fund: 1.352 South Galiano Fire Protection - Capital Reserve Fund (to be created)

TO BE CREATED

Reserve Cash Flow

Fund:	TBD	Budget					
		2022	2023	2024	2025	2026	2027
Fund Centre:	TBD						
Beginning Balance		-	-	-	2,500	7,500	16,500
Transfer from Ops Budget		-	-	2,500	5,000	9,000	13,000
Planned Purchase		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		-	-	2,500	7,500	16,500	29,500

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Pender Fire Protection

EAC REVIEW

SEPTEMBER 2022

Service: 1.356 Pender Island Fire Protection & Emergency Response Service

Committee: Electoral Areas

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 \$1,767,385.

FUNDING:

Requisition

1.356 - Pender Fire Protection	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Travel - Vehicles	12,440	12,440	12,810	-	-	12,810	13,070	13,330	13,600	13,870
Insurance	8,660	8,660	9,720	-	-	9,720	10,200	10,710	11,240	11,800
Payment - Fire Protection Society	817,368	817,368	841,890	-	-	841,890	858,730	875,900	893,420	911,290
Internal Allocations	42,560	42,560	44,856	-	-	44,856	45,753	46,668	47,601	48,553
Operating - Other	16,090	16,090	16,490	-	-	16,490	16,770	17,050	17,340	17,630
TOTAL OPERATING COSTS	897,118	897,118	925,766	-	-	925,766	944,523	963,658	983,201	1,003,143
*Percentage Increase over prior year						3.2%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	78,253	78,253	79,022	-	-	79,022	81,286	83,032	84,729	86,449
Transfer to Capital Reserve Fund	78,253	78,253	79,022	-	-	79,022	81,286	83,032	84,729	86,449
TOTAL CAPITAL / RESERVE	156,506	156,506	158,044	-	-	158,044	162,572	166,064	169,458	172,898
Debt Costs	111,596	111,596	111,596	-	-	111,596	111,596	111,596	64,503	-
TOTAL COSTS	1,165,220	1,165,220	1,195,406	-	-	1,195,406	1,218,691	1,241,318	1,217,162	1,176,041
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Reserve Fund	(111,596)	(111,596)	(111,596)	-	-	(111,596)	(111,596)	(111,596)	(64,503)	-
Grants in Lieu of Taxes	(9,488)	(9,488)	(9,770)	-	-	(9,770)	(9,970)	(10,170)	(10,370)	(10,580)
Other Income	(1,530)	(1,530)	(1,540)	-	-	(1,540)	(1,550)	(1,560)	(1,570)	(1,580)
TOTAL REVENUE	(122,614)	(122,614)	(122,906)	-	-	(122,906)	(123,116)	(123,326)	(76,443)	(12,160)
REQUISITION	(1,042,606)	(1,042,606)	(1,072,500)	-	-	(1,072,500)	(1,095,575)	(1,117,992)	(1,140,719)	(1,163,881)
*Percentage increase over prior year Requisition						2.9%	2.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.356	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Pender Island Fire							

EXPENDITURE

Buildings	B	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Equipment	E	\$0	\$15,000	\$28,000	\$105,000	\$18,000	\$23,000	\$189,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$215,000	\$0	\$0	\$0	\$0	\$215,000
		\$15,000	\$245,000	\$28,000	\$105,000	\$18,000	\$23,000	\$419,000
		\$15,000	\$245,000	\$28,000	\$105,000	\$18,000	\$23,000	\$419,000

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	\$230,000	\$28,000	\$105,000	\$18,000	\$23,000	\$404,000
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	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
		\$15,000	\$245,000	\$28,000	\$105,000	\$18,000	\$23,000	\$419,000
		\$15,000	\$245,000	\$28,000	\$105,000	\$18,000	\$23,000	\$419,000

**Pender Fire Protection
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	237,698	76,720	58,006	41,038	50,767	62,216
Equipment Replacement Fund	113,501	75,927	117,617	84,053	161,279	299,728
Total	351,199	152,647	175,623	125,091	212,046	361,944

Reserve Schedule

Reserve Fund: 1.356 Pender Fire Protection - Capital Reserve Fund

Bylaw 3313

Reserve Cash Flow

Fund:	1013	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101357						
Beginning Balance		349,445	237,698	76,720	58,006	41,038	50,767
Transfer from Ops Budget		78,253	79,022	81,286	83,032	84,729	86,449
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(40,000)	(15,000)	-	-	-	-
Transfer to ERF		(150,000)	(225,000)	(100,000)	(100,000)	(75,000)	(75,000)
Interest Income		-					
Ending Balance \$		237,698	76,720	58,006	41,038	50,767	62,216

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101433						
Beginning Balance		425,844	113,501	75,927	117,617	84,053	161,279
Expenditures (Based on Capital Plan)		(429,000)	(230,000)	(28,000)	(105,000)	(18,000)	(23,000)
Transfer from Ops Budget		78,253	79,022	81,286	83,032	84,729	86,449
Transfer from Capital Reserve Fund		150,000	225,000	100,000	100,000	75,000	75,000
Transfer to OPEX to pay ST Loan		(111,596)	(111,596)	(111,596)	(111,596)	(64,503)	-
Interest Income		-					
Ending Balance \$		113,501	75,927	117,617	84,053	161,279	299,728

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

North Galiano Fire Protection

EAC REVIEW

SEPTEMBER 2022

Service: 1.359 North Galiano Fire

Committee: Electoral Areas

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 \$517,511.

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:		<u><u>\$100,000</u></u>

FUNDING:

Requisition and parcel tax.

1.359 - North Galiano Fire Protection

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Honoraria	75,070	72,210	76,580	-	-	76,580	78,110	79,670	81,260	82,880
Travel - Vehicles	18,280	15,720	18,830	-	-	18,830	19,200	19,580	19,980	20,380
Insurance	6,170	6,170	6,500	-	-	6,500	6,720	6,950	7,190	7,440
Maintenance	4,380	4,380	4,510	-	-	4,510	4,600	4,690	4,780	4,870
Staff Training & Development	12,440	12,440	12,810	-	-	12,810	13,070	13,330	13,600	13,870
Internal Allocations	7,503	7,503	8,022	-	-	8,022	8,183	8,346	8,513	8,683
Operating - Supplies	19,830	16,790	13,710	-	-	13,710	13,980	14,260	14,550	14,840
Operating - Other	16,630	14,810	17,000	-	-	17,000	17,310	17,630	17,960	18,290
TOTAL OPERATING COSTS	160,303	150,023	157,962	-	-	157,962	161,173	164,456	167,833	171,253
*Percentage Increase over prior year						-1.5%	2.0%	2.0%	2.1%	2.0%
<u>DEBT / CAPITAL / RESERVES</u>										
Capital Equipment Purchases	6,400	-	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to Capital Reserve Fund	5,000	5,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
Transfer to Equipment Replacement Fund	-	-	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Debt Principal	28,467	28,467	28,467	-	-	28,467	28,467	28,467	28,467	28,467
Debt Interest	20,545	20,545	20,545	-	-	20,545	20,545	20,545	20,545	20,545
TOTAL DEBT / RESERVES	60,412	54,012	62,012	-	-	62,012	62,012	62,012	62,012	62,012
TOTAL COSTS	220,715	204,035	219,974	-	-	219,974	223,185	226,468	229,845	233,265
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	16,680	(16,680)	-	-	(16,680)	-	-	-	-
Balance c/fwd from 2021 to 2022	(22,486)	(22,486)	-	-	-	-	-	-	-	-
Parcel Tax	(24,440)	(24,440)	(24,440)	-	-	(24,440)	(24,440)	(24,440)	(24,440)	(24,440)
Grants in lieu of Taxes	(507)	(507)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
Other Income	(400)	(400)	(400)	-	-	(400)	(400)	(400)	(400)	(400)
TOTAL REVENUE	(47,833)	(31,153)	(42,040)	-	-	(42,040)	(25,370)	(25,380)	(25,390)	(25,400)
REQUISITION	(172,882)	(172,882)	(177,934)	-	-	(177,934)	(197,815)	(201,088)	(204,455)	(207,865)
*Percentage increase over prior year Requisition						2.9%	11.2%	1.7%	1.7%	1.7%

North Galiano Fire Protection
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	77,554	80,554	83,554	86,554	89,554	92,554
Equipment Replacement Fund	181,409	186,409	191,409	196,409	201,409	206,409
Total	258,963	266,963	274,963	282,963	290,963	298,963

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	102137						
Beginning Balance		72,554	77,554	80,554	83,554	86,554	89,554
Transfer from Ops Budget		5,000	3,000	3,000	3,000	3,000	3,000
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		77,554	80,554	83,554	86,554	89,554	92,554

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	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101435						
Beginning Balance		181,409	181,409	186,409	191,409	196,409	201,409
Transfer from Ops Budget		-	5,000	5,000	5,000	5,000	5,000
Planned Purchase		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		181,409	186,409	191,409	196,409	201,409	206,409

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Saturna Fire Protection

EAC REVIEW

SEPTEMBER 2022

Service: 1.363 Saturna Fire Protection

Committee: Electoral Areas

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 \$311,463.

FUNDING:

Requisition

1.363 - Saturna Fire Protection	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payment - Fire Protection Society	184,740	178,236	189,208	-	-	189,208	192,990	196,850	200,790	204,810
Operating - Other	3,365	9,869	4,792	-	-	4,792	4,917	5,044	5,182	5,322
TOTAL COSTS	188,105	188,105	194,000	-	-	194,000	197,907	201,894	205,972	210,132
*Percentage Increase over prior year						3.1%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	260	260	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(10,509)	(10,509)	(10,820)	-	-	(10,820)	(11,040)	(11,260)	(11,490)	(11,720)
Interest Income	(60)	(60)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(10,309)	(10,309)	(10,870)	-	-	(10,870)	(11,090)	(11,310)	(11,540)	(11,770)
REQUISITION	(177,796)	(177,796)	(183,130)	-	-	(183,130)	(186,817)	(190,584)	(194,432)	(198,362)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Electoral Area Fire Services

EAC REVIEW

SEPTEMBER 2022

Service: 1.369 Electoral Area Fire Services

Committee: Electoral Areas

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Fire Services Compliance and Coordination	76,310	68,679	-	-	77,840	77,840	-	-	-	-
Contract for Service	115,640	113,000	26,500	-	-	26,500	27,030	27,570	28,120	28,680
Staff Training & Development	5,210	4,689	5,370	-	-	5,370	5,477	5,590	5,700	5,810
Software Licenses	11,840	10,656	2,000	-	-	2,000	2,040	2,080	2,120	2,160
Allocations	85,773	85,773	90,126	-	-	90,126	92,725	95,408	98,165	100,566
Contingency	2,070	-	2,000	-	-	2,000	1,304	560	-	-
Operating - Other	2,080	1,975	2,130	-	-	2,130	2,160	2,190	2,220	2,250
TOTAL OPERATING COSTS	298,923	284,772	128,126	-	77,840	205,966	130,736	133,398	136,325	139,466
*Percentage Increase over prior year			-57.1%			-31.1%	-36.5%	2.0%	2.2%	2.3%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	3,760	-	2,500	-	-	2,500	2,500	2,500	2,289	1,918
Transfer to Operating Reserve Fund	-	17,911	-	-	-	-	14,197	11,535	8,819	6,049
TOTAL CAPITAL / RESERVE	3,760	17,911	2,500	-	-	2,500	16,697	14,035	11,108	7,967
TOTAL COSTS	302,683	302,683	130,626	-	77,840	208,466	147,433	147,433	147,433	147,433
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(155,270)	(155,270)	-	-	(61,033)	(61,033)	-	-	-	-
Interest Income	(100)	(100)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	(155,370)	(155,370)	(120)	-	(61,033)	(61,153)	(120)	(120)	(120)	(120)
REQUISITION	(147,313)	(147,313)	(130,506)	-	(16,807)	(147,313)	(147,313)	(147,313)	(147,313)	(147,313)
*Percentage increase over prior year Requisition			-11.4%			0.0%	0.0%	0.0%	0.0%	0.0%

Reserve Schedule

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

For Consulting, FDM Upgrades, Training

Reserve Cash Flow

Fund: Fund Centre:	1500 105404	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		336,571	199,212	138,179	152,376	163,911	172,730
Transfer from Ops Budget		17,911	-	14,197	11,535	8,819	6,049
Transfer to Ops Budget		(155,270)	(61,033)	-	-	-	-
Planned Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		199,212	138,179	152,376	163,911	172,730	178,779

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Emergency Program (SGI)

EAC REVIEW

SEPTEMBER 2022

Service: 1.373 SGI Emergency Program

Committee: Electoral Areas

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Travel Expense	11,610	6,150	8,965	-	-	8,965	9,140	9,320	9,500	9,680
Contract for Services	65,990	65,990	65,890	-	-	65,890	65,990	66,090	66,190	66,300
Staff Training & Development	6,320	5,580	6,260	-	-	6,260	6,390	6,520	6,650	6,780
Educational Material	16,320	9,000	-	-	-	-	-	-	-	-
Payments to 3rd Parties	10,160	3,000	31,130	-	-	31,130	31,760	32,400	33,050	33,710
Supplies	19,870	16,400	20,430	-	-	20,430	20,850	21,270	21,690	22,130
Allocations	12,856	12,856	11,812	-	-	11,812	12,049	12,290	12,535	12,786
Property Taxes	770	770	790	-	-	790	810	830	850	870
Other Operating Expenses	92,352	83,906	92,701	-	-	92,701	94,576	96,550	98,538	100,559
TOTAL OPERATING COSTS	236,248	203,652	237,978	-	-	237,978	241,565	245,270	249,003	252,815
*Percentage Increase over prior year						0.7%	1.5%	1.5%	1.5%	1.5%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	8,800	8,800	5,000	-	-	5,000	5,000	-	-	-
Transfer to Operating Reserve Fund	5,000	37,596	7,150	-	-	7,150	3,613	4,958	1,285	-
TOTAL CAPITAL / RESERVES	13,800	46,396	12,150	-	-	12,150	8,613	4,958	1,285	-
TOTAL COSTS	250,048	250,048	250,128	-	-	250,128	250,178	250,228	250,288	252,815
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(2,570)	(2,570)	(2,650)	-	-	(2,650)	(2,700)	(2,750)	(2,810)	(2,870)
Revenue - Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(2,670)	(2,670)	(2,750)	-	-	(2,750)	(2,800)	(2,850)	(2,910)	(2,970)
REQUISITION	(247,378)	(247,378)	(247,378)	-	-	(247,378)	(247,378)	(247,378)	(247,378)	(249,845)
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	1.0%

Emergency Program (SGI)
 Reserve Summary Schedule
 2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	258,625	203,625	208,625	208,625	208,625	208,625
Operating Reserve Fund	212,819	219,969	223,582	228,540	229,825	229,825
Total	471,444	423,594	432,207	437,165	438,450	438,450

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101723						
Beginning Balance		261,825	258,625	203,625	208,625	208,625	208,625
Transfer from Ops Budget		8,800	5,000	5,000	-	-	-
Transfer from Capital Fund		-					
Planned Expenditures		(12,000)	(60,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		258,625	203,625	208,625	208,625	208,625	208,625

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 Fund Centre: 105401	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	175,223	212,819	219,969	223,582	228,540	229,825
Transfer from Ops Budget	37,596	7,150	3,613	4,958	1,285	-
Transfer to Ops Budget	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	212,819	219,969	223,582	228,540	229,825	229,825

Assumptions/Backgrounds:

CAPITAL REGIONAL DISTRICT

2023 Budget

Saturna Island Comm. Parks

EAC REVIEW

SEPTEMBER 2022

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 [\\$54,916](#). (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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	1,560	1,560	1,610	-	-	1,610	1,640	1,670	1,700	1,730
Supplies	400	400	420	-	-	420	420	420	420	420
Repairs & Maintenance	9,850	9,850	10,150	-	-	10,150	10,350	10,560	10,770	10,980
Allocations	929	929	945	-	-	945	964	983	1,003	1,023
Contingency	3,000	3,000	3,090	-	-	3,090	3,150	3,210	3,270	3,340
Other Operating Expenses	3,160	3,160	3,230	-	-	3,230	3,300	3,370	3,440	3,510
TOTAL OPERATING COSTS	18,899	18,899	19,445	-	-	19,445	19,824	20,213	20,603	21,003
*Percentage Increase over prior year						2.9%	1.9%	2.0%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	6,000	6,000	6,000	-	-	6,000	6,000	6,000	6,000	6,000
TOTAL CAPITAL / RESERVE	6,000	6,000	6,000	-	-	6,000	6,000	6,000	6,000	6,000
TOTAL COSTS	24,899	24,899	25,445	-	-	25,445	25,824	26,213	26,603	27,003
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(1,526)	(1,526)	(1,570)	-	-	(1,570)	(1,600)	(1,630)	(1,660)	(1,690)
Revenue - Other	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(1,576)	(1,576)	(1,620)	-	-	(1,620)	(1,650)	(1,680)	(1,710)	(1,740)
REQUISITION	(23,323)	(23,323)	(23,825)	-	-	(23,825)	(24,174)	(24,533)	(24,893)	(25,263)
*Percentage increase over prior year Requisition						2.2%	1.5%	1.5%	1.5%	1.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.465	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Saturna Island Community Parks							

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	\$37,000	\$50,000	\$6,000	\$6,000	\$0	\$0	\$62,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$37,000	\$50,000	\$6,000	\$6,000	\$0	\$0	\$62,000
		\$37,000	\$50,000	\$6,000	\$6,000	\$0	\$0	\$62,000

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	\$37,000	\$50,000	\$6,000	\$6,000	\$0	\$0	\$62,000
		\$37,000	\$50,000	\$6,000	\$6,000	\$0	\$0	\$62,000
		\$37,000	\$50,000	\$6,000	\$6,000	\$0	\$0	\$62,000

**Saturna Island Comm. Parks
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	77,693	33,693	33,693	33,693	39,693	45,693
Land Reserve Fund	3,244	3,244	3,244	3,244	3,244	3,244
Total	80,937	36,937	36,937	36,937	42,937	48,937

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: Fund Centre:	1036 101380	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		74,693	77,693	33,693	33,693	33,693	39,693
Transfer from Ops Budget		6,000	6,000	6,000	6,000	6,000	6,000
Transfer to Cap Fund		(3,000)	(50,000)	(6,000)	(6,000)	-	-
Interest Income		-					
Ending Balance \$		77,693	33,693	33,693	33,693	39,693	45,693

Assumptions/Background:

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101361						
Beginning Balance		3,244	3,244	3,244	3,244	3,244	3,244
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		3,244	3,244	3,244	3,244	3,244	3,244

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Saturna Island Comm. Recreation

EAC REVIEW

SEPTEMBER 2022

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 \$28,922.

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

1.468 - Saturna Island Comm. Recreation	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Recreation Programs	15,922	12,100	9,260	-	-	9,260	9,450	9,640	9,830	10,030
Special Events	2,280	2,280	2,350	-	-	2,350	2,400	2,450	2,500	2,550
Allocations	1,005	1,005	1,058	-	-	1,058	1,080	1,101	1,123	1,146
Other Operating Expenses	1,960	1,960	2,060	-	-	2,060	2,110	2,160	2,210	2,260
TOTAL OPERATING COSTS	21,167	17,345	14,728	-	-	14,728	15,040	15,351	15,663	15,986
*Percentage Increase over prior year						-30.4%	2.1%	2.1%	2.0%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	3,822	(3,822)	-	-	(3,822)	-	-	-	-
Balance c/fwd from 2021 to 2022	(10,390)	(10,390)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(866)	(866)	(890)	-	-	(890)	(910)	(930)	(950)	(970)
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	(11,276)	(7,454)	(4,732)	-	-	(4,732)	(930)	(950)	(970)	(990)
REQUISITION	(9,891)	(9,891)	(9,996)	-	-	(9,996)	(14,110)	(14,401)	(14,693)	(14,996)
*Percentage increase over prior year Requisition						1.1%	41.2%	2.1%	2.0%	2.1%

CAPITAL REGIONAL DISTRICT

2023 Budget

Mayne Island Community Parks

EAC REVIEW

SEPTEMBER 2022

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 \$162,014.

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

1.475 - Mayne Island Community Parks	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Supplies	2,760	2,760	2,850	-	-	2,850	2,900	2,950	3,000	3,060
Repairs, Maintenance, & Improvements	47,300	47,300	48,720	-	-	48,720	49,700	50,690	51,710	52,740
Allocations	5,863	5,863	5,852	-	-	5,852	5,967	6,084	6,202	6,321
First Nations Cultural Monitor Contingency	5,000	5,000	5,150	-	-	5,150	5,250	5,360	5,470	5,580
Other Operating Expenses	14,120	14,120	14,800	-	-	14,800	15,160	15,560	15,960	16,370
TOTAL OPERATING COSTS	75,043	75,043	77,372	-	-	77,372	78,977	80,644	82,342	84,071
*Percentage Increase over prior year						3.1%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	18,130	18,130	18,500	-	-	18,500	19,000	19,000	19,000	19,000
TOTAL COSTS	93,173	93,173	95,872	-	-	95,872	97,977	99,644	101,342	103,071
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(70)	(70)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Revenue - Other	(2,700)	(2,700)	(2,790)	-	-	(2,790)	(2,840)	(2,890)	(2,940)	(2,990)
TOTAL REVENUE	(2,770)	(2,770)	(2,860)	-	-	(2,860)	(2,910)	(2,960)	(3,010)	(3,060)
REQUISITION	(90,403)	(90,403)	(93,012)	-	-	(93,012)	(95,067)	(96,684)	(98,332)	(100,011)
*Percentage increase over prior year Requisition						2.9%	2.2%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.475	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Mayne Island Community Parks							

EXPENDITURE

Buildings	B	\$14,000	\$19,000	\$0	\$0	\$0	\$0	\$19,000
Equipment	E	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$7,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$10,000	\$10,000	\$15,000	\$0	\$0	\$35,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$21,000	\$36,000	\$10,000	\$15,000	\$0	\$0	\$61,000
		\$21,000	\$36,000	\$10,000	\$15,000	\$0	\$0	\$61,000

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	\$21,000	\$36,000	\$10,000	\$15,000	\$0	\$0	\$61,000
		\$21,000	\$36,000	\$10,000	\$15,000	\$0	\$0	\$61,000
		\$21,000	\$36,000	\$10,000	\$15,000	\$0	\$0	\$61,000

Reserve Schedule

Reserve Fund: 1.475 Mayne Comm. Parks - 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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101611						
Beginning Balance		110,463	128,593	111,093	120,093	124,093	143,093
Transfer from Ops Budget		18,130	18,500	19,000	19,000	19,000	19,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		-	(36,000)	(10,000)	(15,000)	-	-
Interest Income		-					
Ending Balance \$		128,593	111,093	120,093	124,093	143,093	162,093

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Mayne Island Community Parks-Donations

EAC REVIEW

SEPTEMBER 2022

1.476 - Mayne Island Community Parks Donations	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Japanese Garden	22,141	11,266	18,390	-	-	18,390	6,400	6,530	6,660	6,790
Dinner Bay	410	410	420	-	-	420	430	440	450	460
Putting Green	150	150	150	-	-	150	150	150	150	150
TOTAL COSTS	22,701	11,826	18,960	-	-	18,960	6,980	7,120	7,260	7,400
*Percentage Increase over prior year						-16.5%	-63.2%	2.0%	2.0%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	12,110	(12,110)	-	-	(12,110)	-	-	-	-
Balance c/fwd from 2021 to 2022	(16,041)	(16,041)	-	-	-	-	-	-	-	-
Donations & Fees	(6,440)	(7,675)	(6,630)	-	-	(6,630)	(6,760)	(6,900)	(7,040)	(7,180)
Other Income	(220)	(220)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	(22,701)	(11,826)	(18,960)	-	-	(18,960)	(6,980)	(7,120)	(7,260)	(7,400)
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Mayne Island Community Rec.

EAC REVIEW

SEPTEMBER 2022

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 \$85,327. (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.	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Recreation Programs	42,042	30,000	37,556	-	-	37,556	25,907	26,417	26,947	27,485
Special Events	2,260	2,000	5,820	-	-	5,820	5,940	6,060	6,180	6,300
Allocations	2,122	2,122	2,434	-	-	2,434	2,483	2,533	2,583	2,635
Other Operating Expenses	2,260	2,260	2,340	-	-	2,340	2,390	2,440	2,490	2,540
TOTAL OPERATING COSTS	48,684	36,382	48,150	-	-	48,150	36,720	37,450	38,200	38,960
*Percentage Increase over prior year						-1.1%	-23.7%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	12,350	(12,350)	-	-	(12,350)	-	-	-	-
Balance c/fwd from 2021 to 2022	(13,734)	(13,734)	-	-	-	-	-	-	-	-
Revenue - Other	(30)	(28)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
Grants in Lieu of Taxes	(30)	(80)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(13,794)	(1,492)	(12,410)	-	-	(12,410)	(60)	(60)	(60)	(60)
REQUISITION	(34,890)	(34,890)	(35,740)	-	-	(35,740)	(36,660)	(37,390)	(38,140)	(38,900)
*Percentage increase over prior year Requisition						2.4%	2.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Pender Island Community Parks

EAC REVIEW

SEPTEMBER 2022

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 **\$268,074**. (Bylaw 4091 - March, 2016)

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

1.485 - Pender Island Community Parks	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	28,170	28,170	29,020	-	-	29,020	29,600	30,190	30,790	31,410
Supplies	12,490	12,490	12,860	-	-	12,860	13,110	13,370	13,630	13,900
Repairs, Maintenance, & Improvements	44,820	44,820	46,160	-	-	46,160	47,080	48,020	48,980	49,960
Allocations	10,234	10,234	10,794	-	-	10,794	11,006	11,231	11,459	11,688
Contingency	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Other Operating Expenses	22,760	22,760	23,400	-	-	23,400	23,870	24,350	24,840	25,340
TOTAL OPERATING COSTS	122,474	122,474	126,234	-	-	126,234	128,666	131,161	133,699	136,298
*Percentage Increase over prior year						3.1%	1.9%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
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	165,474	165,474	169,234	-	-	169,234	171,666	174,161	176,699	179,298
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(1,410)	(1,410)	(1,450)	-	-	(1,450)	(1,480)	(1,510)	(1,540)	(1,570)
Revenue - Other	(410)	(410)	(430)	-	-	(430)	(430)	(430)	(430)	(430)
TOTAL REVENUE	(1,820)	(1,820)	(1,880)	-	-	(1,880)	(1,910)	(1,940)	(1,970)	(2,000)
REQUISITION	(163,654)	(163,654)	(167,354)	-	-	(167,354)	(169,756)	(172,221)	(174,729)	(177,298)
*Percentage increase over prior year Requisition						2.3%	1.4%	1.5%	1.5%	1.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.485	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Pender Island Community Parks							

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	\$206,990	\$297,990	\$31,450	\$0	\$0	\$0	\$329,440
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$206,990	\$297,990	\$31,450	\$0	\$0	\$0	\$329,440
		\$206,990	\$297,990	\$31,450	\$0	\$0	\$0	\$329,440

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	\$206,990	\$297,990	\$31,450	\$0	\$0	\$0	\$329,440
		\$206,990	\$297,990	\$31,450	\$0	\$0	\$0	\$329,440
		\$206,990	\$297,990	\$31,450	\$0	\$0	\$0	\$329,440

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
22-01	Renewal	Shingle Bay Improvements Phase 1	Resurface Shingle Bay for improved drainage and restore creek	\$42,660	S	Res	\$42,660	\$42,660	\$0	\$0	\$0	\$0	\$42,660
22-02	Replacement	Shingle Bay Outhouse Repair	Repair or replace the outhouse	\$9,480	S	Res	\$9,480	\$9,480	\$0	\$0	\$0	\$0	\$9,480
21-04	New	Dog Park	clearing, leveling, fencing, and dog waste station. Additional \$20k from alternate sources	\$45,500	S	Res	\$27,500	\$42,500	\$3,000	\$0	\$0	\$0	\$45,500
21-05	New	Magic Lake MOTI end MOU for dock	Establish all necessary agreements and licences for future dock installation	\$4,700	S	Res	\$4,700	\$4,700	\$0	\$0	\$0	\$0	\$4,700
22-01	New	Shingle Bay Improvements Phase 2	Install playground equipment and picnic benches. Additional \$20k from alternate sources	\$35,550	S	Res	\$0	\$35,550	\$0	\$0	\$0	\$0	\$35,550
22-03	Replacement	Roller Rink/ Pickle Ball Court Refurbishment	Resurface and repair structures	\$18,950	S	Res	\$18,950	\$18,950	\$0	\$0	\$0	\$0	\$18,950
22-05	New	Alice Church Trail	Consultation and building of a primitive trail.	\$28,450	S	Res	\$25,000	\$28,450	\$0	\$0	\$0	\$0	\$28,450
23-01	New	Shingle Bay Improvements Phase 3	Install adult exercise equipment. Additional \$20k from alternate sources	\$28,450	S	Res	\$0	\$0	\$28,450	\$0	\$0	\$0	\$28,450
23-02	New	Magic Latke MOTI end dock	Install floating dock	\$26,000	S	Res	\$0	\$26,000	\$0	\$0	\$0	\$0	\$26,000
23-03	New	Soccer Field resurfacing	Resurface and install irrigation for soccer field	\$23,700	S	Res	\$23,700	\$23,700	\$0	\$0	\$0	\$0	\$23,700
23-04	Renewal	Thieves Bay Improvements	Improve outhouses, picnic table shelter and walking trails, memorial garden. Additional \$20k from alternate sources	\$56,000	S	Res	\$45,000	\$56,000	\$0	\$0	\$0	\$0	\$56,000
23-04	Renewal	Disc Park T box improvements	Improve visibility of tee boxes	\$10,000	S	Res	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
			GRAND TOTAL	\$329,440			\$206,990	\$297,990	\$31,450	\$0	\$0	\$0	\$329,440

**Pender Island Community Parks
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	407,079	152,089	163,639	206,639	249,639	292,639
Land Reserve Fund	36,714	36,714	36,714	36,714	36,714	36,714
Total	443,793	188,803	200,353	243,353	286,353	329,353

Reserve Schedule

Reserve Fund: 1.485 Pender Island Community Parks - 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: Fund Centre:	1038 101382	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		367,005	407,079	152,089	163,639	206,639	249,639
Transfer from Ops Budget		43,000	43,000	43,000	43,000	43,000	43,000
Transfer from Cap Fund		18,574	-	-	-	-	-
Transfer to Cap Fund		(21,500)	(297,990)	(31,450)	-	-	-
Interest Income		-					
Ending Balance \$		407,079	152,089	163,639	206,639	249,639	292,639

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.485 Pender Island Community 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	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101362						
Beginning Balance		36,714	36,714	36,714	36,714	36,714	36,714
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		36,714	36,714	36,714	36,714	36,714	36,714

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Pender Island Community Rec.

EAC REVIEW

SEPTEMBER 2022

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 \$141,186.

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

1.488 - Pender Island Community Rec	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Recreation Programs	63,072	63,072	61,735	-	-	61,735	62,956	64,205	65,483	66,790
Allocations	3,215	3,215	3,455	-	-	3,455	3,524	3,595	3,667	3,740
Other Operating Expenses	2,820	2,820	2,900	-	-	2,900	2,960	3,020	3,080	3,140
TOTAL OPERATING COSTS	69,107	69,107	68,090	-	-	68,090	69,440	70,820	72,230	73,670
*Percentage Increase over prior year						-1.5%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(2,972)	(2,972)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(582)	(582)	(600)	-	-	(600)	(610)	(620)	(630)	(640)
Revenue - Other	(270)	(270)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	(3,824)	(3,824)	(850)	-	-	(850)	(860)	(870)	(880)	(890)
REQUISITION	(65,283)	(65,283)	(67,240)	-	-	(67,240)	(68,580)	(69,950)	(71,350)	(72,780)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Galiano Island Community Parks

EAC REVIEW

SEPTEMBER 2022

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 **\$154,203**.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.495 - Galiano Island Community Parks	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Repairs, Maintenance, & Improvements	70,120	70,120	72,220	-	-	72,220	73,670	75,140	76,640	78,180
Allocations	3,883	3,883	4,241	-	-	4,241	4,326	4,412	4,501	4,591
Contingency	5,690	5,690	5,710	-	-	5,710	5,820	5,940	6,060	6,180
Other Operating Expenses	5,130	4,190	5,510	-	-	5,510	5,690	5,870	6,060	6,260
TOTAL OPERATING COSTS	84,823	83,883	87,681	-	-	87,681	89,506	91,362	93,261	95,211
*Percentage Increase over prior year						3.4%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	10,000	10,940	10,000	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL CAPITAL / RESERVE	10,000	10,940	10,000	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL COSTS	94,823	94,823	97,681	-	-	97,681	99,506	101,362	103,261	105,211
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(69)	(69)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Revenue - Other	(30)	(30)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(99)	(99)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
REQUISITION	(94,724)	(94,724)	(97,561)	-	-	(97,561)	(99,386)	(101,242)	(103,141)	(105,091)
*Percentage increase over prior year Requisition						3.0%	1.9%	1.9%	1.9%	1.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.495	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Galiano Community Parks							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$11,500	\$21,500	\$15,500	\$4,900	\$24,000	\$0	\$0	\$65,900
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$11,500	\$21,500	\$15,500	\$4,900	\$24,000	\$0	\$0	\$65,900

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$11,500	\$21,500	\$15,500	\$4,900	\$24,000	\$0	\$0	\$65,900
	\$11,500	\$21,500	\$15,500	\$4,900	\$24,000	\$0	\$0	\$65,900

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: Fund Centre:	1058 101604	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		64,905	32,845	21,345	15,845	20,945	6,945
Transfer from Ops Budget		10,940	10,000	10,000	10,000	10,000	10,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(43,000)	(21,500)	(15,500)	(4,900)	(24,000)	-
Interest Income		-					
Ending Balance \$		32,845	21,345	15,845	20,945	6,945	16,945

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Galiano Community Recreation

EAC REVIEW

SEPTEMBER 2022

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 \$81,214.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.498 - Galiano Community Recreation	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Recreation Programs	35,364	35,364	35,730	-	-	35,730	36,440	37,170	37,910	38,670
Allocations	2,059	2,059	1,907	-	-	1,907	1,945	1,984	2,023	2,064
Other Operating Expenses	710	710	710	-	-	710	720	730	740	750
TOTAL OPERATING COSTS	38,133	38,133	38,347	-	-	38,347	39,105	39,884	40,673	41,484
*Percentage Increase over prior year						0.6%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balnace c/fwd from 2021 to 2022	(678)	(678)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(28)	(28)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(706)	(706)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
REQUISITION	(37,427)	(37,427)	(38,317)	-	-	(38,317)	(39,075)	(39,854)	(40,643)	(41,454)
*Percentage increase over prior year Requisition						2.4%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Storm Water Quality Management (SGI)

EAC REVIEW

SEPTEMBER 2022

Service: 1.533 SGI Stormwater Quality Management

Committee: Electoral Areas

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services & Consulting	5,583	8,906	6,076	-	-	6,076	6,194	6,307	6,426	6,547
Allocations	33,467	30,144	34,095	-	-	34,095	34,777	35,472	36,182	36,905
Other Operating Expenses	50	50	50	-	-	50	50	50	50	50
TOTAL COSTS	39,100	39,100	40,221	-	-	40,221	41,021	41,829	42,658	43,502
*Percentage Increase over prior year						2.9%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(401)	(401)	(410)	-	-	(410)	(420)	(430)	(440)	(450)
TOTAL REVENUE	(401)	(401)	(410)	-	-	(410)	(420)	(430)	(440)	(450)
REQUISITION	(38,699)	(38,699)	(39,811)	-	-	(39,811)	(40,601)	(41,399)	(42,218)	(43,052)
*Percentage increase over prior year Requisition						2.9%	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: Fund Centre:	1500 105530	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		13,535	13,535	13,535	13,535	13,535	13,535
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		13,535	13,535	13,535	13,535	13,535	13,535

Assumptions/Background:

Retain minimum \$7,000 for special investigations and spill response

CAPITAL REGIONAL DISTRICT

2023 Budget

SGI Emergency Comm. - CREST

EAC REVIEW

SEPTEMBER 2022

Service: 1.923 SGI Emergency Comm. - CREST

Committee: Planning and Protective Services

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to CREST	176,283	176,283	179,694	-	-	179,694	183,290	186,960	190,700	194,510
Allocations	3,601	3,601	3,614	-	-	3,614	3,686	3,760	3,835	3,912
Other Operating Expenses	820	820	820	-	-	820	820	820	820	820
TOTAL COSTS	180,704	180,704	184,128	-	-	184,128	187,796	191,540	195,355	199,242
*Percentage Increase over prior year						1.9%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(1,107)	(1,107)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,885)	(1,885)	(1,940)	-	-	(1,940)	(1,980)	(2,020)	(2,060)	(2,100)
Other Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(3,092)	(3,092)	(2,040)	-	-	(2,040)	(2,080)	(2,120)	(2,160)	(2,200)
REQUISITION	(177,612)	(177,612)	(182,088)	-	-	(182,088)	(185,716)	(189,420)	(193,195)	(197,042)
*Percentage increase over prior year Requisition						2.5%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Magic Lake Water

EAC Review

SEPTEMBER 2022

Service: 2.630 Magic Lake Estates Water

Committee: Electoral Areas

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 \$2,653,685.

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:		<u>\$</u>	<u>0</u>

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Repairs & Maintenance	31,520	30,350	32,470	-	-	32,470	33,120	33,770	74,430	35,130
Allocations	54,332	54,332	54,398	-	-	54,398	55,480	56,588	57,720	58,878
Water Testing	19,550	17,500	19,941	-	-	19,941	20,340	20,747	21,162	21,585
Electricity	49,610	49,700	51,100	-	-	51,100	52,120	53,160	54,220	55,300
Supplies	55,520	55,880	57,180	-	-	57,180	58,320	59,490	60,690	61,900
Labour Charges	402,400	435,630	402,780	26,140	-	428,920	450,830	459,840	469,030	478,410
Other Operating Expenses	53,752	56,532	54,836	-	10,000	64,836	56,150	57,510	58,920	60,360
TOTAL OPERATING COSTS	666,684	699,924	672,705	26,140	10,000	708,845	726,360	741,105	796,172	771,563
*Percentage Increase over prior year			0.9%	3.9%	1.5%	6.3%	2.5%	2.0%	7.4%	-3.1%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	15,000	20,000
Transfer to Capital Reserve Fund	92,390	70,000	87,250	-	-	87,250	78,900	88,376	133,535	148,762
MFA Debt Reserve Fund	670	670	570	-	-	570	570	570	570	570
MFA Debt Principal	131,489	131,489	131,489	-	-	131,489	131,489	131,489	92,677	79,257
MFA Debt Interest	61,697	61,697	61,697	-	-	61,697	61,697	57,070	50,606	48,768
TOTAL DEBT / RESERVES	296,246	273,856	291,006	-	-	291,006	282,656	287,505	292,388	297,357
TOTAL COSTS	962,930	973,780	963,711	26,140	10,000	999,851	1,009,016	1,028,610	1,088,560	1,068,920
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	(15,224)	-	-	(10,000)	(10,000)	-	-	(40,000)	-
Sales - Water	(22,000)	(15,000)	(22,000)	-	-	(22,000)	(22,000)	(22,000)	(22,000)	(22,000)
User Charges	(351,288)	(354,300)	(351,271)	(26,140)	-	(377,411)	(384,946)	(392,680)	(400,530)	(408,540)
Lease Revenue	(8,100)	(7,714)	(8,100)	-	-	(8,100)	(8,100)	(8,100)	(8,100)	(8,100)
Other Revenue	(2,394)	(2,394)	(2,340)	-	-	(2,340)	(2,370)	(2,400)	(2,430)	(2,470)
TOTAL REVENUE	(383,782)	(394,632)	(383,711)	(26,140)	(10,000)	(419,851)	(417,416)	(425,180)	(473,060)	(441,110)
REQUISITION - PARCEL TAX	(579,148)	(579,148)	(580,000)	-	-	(580,000)	(591,600)	(603,430)	(615,500)	(627,810)
*Percentage increase over prior year										
Sales - Water			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
User Fees			0.0%	7.4%		7.4%	2.0%	2.0%	2.0%	2.0%
Requisition			0.1%			0.1%	2.0%	2.0%	2.0%	2.0%
Combined			0.1%	2.7%		2.8%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.630	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Magic Lake Estates Water (Pender)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$7,500	\$7,500	\$0	\$0	\$0	\$0	\$0	\$7,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$25,000	\$640,000	\$22,000	\$145,000	\$75,000	\$75,000	\$907,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$7,500	\$32,500	\$640,000	\$22,000	\$145,000	\$75,000	\$75,000	\$914,500

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$5,000	\$30,000	\$640,000	\$22,000	\$145,000	\$75,000	\$75,000	\$912,000
	\$7,500	\$32,500	\$640,000	\$22,000	\$145,000	\$75,000	\$75,000	\$914,500

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"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".</i></p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
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	\$25,000	\$45,000	\$22,000	\$0	\$0	\$92,000
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	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000
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.		E	Grant	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$2,500
22-03	Replacement	Process Pipe Replacement	Replace corroded process pipe in the water treatment plant, funding from settlement fund.	\$500,000	S	Res	\$0	\$0	\$500,000	\$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	\$35,000	\$0	\$0	\$0	\$35,000
23-02	New	ISOPAC Permanent Handling & Storage	Permanant solution to reduce drum waste and reduce handling is required.	\$60,000	S	Res	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
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	Res	\$0	\$0	\$0	\$0	\$145,000	\$75,000	\$220,000
GRAND TOTAL				\$1,162,500			\$7,500	\$32,500	\$640,000	\$22,000	\$145,000	\$75,000	\$914,500

Service: 2.630 Magic Lake Estates Water (Pender)

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 22-02 **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, funding from settlement fund.

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** Permenant solution to reduce drum waste and reduce handing is required.

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 dispo

Project Number 26-01 **Capital Project Title** Buck Lake Dam Repairs - Phase 2 **Capital Project Description** Conduct additional geotechnical

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
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	54,292	54,292	64,292	74,292	49,292	69,292
Capital Reserve Fund	326,438	383,688	322,588	388,964	377,499	451,261
Capital Reserve Fund - Settlement Funds	602,977	602,977	102,977	102,977	102,977	102,977
Total	983,707	1,040,957	489,857	566,233	529,768	623,530

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	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	105212						
Beginning Balance		59,516	54,292	54,292	64,292	74,292	49,292
Transfer from Ops Budget		10,000	10,000	10,000	10,000	15,000	20,000
Transfer to Ops Budget		(15,224)	(10,000)	-	-	(40,000)	-
Planned Maintenance Activity			Acquire SRW over MLE North Dam			Frigate and Captains Reservoir cleaning & inspection	
Interest Income		-					
Ending Balance \$		54,292	54,292	64,292	74,292	49,292	69,292

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund

Bylaw 1498

Reserve Cash Flow

Fund: Fund Centre:	1024 101368	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		548,938	326,438	383,688	322,588	388,964	377,499
Transfer from Ops Budget		70,000	87,250	78,900	88,376	133,535	148,762
Transfer to Cap Fund		(292,500)	(30,000)	(140,000)	(22,000)	(145,000)	(75,000)
Transfer from Cap Fund		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		326,438	383,688	322,588	388,964	377,499	451,261

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund (Settlement Funds)

Bylaw 1498

Reserve Cash Flow

Fund: Fund Centre:	1024 102245	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		602,977	602,977	602,977	102,977	102,977	102,977
Settlement Funds		-	-	-	-	-	-
Transfer to Cap Fund		-	-	(500,000)	-	-	-
Interest Income		-					
Ending Balance \$		602,977	602,977	102,977	102,977	102,977	102,977

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Lyall Harbour Water

EAC REVIEW

SEPTEMBER 2022

Service: 2.640 Lyall Harbour Boot Cove Water (Saturna)

Committee: Electoral Areas

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 \$605,437.

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:		<hr/> \$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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Repairs & Maintenance	15,310	20,000	5,470	-	15,000	20,470	25,580	5,822	5,950	6,080
Allocations	12,477	12,477	12,969	-	-	12,969	13,232	13,500	13,773	14,051
Water Testing	8,450	8,450	8,619	-	-	8,619	8,791	8,968	9,146	9,329
Electricity	3,550	4,800	3,660	-	-	3,660	3,730	3,800	3,880	3,960
Supplies	5,790	7,730	5,970	-	-	5,970	6,090	6,210	6,330	6,450
Labour Charges	112,420	148,340	112,420	7,520	-	119,940	126,170	128,690	131,260	133,890
Other Operating Expenses	15,400	9,960	15,870	-	-	15,870	16,230	16,600	16,980	17,370
TOTAL OPERATING COSTS	173,397	211,757	164,978	7,520	15,000	187,498	199,823	183,590	187,319	191,130
*Percentage Increase over prior year			-4.9%	4.3%	8.7%	8.1%	6.6%	-8.1%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	20,000	10,000	20,000	-	-	20,000	21,000	11,000	20,000	20,000
Transfer to Capital Reserve Fund	26,000	1,431	30,000	-	-	30,000	22,000	13,000	18,400	20,600
MFA Debt Reserve Fund	120	120	680	-	-	680	7,000	100	100	100
MFA Debt Principal	22,148	22,148	22,148	-	-	22,148	25,382	51,376	41,713	41,713
MFA Debt Interest	7,929	7,929	8,538	-	-	8,538	18,128	34,638	33,486	33,486
TOTAL DEBT / RESERVES	76,197	41,628	81,366	-	-	81,366	93,510	110,114	113,699	115,899
TOTAL COSTS	249,594	253,385	246,344	7,520	15,000	268,864	293,333	293,704	301,018	307,029
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	4,737	4,737	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(10,000)	(10,000)	-	-	(15,000)	(15,000)	(20,000)	-	-	-
User Charges	(112,304)	(112,304)	(112,344)	(7,520)	-	(119,864)	(132,653)	(146,024)	(148,918)	(151,889)
Grants in Lieu of Taxes	(747)	(747)	(770)	-	-	(770)	(800)	(820)	(840)	(860)
Other Revenue	(220)	(4,011)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(118,534)	(122,325)	(113,314)	(7,520)	(15,000)	(135,834)	(153,653)	(147,044)	(149,958)	(152,949)
REQUISITION - PARCEL TAX	(131,060)	(131,060)	(133,030)	-	-	(133,030)	(139,680)	(146,660)	(151,060)	(154,080)
*Percentage increase over prior year										
User Fees			0.0%	6.7%		6.7%	10.7%	10.1%	2.0%	2.0%
Requisition			1.5%			1.5%	5.0%	5.0%	3.0%	2.0%
Combined			0.8%	3.1%		3.9%	7.7%	7.5%	2.5%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.640	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Lyall Harbour Boot Cove Water							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$66,000	\$0	\$0	\$0	\$0	\$0	\$66,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$15,000	\$690,000	\$0	\$0	\$0	\$0	\$705,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$81,000	\$690,000	\$0	\$0	\$0	\$0	\$771,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$58,000	\$690,000	\$0	\$0	\$0	\$0	\$748,000
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	\$0	\$23,000	\$0	\$0	\$0	\$0	\$0	\$23,000
	\$0	\$81,000	\$690,000	\$0	\$0	\$0	\$0	\$771,000

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 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 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 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 water mains 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 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 as projected demand changes and climate change.				

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	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 chlorination works.				

Lyall Harbour Water
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	815	5,815	6,815	17,815	37,815	57,815
Capital Reserve Fund	17,387	24,387	46,387	59,387	77,787	98,387
Total	18,202	30,202	53,202	77,202	115,602	156,202

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	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	105213						
Beginning Balance		815	815	5,815	6,815	17,815	37,815
Transfer from Ops Budget		10,000	20,000	21,000	11,000	20,000	20,000
Transfer to Ops Budget		(10,000)	(15,000)	(20,000)	-	-	-
Planned Maintenance Activity		Chlorine Contact Tank Inspection	Reservoir Cleaning & inspection	Replace filtration Media			
Interest Income		-					
Ending Balance \$		815	5,815	6,815	17,815	37,815	57,815

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: Fund Centre:	1025 101369	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		23,956	17,387	24,387	46,387	59,387	77,787
Transfer from Ops Budget		1,431	30,000	22,000	13,000	18,400	20,600
Transfer from Cap Fund		-					
Transfer to Cap Fund		(8,000)	(23,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		17,387	24,387	46,387	59,387	77,787	98,387

Assumptions/Background:

To fully fund capital expenditure plan

CAPITAL REGIONAL DISTRICT

2023 Budget

Skana Water (Mayne)

EAC REVIEW

SEPTEMBER 2022

Service: **2.642 Skana Water (Mayne)**

Committee: **Electoral Areas**

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 \$292,729.

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:		<u>0</u>	

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
JLB Services Contract	11,490	12,000	11,830	-	-	11,830	12,070	12,310	12,560	12,810
Repairs & Maintenance	1,210	650	1,250	-	-	1,250	1,280	6,310	6,440	1,480
Allocations	5,834	5,834	5,908	-	-	5,908	6,022	6,138	6,256	6,377
Water Testing	2,900	3,000	2,958	-	-	2,958	3,017	3,077	3,139	3,201
Electricity	2,590	3,300	3,213	-	-	3,213	3,160	3,220	3,280	3,350
Supplies	720	720	750	-	-	750	770	780	790	800
Labour Charges	21,960	26,000	21,960	1,450	-	23,410	24,670	25,160	25,660	26,170
Other Operating Expenses	3,530	2,990	3,338	-	-	3,338	3,410	3,480	3,550	3,620
TOTAL OPERATING COSTS	50,234	54,494	51,207	1,450	-	52,657	54,399	60,475	61,675	57,808
*Percentage Increase over prior year			1.9%	2.9%		4.8%	3.3%	11.2%	2.0%	-6.3%
<u>DEBT / CAPITAL /RESERVES</u>										
Transfer to Operating Reserve Fund	7,000	4,887	7,000	-	-	7,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	15,000	15,000	16,600	-	-	16,600	14,910	8,010	9,320	10,780
MFA Debt Principal	1,458	1,458	-	-	-	-	2,196	6,507	6,507	6,507
MFA Debt Interest	1,163	1,163	863	-	-	863	5,254	10,666	10,666	10,666
MFA Debt Reserve Fund	760	760	750	-	-	750	1,473	-	-	-
TOTAL DEBT / RESERVES	25,381	23,268	25,213	-	-	25,213	25,833	27,183	28,493	29,953
TOTAL COSTS	75,615	77,762	76,420	1,450	-	77,870	80,232	87,658	90,168	87,761
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	(5,000)	(5,000)	-
User Charges	(51,505)	(53,652)	(51,840)	(1,450)	-	(53,290)	(55,162)	(57,088)	(59,088)	(61,161)
Other Revenue	(110)	(110)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(51,615)	(53,762)	(51,940)	(1,450)	-	(53,390)	(55,262)	(62,188)	(64,188)	(61,261)
REQUISITION - PARCEL TAX	(24,000)	(24,000)	(24,480)	-	-	(24,480)	(24,970)	(25,470)	(25,980)	(26,500)
*Percentage increase over prior year										
User Fees			0.7%	2.8%		3.5%	3.5%	3.5%	3.5%	3.5%
Requisition			2.0%			2.0%	2.0%	2.0%	2.0%	2.0%
Combined			1.1%	1.9%		3.0%	3.0%	3.0%	3.0%	3.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.642	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Skana Water (Mayne)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$75,000	\$694,120	\$0	\$0	\$0	\$0	\$769,120
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$40,000	\$55,000	\$35,000	\$0	\$0	\$0	\$0	\$90,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$40,000	\$130,000	\$729,120	\$0	\$0	\$0	\$0	\$859,120

SOURCE OF FUNDS

Capital Funds on Hand	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Debenture Debt (New Debt Only)	\$0	\$75,000	\$147,262	\$0	\$0	\$0	\$0	\$222,262
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$546,858	\$0	\$0	\$0	\$0	\$546,858
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$15,000	\$35,000	\$0	\$0	\$0	\$0	\$50,000
	\$40,000	\$130,000	\$729,120	\$0	\$0	\$0	\$0	\$859,120

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	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
18-01	Replacement	Storage Tank Replacement	Replace the existing storage tanks	\$749,120	E	Debt	\$0	\$75,000	\$127,262	\$0	\$0	\$0	\$202,262
18-01					E	Grant	\$0	\$0	\$546,858	\$0	\$0	\$0	\$546,858
20-02	Decommission	Well Decommissioning	Numerous wells are not in use and are required to be decommissioned as per MoE requirements.	\$50,000	S	Cap	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
23-01	Renewal	Well Protection Upgrades	Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.	\$35,000	S	Res	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
24-01	New	Source Water Surveillance	Install new well surveillance and water monitoring hardware to record and predict water issues.	\$20,000	E	Debt	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
			GRAND TOTAL	\$869,120			\$40,000	\$130,000	\$729,120	\$0	\$0	\$0	\$869,120

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 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 20-02

Capital Project Title Well Decommissioning

Capital Project Description Numerous wells are not in use and are required to be decommissioned as per MoE requirements.

Project Rationale Numerous wells are not in use and are required to be decommissioned as per MoE requirements.

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.

Project Number 24-01

Capital Project Title Source Water Surveillance

Capital Project Description Install new well surveillance and water monitoring hardware to record and predict water issues.

Project Rationale Install new well surveillance and water monitoring hardware to record and predict water issues.

Skana Water Reserves
Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	5,928	12,928	14,928	11,928	8,928	10,928
Capital Reserve Fund	24,384	25,984	5,894	13,904	23,224	34,004
Total	30,312	38,912	20,822	25,832	32,152	44,932

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Operating Reserve Fund

Bylaw 4144

Reserve Cash Flow

Fund: 1500 Fund Centre: 105214	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	1,041	5,928	12,928	14,928	11,928	8,928
Transfer from Ops Budget	4,887	7,000	2,000	2,000	2,000	2,000
Expenditures	-	-	-	(5,000)	(5,000)	-
Planned Maintenance Activity				Well inspection	Reservoir cleaning and inspection	
Interest Income	-					
Ending Balance \$	5,928	12,928	14,928	11,928	8,928	10,928

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				
	2022	2023	2024	2025	2026	2027
Beginning Balance	39,384	24,384	25,984	5,894	13,904	23,224
Transfer from Ops Budget	15,000	16,600	14,910	8,010	9,320	10,780
Transfer to Cap Fund	(30,000)	(15,000)	(35,000)	-	-	-
Transfer from Cap Fund	-					
Interest Income	-					
Ending Balance \$	24,384	25,984	5,894	13,904	23,224	34,004

Assumptions/Backgrounds:

Transfer whatever the operating budget will allow

CAPITAL REGIONAL DISTRICT

2023 Budget

Sticks Allison Water

EAC REVIEW

SEPTEMBER 2022

Service: 2.665 Sticks Allison Water (Galiano)

Committee: Electoral Areas

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 \$75,814.

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	ended 2014
PREPAYMENT:	\$3,895 x 12	-46,740		
REMAINING:		<u> </u>		\$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
Excess Consumption Fee-for metered water use per service connection in excess of 136 cubic meters per three months: \$2.20 per cubic mete

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Repairs & Maintenance	5,990	6,500	1,020	-	5,000	6,020	6,030	1,040	1,050	1,060
Allocations	3,298	3,298	3,496	-	-	3,496	3,567	3,638	3,711	3,784
Water Testing	2,190	800	2,233	-	-	2,233	2,278	2,324	2,371	2,418
Electricity	1,390	3,000	2,500	-	-	2,500	2,550	2,600	2,650	2,700
Supplies	812	750	710	-	-	710	720	730	740	750
Labour Charges	35,000	35,000	35,000	2,380	-	37,380	39,310	40,100	40,900	41,720
Other Operating Expenses	3,840	3,790	4,165	-	-	4,165	4,240	4,320	4,400	4,490
TOTAL OPERATING COSTS	52,520	53,138	49,124	2,380	5,000	56,504	58,695	54,752	55,822	56,922
*Percentage Increase over prior year	47,520		-6.5%	4.5%	9.5%	7.6%	3.9%	-6.7%	2.0%	2.0%
<u>CAPITAL/RESERVES</u>										
Transfer to Operating Reserve Fund	6,000	5,382	7,500	-	-	7,500	7,000	7,000	7,000	7,000
Transfer to Capital Reserve Fund	5,000	5,000	11,535	-	-	11,535	11,235	11,600	11,990	12,380
TOTAL CAPITAL / RESERVES	11,000	10,382	19,035	-	-	19,035	18,235	18,600	18,990	19,380
TOTAL COSTS	63,520	63,520	68,159	2,380	5,000	75,539	76,930	73,352	74,812	76,302
<u>FUNDING SOURCES (REVENUE)</u>										
Balance CFW from 2021 to 2022	9,984	9,984	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(5,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	-	-	-
Sales - Water	(600)	(600)	(600)	-	-	(600)	(600)	(600)	(600)	(600)
User Charges	(62,804)	(62,804)	(62,359)	(2,380)	-	(64,739)	(66,030)	(67,352)	(68,702)	(70,082)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(58,520)	(58,520)	(63,059)	(2,380)	(5,000)	(70,439)	(71,730)	(68,052)	(69,402)	(70,782)
REQUISITION - PARCEL TAX	(5,000)	(5,000)	(5,100)	-	-	(5,100)	(5,200)	(5,300)	(5,410)	(5,520)
*Percentage increase over prior year										
User Fee			-0.7%	3.8%		3.1%	2.0%	2.0%	2.0%	2.0%
Requisition			2.0%			2.0%	2.0%	1.9%	2.1%	2.0%
Combined			-0.5%	3.5%		3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.665	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Sticks Allison Water (Galiano)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$5,000	\$5,000	\$20,000	\$0	\$0	\$0	\$0	\$25,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$5,000	\$5,000	\$20,000	\$0	\$0	\$0	\$0	\$25,000
	\$5,000	\$5,000	\$20,000	\$0	\$0	\$0	\$0	\$25,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously</p>	<p>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".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

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 2022	2023	2024	2025	2026	2027	5 - Year Total
22-01	New	Service Line Replacement (Provisional)	Replace failed/leaking service lines when required	\$5,000	S	Res	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000
24-01	New	Source Water Surveillance	Construct source water surveillance for water quantity monitoring.	\$20,000	E	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
			GRAND TOTAL	\$25,000				\$5,000	\$20,000	\$0	\$0	\$0	\$25,000

Service: 2.665 Sticks Allison Water (Galiano)

Project Number 22-01

Capital Project Title Service Line Replacement (Provisional)

Capital Project Description Replace failed/leaking service lines when required

Project Rationale Funds are required to fund replacement of failed/leaking service lines.

Project Number 24-01

Capital Project Title Source Water Surveillance

Capital Project Description Construct source water surveillance for water quantity monitoring.

Project Rationale Funds are required to conduct a study with adjoining wells on the impacts to the aquifer to review long and short term viability.

**Sticks Allison Reserves
 Summary Schedule
 2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	1,808	4,308	6,308	13,308	20,308	27,308
Capital Reserve Fund	9,250	15,785	7,020	18,620	30,610	42,990
Total	11,059	20,094	13,329	31,929	50,919	70,299

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.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105215	2022	2023	2024	2025	2026	2027
Beginning Balance		1,426	1,808	4,308	6,308	13,308	20,308
Transfer from Ops Budget		5,382	7,500	7,000	7,000	7,000	7,000
Expenditures		(5,000)	(5,000)	(5,000)	-	-	-
Planned Maintenance Activity		Well and well pump inspection	Reservoir cleaning and inspection	Hydrant maintenance			
Interest Income		-					
Ending Balance \$		1,808	4,308	6,308	13,308	20,308	27,308

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	Estimated	Budget				
Fund Centre:	101890	2022	2023	2024	2025	2026	2027
Beginning Balance		4,250	9,250	15,785	7,020	18,620	30,610
Transfer from Ops Budget		5,000	11,535	11,235	11,600	11,990	12,380
Transfer from Cap Fund		-					
Transfer to Cap Fund		-	(5,000)	(20,000)	-	-	-
Interest Income		-					
Ending Balance \$		9,250	15,785	7,020	18,620	30,610	42,990

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Surfside Park Estates (Mayne)

EAC REVIEW

SEPTEMBER 2022

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

Committee: Electoral Areas

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 \$395,446.

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)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Operations Services Contract	19,350	19,000	19,930	-	-	19,930	20,330	20,740	21,150	21,570
Repairs & Maintenance	4,190	4,500	4,320	-	1,500	5,820	4,400	4,480	9,560	4,640
Allocations	7,907	7,907	8,484	-	-	8,484	8,658	8,834	9,014	9,199
Water Testing	4,040	3,700	4,121	-	-	4,121	4,203	4,287	4,373	4,461
Electricity	4,100	4,250	4,220	-	-	4,220	4,300	4,390	4,480	4,570
Supplies	18,980	20,350	19,560	-	-	19,560	19,960	20,370	20,790	21,210
Labour Charges	32,000	40,000	32,000	2,110	-	34,110	35,850	36,570	37,300	38,050
Other Operating Expenses	10,440	10,540	10,590	-	-	10,590	10,820	11,060	11,300	11,550
TOTAL OPERATING COSTS	101,007	110,247	103,225	2,110	1,500	106,835	108,521	110,731	117,967	115,250
*Percentage Increase over prior year			2.2%	2.1%	1.5%	5.8%	1.6%	2.0%	6.5%	-2.3%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	2,000	-	2,000	-	-	2,000	2,500	3,000	2,000	2,000
Transfer to Capital Reserve Fund	15,000	15,000	15,000	-	-	15,000	23,540	23,155	2,000	2,000
MFA Debt Principal	-	-	-	-	-	-	-	-	14,638	58,552
MFA Debt Interest	-	-	-	-	-	-	-	6,125	42,875	98,000
MFA Debt Reserve Fund	-	-	-	-	-	-	-	5,000	15,000	-
TOTAL DEBT / RESERVES	17,000	15,000	17,000	-	-	17,000	26,040	37,280	76,513	160,552
TOTAL COSTS	118,007	125,247	120,225	2,110	1,500	123,835	134,561	148,011	194,480	275,802
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	(5,846)	-	-	(1,500)	(1,500)	-	-	(5,000)	-
User Charges	(94,807)	(96,201)	(96,335)	(2,110)	-	(98,445)	(108,291)	(119,121)	(151,950)	(227,042)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(94,907)	(102,147)	(96,435)	(2,110)	(1,500)	(100,045)	(108,391)	(119,221)	(157,050)	(227,142)
REQUISITION - PARCEL TAX	(23,100)	(23,100)	(23,790)	-	-	(23,790)	(26,170)	(28,790)	(37,430)	(48,660)
*Percentage increase over prior year										
User Fee			1.6%	2.2%		3.8%	10.0%	10.0%	27.6%	49.4%
Requisition			3.0%			3.0%	10.0%	10.0%	30.0%	30.0%
Combined			1.9%	1.8%		3.7%	10.0%	10.0%	28.0%	45.6%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.667	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Surfside Park Estates (Mayne)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$25,000	\$20,000	\$0	\$0	\$0	\$0	\$45,000
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
	\$0	\$25,000	\$35,000	\$500,000	\$1,500,000	\$0	\$0	\$2,060,000

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	\$0	\$25,000	\$35,000	\$0	\$0	\$0	\$0	\$60,000
	\$0	\$25,000	\$35,000	\$500,000	\$1,500,000	\$0	\$0	\$2,060,000

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 Alternative Approval Process

Capital Project Description

Undertake an alternative approval process to borrow funds to carry out water system improvements in future years.

Project Rationale Funds are required to conduct an alternative approval process 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 24-02

Capital Project Title Source Water Surveillance

Capital Project Description

Construct source water surveillance for water quantity monitoring.

Project Rationale Construct source water surveillance for water quantity monitoring.

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
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	18,528	19,028	21,528	24,528	21,528	23,528
Capital Reserve Fund	80,217	70,217	58,757	81,912	83,912	85,912
Total	98,745	89,245	80,285	106,440	105,440	109,440

Reserve Schedule

Reserve Fund: 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	Estimated	Budget				
Fund Centre:	105216	2022	2023	2024	2025	2026	2027
Beginning Balance		24,374	18,528	19,028	21,528	24,528	21,528
Transfer from Ops Budget		-	2,000	2,500	3,000	2,000	2,000
Expenditures		-	(1,500)	-	-	(5,000)	-
Planned Maintenance Activity			Hydrant maintenance			Reservoir cleaning and inspection	
Deficit Recovery		(5,846)					
Interest Income		-					
Ending Balance \$		18,528	19,028	21,528	24,528	21,528	23,528

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:	1066	Estimated	Budget				
Fund Centre:	101850	2022	2023	2024	2025	2026	2027
Beginning Balance		65,217	80,217	70,217	58,757	81,912	83,912
Transfer from Ops Budget		15,000	15,000	23,540	23,155	2,000	2,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		-	(25,000)	(35,000)	-	-	-
Interest Income		-					
Ending Balance \$		80,217	70,217	58,757	81,912	83,912	85,912

Assumptions/Background:

Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2023 Budget

Magic Lake Estates Sewer

EAC Review

SEPTEMBER 2022

Service: 3.830 Magic Lake Sewer Utility (Pender)

Committee: Electoral Areas

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 \$3,284,880.

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Sludge Hauling Contracts	90,720	75,000	93,440	-	-	93,440	95,310	97,220	99,160	101,140
Grit & Waste Sludge Disposal	90,720	75,000	93,440	-	-	93,440	95,310	97,220	99,160	101,140
Repairs & Maintenance	36,600	41,180	11,940	-	-	11,940	12,190	12,440	52,690	27,950
Allocations	44,220	44,220	45,735	-	-	45,735	46,655	47,588	48,534	49,505
Electricity	23,660	24,000	24,370	-	-	24,370	24,860	25,360	25,870	26,390
Supplies	21,940	23,510	22,590	-	-	22,590	23,030	23,500	23,970	24,460
Labour Charges	280,445	343,000	280,836	17,420	-	298,256	313,072	319,337	325,721	332,233
Other Operating Expenses	33,822	44,022	34,830	-	-	34,830	35,660	36,512	37,382	38,281
TOTAL OPERATING COSTS	622,127	669,932	607,181	17,420	-	624,601	646,087	659,177	712,487	701,099
*Percentage Increase over prior year			-2.4%	2.8%		0.4%	3.4%	2.0%	8.1%	-1.6%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	75,000	28,411	55,735	-	-	55,735	39,800	32,400	24,890	67,830
Transfer to Operating Reserve Fund	13,260	13,260	13,260	-	-	13,260	13,260	13,260	13,260	13,260
Debt Reserve Fund	320	320	290	-	-	290	290	290	290	290
MFA Principal Payment	133,463	133,463	133,463	-	-	133,463	133,463	133,463	133,463	68,476
MFA Interest Payment	40,640	40,640	40,640	-	-	40,640	40,640	40,640	40,640	24,995
TOTAL DEBT / RESERVES	262,683	216,094	243,388	-	-	243,388	227,453	220,053	212,543	174,851
TOTAL COSTS	884,810	886,026	850,569	17,420	-	867,989	873,540	879,230	925,030	875,950
Sludge Disposal Recovery	(10,870)	(10,870)	(11,200)	-	-	(11,200)	(11,420)	(11,650)	(11,880)	(12,120)
TOTAL COSTS NET OF RECOVERIES	873,940	875,156	839,369	17,420	-	856,789	862,120	867,580	913,150	863,830
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(25,000)	(25,000)	-	-	-	-	-	-	(40,000)	(15,000)
User Charges	(259,320)	(260,536)	(249,679)	(17,420)	-	(267,099)	(272,440)	(277,890)	(283,450)	(289,120)
Grants in Lieu of Taxes	(2,450)	(2,450)	(2,520)	-	-	(2,520)	(2,500)	(2,500)	(2,500)	(2,500)
Other Revenue	(1,160)	(1,160)	(1,160)	-	-	(1,160)	(1,170)	(1,180)	(1,190)	(1,200)
TOTAL REVENUE	(287,930)	(289,146)	(253,359)	(17,420)	-	(270,779)	(276,110)	(281,570)	(327,140)	(307,820)
REQUISITION - PARCEL TAX	(586,010)	(586,010)	(586,010)	-	-	(586,010)	(586,010)	(586,010)	(586,010)	(556,010)
*Percentage increase over prior year										
User Fees			-3.7%	6.7%		3.0%	2.0%	2.0%	2.0%	2.0%
Requisition			0.0%			0.0%	0.0%	0.0%	0.0%	-5.1%
Combined			-1.1%	2.1%		0.9%	0.6%	0.6%	0.6%	-2.8%

3.830 - Magic Lake Estates Sewer - Debt Only
 - 6M Phase 1 Wastewater Treatment Plan Upgrade

DEBT

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
Debt Reserve Fund	10,500	10,500	570	-	-	570	570	570	570	570
MFA Principal Payment	89,110	89,110	111,887	-	-	111,887	111,887	111,887	111,887	111,887
MFA Interest Payment	105,148	105,148	118,798	-	-	118,798	118,798	118,798	118,798	118,798
TOTAL DEBT	204,758	204,758	231,255	-	-	231,255	231,255	231,255	231,255	231,255

FUNDING SOURCES (REVENUE)

Deficit c/fwd from 2021 to 2022	7,772	7,772	-	-	-	-	-	-	-	-
MFA Debt Reserve Earning	(500)	(500)	(570)	-	-	(570)	(570)	(570)	(570)	(570)
Grants in Lieu of Taxes	(414)	(414)	(430)	-	-	(430)	(440)	(450)	(460)	(470)
REQUISITION - PARCEL TAX	211,616	211,616	230,255	-	-	230,255	230,245	230,235	230,225	230,215

*Percentage increase over prior year Requisition

8.8%

0.0%

0.0%

0.0%

0.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	3.830	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Magic Lake Sewer Utility (Pender)							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$5,000	\$7,500	\$60,000	\$0	\$0	\$0	\$67,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$8,600,000	\$6,230,000	\$2,370,000	\$0	\$0	\$0	\$8,600,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$8,605,000	\$6,237,500	\$2,430,000	\$0	\$0	\$0	\$8,667,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$3,247,000	\$1,730,000	\$1,517,000	\$0	\$0	\$0	\$3,247,000
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	\$5,355,500	\$4,502,500	\$853,000	\$0	\$0	\$0	\$5,355,500
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$2,500	\$5,000	\$60,000	\$0	\$0	\$0	\$65,000
		\$8,605,000	\$6,237,500	\$2,430,000	\$0	\$0	\$0	\$8,667,500

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<p>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, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"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".</i></p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>		<p>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.</p>

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 2022	2023	2024	2025	2026	2027	5 - Year Total
21-01	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 (2023-2)	\$3,943,916	S	Cap	\$1,300,000	\$100,000	\$1,200,000	\$0	\$0	\$0	\$1,300,000
21-02	Renewal	Wastewater Improvements - Pump Station and Treatment Plant Upgrades	1. Renew Bucaaneer, Gallean, Schooner, Capstern, 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	Cap	\$1,947,000	\$1,630,000	\$317,000	\$0	\$0	\$0	\$1,947,000
21-02					S	Grant	\$5,353,000	\$4,500,000	\$853,000	\$0	\$0	\$0	\$5,353,000
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	\$2,500	\$5,000	\$0	\$0	\$0	\$0	\$5,000
22-01					E	Grant	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$2,500
24-01	Replacement	Towable Genset Replacement	Replacement of the towable genset as it is nearing the end of life.	\$60,000	E	Res	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
			GRAND TOTAL	\$11,718,266			\$8,605,000	\$6,237,500	\$2,430,000	\$0	\$0	\$0	\$8,667,500

Service: 3.830 Magic Lake Sewer Utility (Pender)

Project Number 21-01

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 (2023-24).

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. Also, several km of failing AC sewer pipe requires replacement (to be completed over 3 years from 2021-2023).

Project Number 21-02

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
3. Upgrade Schooner WWTP (headworks, EQ tank, 2nd aeration tank, new clarifiers, electrical/genset)

Project Rationale Wastewater Improvements - Pump Station and Treatment Plant Upgrades

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.

Project Number 24-01

Capital Project Title Towable Genset Replacement

Capital Project Description Replacement of the towable genset as it is nearing the end of life.

Project Rationale Replacement of the towable genset as it is nearing the end of life.

**Magic Lake Estates Sewer
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	22,085	35,345	48,605	61,865	35,125	33,385
Capital Reserve Fund	353,218	403,953	383,753	416,153	441,043	508,873
Total	375,303	439,298	432,358	478,018	476,168	542,258

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: Fund Centre:	1500 105217	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		33,825	22,085	35,345	48,605	61,865	35,125
Transfer from Ops Budget		13,260	13,260	13,260	13,260	13,260	13,260
Planned Expenditures		(25,000)	-	-	-	(40,000)	(15,000)
Planned Maintenance Activity		Outfall inspection & Clean Schooner aeration ditch				Sewer System Flushing	Outfall Inspection
Interest Income		-					
Ending Balance \$		22,085	35,345	48,605	61,865	35,125	33,385

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	2022	2023	2024	2025	2026	2027
Beginning Balance		306,661	353,218	403,953	383,753	416,153	441,043
Transfer from Ops Budget		28,411	55,735	39,800	32,400	24,890	67,830
Transfer to Cap Fund		(2,500)	(5,000)	(60,000)	-	-	-
Transfer from Cap Fund		20,646					
Interest Income		-					
Ending Balance \$		353,218	403,953	383,753	416,153	441,043	508,873

Assumptions/Background:

Electoral Areas Committee - September 21, 2022
2023 Preliminary Electoral Area Budget Review

Appendix D: January 2023 Approvals

Purpose: To summarize the budget items that require implementation as of January 2023 before final budget approval in March 2023.

Electoral Area	Service Type	Service Area	Project Description	Operating Budget	Capital Budget	Funding Source	IBC (if applicable)
Juan de Fuca	Protective Services	1.357 East Sooke Fire Service	Fire truck (Water Tender 2) replacement		300,000	Reserves	
<i>Total: Juan de Fuca</i>				-	300,000		
Salt Spring Island	Executive Services	1.111 SSI Admin	SSI Admin Support	2,999		Allocation	15a-1.1
	Recreation & Cultural Services	1.238A SSI Community Transit	O&M facility plan with secure parking and battery electric bus (BEB) charging infrastructure		50,000	Reserves	
		1.459 Salt Spring Island - Pool & Park Land	Repairs to pool structure and other capital		90,000	Grants, Reserves	
			Design and replacement of pool electrical		250,000	Grants, Reserves	
			Replace heat pumps for pool		80,000	Grants, Reserves	
	Water	2.621 Highland/Fernwood Water	Undertake a referendum or AAP		40,000	Reserves	
			Design and construction of back up power system		240,000	Grants	
		2.626 Fulford Water	Develop strategy, phased program, and detailed designs to replace aging AC water mains		200,000	Grants	
	Sewer	3.705 SSI Septage/Composting	Design review, sizing, and installation of grit chamber		20,000	Reserves	
		3.810 Ganges Sewer	Purchase and install MBR cassette lifting brackets		65,000	Grants, Reserves	
		3.820 Maliview Estates Sewer System	Upgrade WWTP RBC process to MBBR process to meet regulatory requirements		2,010,000	Grants, Debt	
			Replace or repair collection pipe and manholes		200,000	Grants, Debt	
<i>Total: Salt Spring Island</i>				2,999	3,245,000		
Southern Gulf Islands	Corporate Services	1.110 SGI Admin	SGI Housing Strategy	8,000		Reserves	1a-11
	Protective Services	1.356 Pender Island Fire Service	Replace (E27 Unit 746) Rated Mini-Pumper 1500 IGPM (2022)-ERF2		215,000	Reserves	
<i>Total: Southern Gulf Islands</i>				8,000	215,000		
Grand Total				10,999	3,760,000		



**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 21, 2022**

SUBJECT BC Local Government Climate Action Program – Funding Distribution

ISSUE SUMMARY

To provide an update on the internal funding distribution associated with the new BC Local Government Climate Action Program.

BACKGROUND

On May 11, 2021, the Province announced the ending of its Climate Action Revenue Incentive Program (CARIP) in the 2021-2022 fiscal year. CARIP was a provincial grant program that provided funding to local governments that signed the BC Climate Action Charter. The grant was equal to 100% of the carbon taxes that eligible local governments paid each year. The Capital Regional District (CRD) received approximately \$80,000 annually, which was used to support corporate climate action efforts. As a response, the CRD and numerous other local governments advocated for the reestablishment of the program.

On May 16, 2022, the Province announced the new Local Government Climate Action Program (LGCAP), essentially replacing CARIP, that will provide \$76 million over three years to eligible local governments and Modern Treaty Nations. Funding is intended to support local governments in achieving goals that align with the CleanBC Roadmap, BC Climate Preparedness and Adaptation Strategy and local climate action priorities. Local governments may choose how to best allocate and utilize the funds within their organization and communities. The provincial distribution of LGCAP funding is based on a methodology considering previous CARIP disbursements, base funding amounts and per capita allocations adjusted to population size. In a regional district's case, the population allocations are based on \$2 per capita.

The CRD will receive \$126,082 in 2022, 2023 and 2024. To access the funding, the CRD is required to annually measure corporate emissions, demonstrate climate investment equivalent to 20% of the provincial funding received (i.e., matching funding or in-kind contributions) and submit annual reporting.

Staff have determined that the LGCAP funds will be distributed to the CRD Climate Action Service to advance priority initiatives within the CRD Climate Action Strategy and the three electoral areas for their specific community climate action priorities.

ALTERNATIVES

Alternative 1

The Electoral Area Services Committee recommends to the CRD Board:
That the funding associated with the new BC Local Government Climate Action Program in 2022, 2023 and 2024 be distributed as follows: \$79,496 for CRD Climate Action Service; \$11,512 for Juan de Fuca Electoral Area; \$24,552 for Salt Spring Island Electoral Area; and \$10,522 for Southern Gulf Islands Electoral Area.

Alternative 2

That staff report back with additional information.

IMPLICATIONS

Environmental & Climate Implications

The LGCAP funds can be used to support corporate or community initiatives that align with provincial and local climate action goals. Funds can be used for programs, studies, capital investments (or top-ups), and staffing efforts focused on reducing emissions or climate preparedness.

Financial Implications

The CRD will receive \$126,082 in funds annually from LGCAP for three years. The internal distribution of funds is recommended to be as follows:

- CRD Climate Action Service: \$79,496
- Juan de Fuca Electoral Area: \$11,512
- Salt Spring Island Electoral Area: \$24,552
- Southern Gulf Islands Electoral Area: \$10,522

This distribution replaces previous CARIP funds for corporate climate action efforts, and uses a \$2 per capita for electoral area allocations. While funds can be held in reserve in the short term, all funds must be used by the end of 2025.

Service Delivery Implications

Funding will be earmarked for Electoral Area use within the CRD Climate Action Service budget. Administrative staff within each Electoral Area will be responsible for determining best use and will manage any external contracts associated with the funds. They will be responsible for reporting back to the CRD Climate Action Service on programs and outcomes.

CONCLUSION

The Province recently announced a new Local Government Climate Action Program that provides dedicated funds to local governments for climate action initiatives. This is a replacement to the provincial Climate Action Revenue Incentive Program that was cancelled in 2021. The CRD will be receiving approximately \$126,000 annually for three years, which will be utilized to advance climate action priorities within the CRD Climate Action Strategy and of electoral areas.

RECOMMENDATION

The Electoral Area Services Committee recommends to the Capital Regional District Board: That the funding associated with the new BC Local Government Climate Action Program in 2022, 2023 and 2024 be distributed as follows: \$79,496 for CRD Climate Action Service; \$11,512 for Juan de Fuca Electoral Area; \$24,552 for Salt Spring Island Electoral Area; and \$10,522 for Southern Gulf Islands Electoral Area.

Submitted by:	Nikki Elliott, Manager, Climate Action Programs
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF MONDAY, SEPTEMBER 21, 2022

SUBJECT MOUNT ERSKINE WATER CONVERSION

ISSUE SUMMARY

The Mount Erskine Water Society (the "Society") has requested that the Capital Regional District (CRD) take over their community water system.

BACKGROUND

The Society is a small community water system consisting of 40 lots situated on the west side of Mount Erskine, along Collins Road and Mount Erskine Drive on Salt Spring Island. The system was developed in the 1970's based on groundwater wells, and 35 lots are connected to a distribution system of approximately 1,300 meters of pipe, with three hydrants, two standpipes, two pressure-reducing valve chambers and a reservoir.

In 2008, at the request of the Society, the CRD undertook an engineering feasibility study for the Society's community water system as they were contemplating a potential conversion of the Society to a CRD Local Service. At that time the Society worked with another water operator to undertake some of the critical improvements identified in the study as their funding permitted.

In July 2022, the Society made a request for their water system to be taken over by the CRD (or converted to a CRD Local Service) due to the ability of the aging residents and lack of volunteers to operate and manage the water system. The Society will be meeting with its members on August 30th about their intentions to convert to the CRD and outline the conversion process. Following this meeting the CRD has requested that the Society provide a formal letter outlining its conversion request and a supporting resolution regarding conversion.

As part of the Society's conversion request, the CRD requires an updated engineering study to assess the existing water system, provide an outline of the proposed works that would be required for a conversion of the water system, and an estimate of the costs for the design and construction of the proposed works.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends that the Capital Regional District:
Authorize the submission of an application for an Infrastructure Planning grant for Mount Erskine Water Society to assess the water society's infrastructure, operations, and financial position.

Alternative 2

The Electoral Areas Committee recommends that the Capital Regional District:
Not support Mount Erskine Water Society request for conversion of their community water system.

Alternative 3

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

IMPLICATIONS

Financial Implications

This project is eligible for a provincial infrastructure planning grant to assess the Society's infrastructure and system operating and maintenance requirements. The program provides 100% of the project costs of the first \$5,000; and 50% of the remaining costs for the next \$10,000 or less. The Society has agreed to fund any cost difference between the cost of the study and available grant funding. Once the study is complete the CRD can prepare an impact assessment on taking on the water service and engage in further dialogue with the Society and ratepayers on potential costs for undertaking this responsibility and seeking both the Society's ratepayers and CRD Board approval.

CONCLUSION

The province encourages conversion of community water systems to regional district service areas by restricting grants through regional districts as the recipients of funding. The policy of the province is to encourage regional districts to work with community water purveyors and utilize infrastructure planning grants to assist in analyzing infrastructure systems. This is a precursor to a further bid for capital grant funding to upgrade those systems and contingent upon converting to the regional district in assuming responsibility of the community water system's assets.

RECOMMENDATION

The Electoral Area Committee recommends that the Capital Regional District:
Authorize the submission of an application for an Infrastructure Planning grant for Mount Erskine Water Society to assess the water society's infrastructure, operations, and financial position.

Submitted by:	Karla Campbell, MBA, BPA, Senior Manager Salt Spring Island Electoral Area
Concurrence:	Ted Robbins, BSc., CTech., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., Acting Chief Administrative Officer



Making a difference...together

MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, June 14, 2022 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: M. Fossil (Chair); J. Deschenes (Vice Chair) (EP); P. Brent, Alternate Electoral Area Director (EP); W. Foster; K. Heslop (EP); D. Reed; R. Sullivan

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; C. Moch, Manager, Water Quality Operations, Environmental Protection; M. Bona; Project Engineer; M. Risvold, Committee and Administrative Clerk (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:34 am.

1. APPROVAL OF AGENDA

MOVED by D. Reed, **SECONDED** by W. Foster,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by W. Foster, **SECONDED** by D. Reed,
That the minutes of the May 10, 2022 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair had no remarks.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. COMMITTEE BUSINESS

5.1. Project and Operations Update

Staff provided updates on water capital projects and operations.

Staff responded to questions from the committee regarding the Buck Lake Dam Repair kickoff meeting and the Electric Vehicle (EV) Charging Station. Staff advised there were no known issues at the Buck Lake Dam Repair kickoff meeting. A cost estimate for the EV Charging Station project will be provided, and a portion of the funding is dependent on receiving a grant.

Staff provided updates on wastewater capital projects and operations.

Discussion ensued regarding:

- The quality of water discharged into the ocean
- Membrane bio-reactor (MBR) system

Staff advised the water discharged into the ocean is not drinking water quality. Staff noted MBR is a more reliable and advanced treatment. MBR satisfies the effluent discharge quality requirement coming from the plant and produces a better quality effluent compared to the alternative moving bed biofilm reactors (MBBR). MBR filters micro plastics due to the membranes, provides a more consistent quality effluent, and reduces the amount of sludge.

Discussion ensued regarding:

- How staff determine which pump stations require pumping during power outages
- Supervisory Control and Data Acquisition (SCADA) operating network
- Installation of permanent generators

5.2. 2021 Annual Report

I. Jesney introduced the 2021 Annual Report.

Discussion ensued regarding:

- The wastewater treatment capacity
- Capacity planning
- Water demand
- Non-revenue water
- Frequency of water testing

Staff responded to questions from the committee regarding water testing, advising toxin tests are testing for presence. The water quality lab is aware of the thresholds that constitute an algae bloom and would take appropriate measures in the event of a bloom. Iron and manganese naturally occur on Vancouver Island in the rocks and soil, and high rainstorm events can wash the iron and manganese into the lakes and streams. There is treatment at the Magic Lake Water Treatment Plant, and there is no exceedance of the health limit. Staff advised additional and further testing can be discussed if needed, and costs incurred will be charged to the committee.

Staff advised the Annual Report will be posted publicly on the CRD website at the end of June.

6. CORRESPONDENCE

There was none.

7. NEW BUSINESS

I. Jesney provided information on expense claim forms.

8. ADJOURNMENT

MOVED by D. Reed, **SECONDED** by W. Foster,
That the June 14, 2022 meeting be adjourned at 10:33.

CARRIED

CHAIR

SECRETARY

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- Correspondence and emails received by MIPRC do not accompany the public agenda package, but are provided separately to commissioners.
- Kat Ferneyhough can provide a template which will align with CRD branding if interested.

6. Reports

6.1. Treasurer's Report for the period May 1 -31, 2022

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
that the Treasurer's report for the period May 1 to 31, 2022 be approved as presented.
CARRIED

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- Discussed and confirmed upcoming MayneLiner publication and FaceBook postings.
- Report provided on the progress of the new dock. The vegetation will be planted in September.
- The hiking & walking trail brochure is in progress.
- Discussed creating a shared online calendar to support scheduling for monitoring and management of tree safety assessments and other tasks. Commissioner Askin will provide a listing of completed assessments and Commissioner Kilpatrick will investigate project management software.

6.2.2. Occupational Health and Safety

- It was reported that Miners Bay is the only site with stored chemicals and accompanying safety data sheet in accordance WHMIS.
- Bill Warning will investigate the tank which is not labelled and update the Water Emergency Response Plan.
- Discussed WCB responsibilities and that MIPRC will comply with WHMIS with assistance of Bill Warning.
- It was reported that the monthly meeting should include time to discuss safety concerns and that safety practices should be discussed with volunteers.
- The investigation of OHS requirements with CRD is complete and anything further would be for discussion at the Commonality Meeting.

6.2.3. Review and Approve Supplement to the Commissioner's Handbook
Deferred until next month.

6.2.4. Danger Tree safety policy statement and guideline re: felled trees; assessment program/guidelines

Received for information:

- Appendix 10 - Hazard Tree Management Policy Statement (attachment to agenda)
- Assessment of Parks and Trails – Schedule of Review (attachment to agenda)

Discussion occurred and included:

- A draft Felled Trees Guideline prepared for review.

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- In summary of the discussion and email with CRD, general headings should include ecological health, hazards near roads, resources, fire hazard, number and size of felled trees.
- The Danger Tree Committee will review the document.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Banelis, that Mayne Island Parks and Recreation Commission approve the Hazardous Tree Policy Statement, Appendix 10 to the Commissioners Handbook.

CARRIED

6.2.5. Events

Events Report dated 05 June 2022 was received for information.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Schneider, that the special event application for a graduation potluck dinner at the Adachi Pavilion on June 17, 2022 be approved.

CARRIED

6.2.6. Sponsored activities/ Canada Day

- It was reported that TruValu will donate ice-cream, soda, an outside freezer and ice for the Canada Day celebration. Commissioner Schneider will discuss the event with the Lions.
- Volleyball drop in starts the end of June.
- Baseball begins on June 15th.

6.2.7. Commissioner Retreat – additional topic suggestions

It was agreed that the retreat be postponed to July 15th.

6.2.8. Recreational Funding update

It was reported that 25 applications went out this week.

6.2.9. Dave Bentham Award Motion

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis, that Mayne Island Parks and Recreation Commission approve the Dave Bentham Award in the amount of \$300 to this year's recipient as advised by School District #64.

CARRIED

The award will be presented on June 23, 2022.

6.3. Committees

6.3.1. Technology Report

Nothing to report

6.3.2. Fitness Track – Michael

Fitness Track Development Report dated 06 June 2022 was received for information

- It was agreed that commissioners will do a site visit on July 14th @ 1:30 and discuss the equipment placement. Tim Begley's input is also sought.

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6.3.3. Sanitation

It was discussed if MIPRC needed to participate with respect to the Campbell Bay Music Festival.

6.4. Parks

6.4.1. Miners Bay

- Bandstand floor repair – Commissioner Banelis will discuss with Lance Shook and report back.
- The UV light is working.
- Library heat pump – there is no update.

6.4.2. Dinner Bay

Dinner Bay Park Report dated June 5, 2022 was received for information.

- A playground equipment piece is being welded for repair.
- Water tank is not leaking.
- The window was installed in the Pavilion.
- Commissioner Banelis will complete the playground inspection reports.

6.4.3. Japanese Memorial Garden

Japanese Memorial Garden Report dated 05 June 2022 was received for information.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission approve the expenditure of \$711.20 for the purchase of 3450 spring bulbs.

CARRIED

6.4.4. Fred & Bette Cotton

New fencing installed on the driveway garden.

6.4.5. Village Bay

- Work party planning underway.
- Commissioner Banelis will assist with cutting grass.

6.4.6. Trail Network Development/Henderson – Peter

Trail Network Development Committee/Dangerous Tree Committee/ Henderson Park Report was received for information.

- The work party at Kippen Rd was a success and the volunteers were commended.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Kilpatrick, that the Mayne Island Parks and Recreation Commission approve the estimate by Mat Bolla of Dr. Daylight Contracting Ltd. for the removal of dangerous trees and branches at Cotton Park (primarily on the Orca Trail) in the amount of \$1,785.00 (including GST) # EST-000416. The work should commence as soon as possible.

CARRIED

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MOVED by Commissioner Askin and **SECONDED** by Commissioner Bell, that the Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of Island Arborist for the removal of dangerous trees and branches at Village Bay Park in the amount of \$732.05 (including GST) # EST-000128. The work should commence as soon as possible.

CARRIED

- 6.4.7. Village Bay and David Cove boat ramps
- Use of the boat ramp will carry on as usual.
 - Signage is being worked on with Mayne Island Association of Boaters and will be brought forward for review.

7. Correspondence/Meetings

- 7.1. Continued correspondence/conference with CRD re: boat ramp tenure renewal and commercial use.
- 7.2. Email correspondence with Association of Mayne Island Boaters regarding repair work at Village Bay boat ramp.
- 7.3. Email correspondence with the Chamber of Commerce re: presentation of support request.
- Commissioner Kilpatrick will make a presentation at the meeting on June 21st.
 - A letter to be sent in advance.
 - Discussed issues with having a drinking fountain.
- 7.4. Email correspondence regarding rumours in regards to Mayne Island Pickleball Club and signed "MIPC Board".
- MIPRC will address facts.
 - In October 2021, MIPRC took a "field trip" to a small park on Beechwood Drive to familiarize commissioners with that park.
 - Apart from generating some discussion, no further action was taken.
 - MIPRC minutes are correct and do not require correction.
- 7.5. Email correspondence with CRD archaeologist regarding danger trees in Cotton Park and Village Bay Park. Approval received to proceed without further consultation.
- 7.6. Email correspondence from J. Starke, CRD re: Occupational Health and Safety and WHMIS requirements for MIPRC.
- 7.7. Email correspondence with CRD, Risk and Insurance and completion of 2022 Insurable Property and Asset Review document.
- 7.8. Email invitation from J. Dodds, Islands Trust to participate in renewed initiative to address fallow deer problem.
- 7.9. Email from Mayne Island School regarding recipient of the MIPRC sponsored Dave Bentham Award.

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- 7.10. Telephone call advising of filming on Mayne Island for “Epic Hikes” in conjunction with Gulf Island Tourism and possible visit to Vulture Ridge Trail, Henderson Park.

8. New Business

- 8.1. Email dated June 7, 2022 from Meaghan Feduck – Subject: Daycare Emergency Heat Planning Request

It was **MOVED** and **SECONDED**,
that Mayne Island Parks and Recreation Commission grant permission to Mayne Island Early Childhood Society to erect a tent in Mary Jeffrey Park during periods of extreme heat. Such tent should be erected for no longer than a two week period at a time. This approval is subject to approval by CRD Regional Parks. Should such approval be granted, a site visit will be necessary with Mayne Island Parks and Recreation Commission to determine the precise location of the tent.

CARRIED

9. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(e) and that recorder and staff attend the meeting.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis,
that the meeting be closed in accordance with Community Charter Part 4, Division 3, Section 90(1)(e) for the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and, that recorder and staff attend the meeting.

CARRIED

Rise and Report

None

10. Meeting Adjournment

MOVED by Commissioner Askin and **SECONDED** by Commissioner Bell,
that the meeting of the Mayne Island Parks and Recreation Commission be adjourned.

CARRIED

The meeting adjourned at approximately 6:00 pm

Originals signed by

July 14, 2022

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

Mayne Island Parks and Recreation Commission
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5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere – agenda attachment)

- A mobile eyewash station will be purchased for Dinner Bay.
- A sign to keep the door open while refuelling the tractor will be put up on the tractor shed door at Dinner Bay.
- Commissioner Wright will follow up with Bill Warning about updating the emergency contact lists at Miners Bay and Dinner Bay.
- The fitness track accessibility guidelines has been completed.
- Bandstand painting needs to go onto the work schedule.
- The monthly playground assessment forms require completion.
- The shared calendar application can be tested with the Dangerous Trees Report. The application sends emails to notify of items due and yearly events. This will provide a historic record.
- Commissioner Euper has worked on the policy statement and the guidelines regarding danger/fallen trees and Chair Bell asked that any other materials be added so that the Guidelines can be finalized at the next meeting.

5.2.2. Health and Safety concerns

- Due to the fact that traffic control measures had been circumvented by the public, Commissioners Banelis and Wright volunteered to keep people away while trees are being felled.
- Commissioner Schneider, who has a traffic control ticket, may be available to monitor traffic during future road closures.

5.2.3. Review and Approve Supplement to the Commissioner’s Handbook (agenda attachment)

MOVED by Commissioner Bell and **SECONDED** by Commissioner Schneider, that Mayne Island Parks and Recreation Commission approve the Supplement to the Commissioners Handbook which is subject to updating from time to time.

CARRIED

5.2.4. Danger Tree guidelines and list of completed assessments

- A verbal report was given during all inspections 2022 to date and Commissioner Banelis will provide this information to Commissioner Kilpatrick in an email.
- It was discussed and agreed that Commissioner Askin will look into having guidelines to bring forward for the next meeting.

5.2.5. Events (agenda attachment)

The Events Report was received for information.

5.2.6. Sponsored activities

- No sponsored activities reported.
- The volleyball net is getting used by a group of friends regularly.
- Clarification was provided that sponsored events have coverage through MIPRC while paid for events require insurance.

ADOPTED

Mayne Island Parks and Recreation Commission
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- Discussed promoting sponsored events.

5.2.7. Commissioner Retreat

Specifics of the Commissioners Retreat and meeting with Paul Brent, CRD, scheduled for July 15th on Saturna Island was discussed and it was agreed that a donation of \$150 would be offered for the community bus tour provided by a Saturna Lions volunteer.

5.2.8. Recreational Funding update

- About 50% of the applications have been received and Commissioner Euper will follow up on those that have not been submitted.
- The due date is July 22nd and Commissioner Bell will check the mailbox after July 23rd.
- It was agreed that a separate meeting will be scheduled to review the applications and reasons for decisions will be recorded.

5.2.9. Zoom meeting on fallow deer

- Commissioner Kilpatrick reported on the meeting and stated that there was a decision to schedule another meeting which Adam Olsen will attend when he visits the island.
- Commissioner Kilpatrick reported that the meeting was attended by the CRD, Parks Canada, Islands Trust, the MI Conservancy and some other individuals and land holders and the discussion was on strategies going forward to address the problem of the fallow deer population.

5.2.10. Memorial plaques – location and Notice Board

It was discussed and agreed that the notice board will be placed on the exterior of the library wall facing the parking area and that the memorial plaques will be on the board situated inside the park entrance at Village Bay and Fernhill Roads.

5.2.11. Volunteer BBQ – allocation of duties

- Invitation options were discussed and it was agreed that commissioners will send a list of volunteers past and present and Chair Bell will email the invitations.
- The event is scheduled for August 18th and it was agreed that the event will run from 4:30 to 7:30 pm with dinner at 5:30 pm.
- Commissioner Schneider will order the food and coordinate with the Lions and Commissioner Euper will order the cake.
- A special event licence has been obtained.
- It was agreed that a wireless megaphone speaker will be purchased.
- A flower bouquet will be purchased and it will be given away in a prize draw.
- Commissioners will arrive early to set up.

5.3. Committees

5.3.1. Technology (agenda attachment)

A report was received for information.

ADOPTED

**Mayne Island Parks and Recreation Commission
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- 5.3.2. Fitness Track (agenda attachment)
- A report was received for information.
 - Additional information will be provided at the next meeting.
 - Discussed the need to have the location of the septic line known.
- 5.3.3. Land Acquisition – update and next steps
- There was nothing new to report.
 - Discussed messaging and Chair Bell recommended the committee synthesize all the information and decision making regarding priorities and bring forward a recommendation.
 - This item will be discussed with Paul Brent, CRD.
- 5.3.4. Sanitation
- a) Chamber of Commerce update
A letter will be prepared in advance of the Chamber’s next meeting

5.4. Parks

- 5.4.1. Miners Bay
It was reported that mowing has been done as well as some minor repairs.
- 5.4.2. Dinner Bay
It was reported that:
- The pumphouse exterior siding occasionally requires reattachment.
 - An investment should be made to upgrade water equipment.
 - Some maples needed to be cleaned out.
 - Wood chips were spread on Ed Williams trail.
 - Brake installed on the zip line
 - Four windows have seals that have failed, but are not an issue.
 - Freezer needs to be cleared out before the next event.
 - A wet spot on a trail needs a boardwalk.
 - Placing bark mulch on the trails helps the trees by keeping people on the trails.
 - A drop site for unscheduled bark mulch donation will be discussed and agreed upon
- 5.4.3. Japanese Memorial Garden (agenda attachment)
- 5.4.4. Fred & Bette Cotton (agenda attachment)
Report received for information
- 5.4.5. Emma and Felix Jack (agenda attachment)
- Report received for information.
 - The sign is in place but it does not identify MIPRC.

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5.4.6. Village Bay

- Commissioner Schneider reported that she will check that some large items that were left by the boat launch are removed.
- Commissioner Schneider will talk to David Maude regarding removal of large trash.
- Commissioner Askin has offered to help finish the weed whacking.

5.4.7. Trail Network Development/Henderson (agenda attachment)

Report received for information.

Updates to the report are:

- The metal fabricator has to be sent a follow-up email.
- The dangerous tree in Plumper Pass panhandle was discussed.
- Free chips on Ed Williams trail and thanks mentioned to Commissioner Banelis, Richard Jarco and Norm for their help.
- Commissioner Banelis and Wright were thanked for mowing at Village Bay.
- The sign was installed pointing out the location of the bridge.
- The dangerous tree committee met on the 11th at Dinner Bay. Thanks was offered to Commissioner Banelis for organizing and Brian Henneberg for doing an incredible job.
- The trail guardians at Conconi Reef spread chips on the beach trail.
- There is a work party scheduled on Sunday.

It was **MOVED** and **SECONDED**,

that Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of island arborist, Estimate #132, dated June 18, 2022 for the removal of the dangerous cedar tree on the Plumper Pass Park panhandle Trail in the amount of \$822.31 (including GST). The work should commence as soon as possible.

CARRIED

Discussion occurred regarding obtaining estimates and assigning arborist work.

5.4.8. Village Bay and David Cove boat ramps

- a) Input from commercial user and customers
 - It was reported that the fee proposed for the use of the boat ramp was not agreeable to the commercial user.
 - Commissioner Bell will discuss this issue with Paul Brent, CRD,

6. Correspondence/Meetings

- 6.1. Telephone conference with commercial user of boat ramp and customer feedback.
- 6.2. Meeting with the Chamber of Commerce re: support request.
- 6.3. Zoom meeting with a variety of participants regarding the fallow deer problem.
- 6.4. Email correspondence with Mayne Island Reading Centre Society and related parties regarding grant application for heat pump.
- 6.5. Correspondence with Regional Parks regarding Mayne Island Early Childhood Society request for a tent in Mary Jeffery Nature Appreciation Park during heat dome.

ADOPTED

**Mayne Island Parks and Recreation Commission
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- 6.6. Correspondence and incident report regarding trees falling near the Ed Williams trail and condition of the trail.
- 6.7. Correspondence with CRD, Risk and Insurance regarding letter agreement for indemnification by frequent event holder.
- 6.8. Emails and correspondence regarding a variety of special event park bookings.

7. New Business

- 7.1. Funding issues by Mayne Island Reading Centre Society for new heat pump
 - It was reported that the Society approached MIPRC for grant support for the installation of a heat pump.
 - It was reported that the current grant application cannot proceed with the Society as the applicant and there was discussion on planned MIPRC grant funded projects.
 - Commissioner Kilpatrick will discuss this issue with Marilyn Winterbottom and suggest that she contact the local Emergency Program Coordinator if the Society had, in fact, proposed making the building available for use as a cooling centre.

Commissioner Euper left the meeting at 5:10 pm.

- 7.2. Assessment of progress on 5 Year Master Plan
Deferred

- 8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting.**
None

- 9. Rise and Report**
None

10. Meeting Adjournment

MOVED by Commissioner Askin and **SECONDED** by Commissioner Banelis,
That the Mayne Island Parks and Recreation Commission meeting be adjourned.
CARRIED

The meeting adjourned at 5:15 pm

Original signed by

August 11, 2022

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

ADOPTED



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on August 11, 2022 at 3 pm.

PRESENT: Debra Bell (Chair/Treasurer) Michael Kilpatrick (Vice-Chair)
Peter Askin Veronica Euper
Adrian Wright Kestutis Banelis
Jane Schneider Lauren Edwards (Recorder)

ABSENT: Paul Brent, A/Director, CRD, Southern Gulf Islands

Call to Order

The meeting was called to order at 3:00 p.m.

1. Territorial Acknowledgement

It was acknowledged that MIPRC were pleased to take this opportunity to express gratitude for the custodial relationship of the land of the Coast Salish people on which the meeting was held.

2. Approval of Agenda

Amend agenda item 5.1 to read Treasurer's Report for the period July 1 - 31, 2022

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
that the agenda be approved as amended.

CARRIED

3. Adoption of Minutes of July 14, 2022

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper,
that the minutes of July 14, 2022 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell reported that she met in the morning with approximately 15 CRD Board members and staff who were visiting Mayne Island and there was discussion regarding a number of issues.

ADOPTED

5. Reports

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period July 1 - 31, 2022 – Received for information.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the Treasurer's report for the period July 1 to 31, 2022 be approved as presented.
CARRIED

5.1.2. Preliminary Budgets for 2023-2027 – Received for information.

Discussion occurred regarding the five-year financial budget. It was discussed and agreed to initiate the following items budgeted in 2022:

- Miners Bay washroom upgrade and pressure assisted toilets;
- Dinner Bay fitness circuit;
- Miners Bay Christmas lights upgrade to energy efficient bulbs; and
- Dinner Bay recycling and garbage centre build.
- Some new items for 2023 – 2027 are the Japanese Garden Torii Gate and the Adachi Pavilion builds.
- Final budgets will be presented at the September meeting.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere) – Received for information

The following items were discussed:

- The water emergency response plan was updated, laminated and reposted by Bill Warning.
- It was reported that the OCP amendment regarding the MIPRC Master Plan has passed third reading by Islands Trust.
- Memorial plaque backing board may be ready by next meeting.
- Commissioner Bell provided a drawing of the Dinner Bay septic field system based on the information received from Fred Bennett. It was reported that VIHA will provide records for a \$25 fee.
- The Miners Bay bandstand may be worked on by Lance Shook and some helpers.
- The funding status for the library heat pump system was reported to be unchanged.
- The Dinner Bay monthly playground assessment forms will be completed and tree work was done.
- There had been good response to Lance Shook's raven sculpture after the art show and he agreed to leave the sculpture in the garden for a couple of months.
- Emma and Felix Jack Park zoning amendment was given third reading by Islands Trust.
- Commissioner Schneider will discuss Village Bay Park garbage removal with Mayne Garbage services should it become necessary.
- Trail Network brochure was discussed and it was agreed the brochure sample will be reviewed by Commissioners.

**Mayne Island Parks and Recreation Commission
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MOVED by Commissioner Askin and **SECONDED** by Commissioner Bell, that Mayne Island Parks and Recreation Commission approve the estimate from Alea Design & Print, dated August 11, 2022 for 5,000 copies or for an amount up to \$1,500.

CARRIED

5.2.2. Health and Safety concerns
Nothing to report.

5.2.3. Danger Tree guidelines
There was nothing new to report and this item can be discussed at the September meeting. What would be useful is a guideline suitable for non-arborists to use.

5.2.4. Events

- Reserving the Disc Golf Course was discussed and it was agreed to adhere to the practice of not booking reservations except for the Adachi Pavilion kitchen.
- The commission approved the playing of music for an August 19, 2022 event with consideration for neighbours.

5.2.5. Sponsored activities
Nothing to report.

5.2.6. Commissioner Retreat
It was reported that it was worthwhile visiting Saturna Island and spending time in discussion with Paul Brent, Alternate Director, Southern Gulf Islands Electoral Area.

5.2.7. Fallow/feral deer update
Commissioner Kilpatrick reported on a fallow deer meeting held last week which was attended by Adam Olsen, MLA. It was reported that a government to government relationship is required to access provincial funding and it was recommended that MIPRC write to CRD.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission draft a letter requesting the Capital Regional District assist the Mayne Island Parks and Recreation Commission with obtaining assistance for feral deer control.

CARRIED

5.2.8. Volunteer BBQ
It was reported that currently there are 66 people confirmed and that 45 RSVPs were not returned. Commissioner Kilpatrick will send another email to the Japanese Garden volunteers. Commissioners agreed to arrive at 3:00 pm.

**Mayne Island Parks and Recreation Commission
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5.3. Committees

- 5.3.1. Technology
Report received for information
- 5.3.2. Fitness Track
Report received for information
- 5.3.3. Land Acquisition – update and next steps
To be summarized in October.
- 5.3.4. Sanitation
- a) Chamber of Commerce update
A letter will be provided for their September meeting.
- b) Recycling bins
It was discussed and agreed that recycling bins would not be provided as they are often filled with garbage and require resources to maintain.

5.4. Parks

- 5.4.1. Miners Bay
There was nothing to report, but a suggestion was made to consider an electric lawnmower in future.
- 5.4.2. Dinner Bay
- Eyewash stations were purchased for Miners Bay and Dinner Bay parks.
 - A Saturday work party to spread woodchips is scheduled at Dinner Bay Park at 9:00 am.
- 5.4.3. Japanese Memorial Garden
Report received for information.
The Quilt Show went well.
- 5.4.4. Village Bay
The blackberry work party did a good job.
- 5.4.5. Trail Network Development/Henderson (report attached)
The report was received late and is attached.
It was reported that there was unsightly debris on the Kadonaga Bay beach and Commissioner Askin will use his trailer to remove it.

**Mayne Island Parks and Recreation Commission
Minutes for August 11, 2022**

6. Correspondence/Meetings

- 6.1. Email from Ag Society regarding information table at Fall Fair on August 20, 2022.
- 6.2. Correspondence regarding CRD Board and senior staff tour of Mayne Island August 11, 2022.
- 6.3. Email regarding signs at Japanese Memorial Garden.
- 6.4. Email correspondence with Mayne Island Reading Centre Society and related parties regarding heat pump.
- 6.5. Emails regarding commercial usage of the Village Bay boat ramp for construction of the Regional Trail.
- 6.6. Email correspondence with CRD regarding income tax receipts for gifts in kind.

7. New Business

- 7.1. Fall fair information table August 20, 2022
Commissioner Schneider will follow up on ensuring there is a table, tent and chairs.
Commissioners Bell and Wright volunteered two-hour shifts to man the booth with Commissioner Schneider.
- 7.2. Commercial use of the Village Bay boat ramp for construction of the Regional Trail.
 - It was reported that inquiries have been received for commercial use of the boat ramp.
 - Commissioner Bell reported she is waiting for a response to the emails she sent to Stephen Henderson, Manager, Southern Gulf Islands Projects.
 - Discussion occurred on the potential for damage if the ramp is used for heavy commercial projects such as the Regional Trail Project.
 - It was stated that ramp use is restricted to high tide.
 - Discussed the negative impact heavy commercial traffic will have on the ramp, the road and the neighbours.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick,
that the Village Bay boat ramp not be utilized for construction materials for the building of the
Capital Regional District's regional trail.

CARRIED

Opposed: Commissioner Askin

8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(b)

8.1. Recreational Funding

MOVED by Commissioner Euper and **SECONDED** by Commissioner Bell,
that the meeting be closed in accordance with Community Charter Part 4, Division 3, Section
90(1)(b) and that recorder and staff attend the meeting.

CARRIED

**Mayne Island Parks and Recreation Commission
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9. Rise and Report

9.1. Recreational Funding

It was **MOVED** by Commissioner Euper and **SECONDED** by Commissioner Schneider, that the following recreational services receive 2022 funding allocations from the Mayne Island Parks and Recreation Commission.

CARRIED

Name of Applicant

Mayne Island School Association & PAC	Dave Ewanchuk
Mayne Island Disc Golf Club	Mayne Island Garden Club
Mayne Island Conservancy Society	Gulf Islands Centre for Ecological Learning
Southern Gulf Islands Arts Council – Mayne Island Branch	Mayne Island Tennis Association
Mayne Island Quilter’s Guild	
Mayne Island Assisted Living Society	Pender Island Otters Swim Club
Mayne Island Pickleball Club	Ladies Fitness & Chair Class
Mayne Island Early Childhood Society	Carol Meldrum (sole proprietor of Yoga Bear)
Mayne Island Volunteer Firefighters’ Association	Mayne Island Lions Club
“Terry Fox Mayne Island Volunteers” (Terry Fox Organizing Committee)	
Mayne Island Community Centre Society	2 nd Mayne Island Scout Group
Mayne Island Softball	Mayne Island Cribbage Club

10. Meeting Adjournment

MOVED by Commissioner Askin and **SECONDED** by Commissioner Banelis, that the meeting be adjourned.

CARRIED

The meeting adjourned at 5:40 pm

Original signed by

September 8, 2022

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

Trail Network Development Report by Commissioner Peter Askin

for the August 11, 2022 Meeting of the Mayne Island Parks and Recreation Commission

- I met with Alea on 08/09 to review the draft for the new Hiking & Walking Trail brochure, and some changes were made. They will have a draft & a cost estimate ready for the meeting on Thursday, and I'll be putting forward a motion to approve the format and cost. There will be estimates for 5,000 & 6,000 copies (the latter in keeping with the great increase in the island population & visitors). Just FYI, as of 08/09 there is only one bundle remaining in the library basement, which will be used soon.
- Trail realignment in Conconi Reef Park completed on 07/17. Raked & chips spread. Thank you Brock and Adrian for your help.
- Isl. Arborist Brian Henneberg & ground person Dan removed the dangerous tree on the Plumper Pass Park panhandle on 07/23, a difficult and complex job.
- The 10' long boardwalks were worked on (on) 7/24 & we had enough material for one (now completed), but were short for completing the second one. Adrian had kindly volunteered to go to the hdwe. for the additional material required. (There was no land altering needed). Thank you Adrian and Kestutis for your help. Second new boardwalk on the (upper) Ed Williams Trail completed on 07/27.
- Many thanks to Adrian for repairing a signpost that had rotted out & toppled over in the Plumper Pass Park Panhandle. Adrian cut off the rotten part & set the post in one of his (now famous) crafted pier blocks on 07/26 (I believe). No land altering was required. (P.S. The original post was installed by CRD Parks & they don't use concrete, which really shortens the life of the posts).
- The wood chips from Good as Wood were spread and raked on the (upper) Ed Williams Trail on 07/27, and completing that leg. Thank you Kestutis, Debra, Adrian, Pete & Norm for your help.
- More chips from Good as Wood were spread on the Ed Williams Trail (south portion) on 08/02. Thank you Kestutis for helping the TNDC, and thank you to those who sent an RSVP. We completed about 70% of the trail and one more short session should do it.
- After consultation with Kestutis, we agreed that we wouldn't extend the refurbished Ed Williams trail beyond the south portion, which is 67 metres. Appropriate signage shall be installed.
- I met with Adrian on 08/07 to review the (last) boardwalk project on the Doreen McLeod Trail in Henderson Park. We agreed on the details of the project and the material required. Because of the difficulty in getting the material to the site, we decided to wait for cooler weather.
- At the suggestion of the Trail Guardians at Conconi Reef Park, we are installing a sign to discourage people from dumping and littering in the park.

Submitted by: Peter Askin TNDC/Henderson Park



Making a difference...together

MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Tuesday, February 22, 2022 at 3:00 p.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: C. Welham (Chair); M. Hicks, Electoral Area Director; D. Quigley (EP)

Staff: M. McCrank, Senior Manager, Wastewater Infrastructure Operations; D. Puskas, Manager, Capital Projects; T. Watkins, Manager, Solid Waste Operations (EP); Joseph Marr, Acting Senior Manager, Infrastructure Engineering; T. Duthie, Manager, Administrative Services; M. Risvold, Committee and Administrative Clerk (Recorder)

REGRETS: Q. MacDonald

EP = Electronic Participation

The meeting was called to order at 3:00.

1. ELECTION OF CHAIR

The Senior Manager called for nominations for the position of Chair of the Port Renfrew Utility Services Committee for 2022.

D. Quigley nominated C. Welham. C. Welham accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared C. Welham Chair of the Port Renfrew Utility Services Committee for 2022 by acclamation.

2. APPROVAL OF AGENDA

MOVED by M. Hicks, **SECONDED** by D. Quigley,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by D. Quigley, **SECONDED** by M. Hicks,
That the minutes of the following meetings be adopted:

- November 27, 2020 – Special Meeting
- October 25, 2021

CARRIED

4. CHAIR'S REMARKS

The Chair thanked everyone for attending the meeting.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. SENIOR MANAGER'S REPORT

M. McCrank provided the committee meeting schedule for the year, advising there will be three meetings held in 2022. The meetings will be held in the months of February, June and in the Fall. Additional meetings remain at the call of the Chair.

7. COMMITTEE BUSINESS

7.1. Project and Operations Update

T. Watkins provided a Capital Projects update for Port Renfrew Refuse Disposal.

Staff advised the fencing project is for the front gate access to the transfer station to control after hour's use, and an attempt to control bears accessing the area.

D. Puskas provided a Capital Projects update for Port Renfrew Water.

Staff responded to a question from the committee in regard to the Hydrant Replacement Program. Staff advised they will investigate the hydrant replacement locations to determine if the current locations are ideal or if the hydrants should be placed elsewhere. Staff will review the possibility of having a hydrant added near the marina as there is currently not a hydrant close by.

Staff responded to a question from the committee in regard to the alternative approval process (AAP), and advised there is a section of asbestos cement (AC) pipe that requires replacement. An AAP is in the current operating and capital budget plan to seek elector consent to borrow funds for the replacement. The Electoral Area Director committed to contributing Community Works Funds (CWF) to fund the design for the remainder of the supply line and section of AC pipe replacement in Beach Camp.

MOVED by C. Welham, **SECONDED** by D. Quigley,
That the Port Renfrew Utility Services Committee direct staff to apply for Community Works Funds to fund the design for the remainder of the supply line and section of AC pipe replacement in Beach Camp, for a maximum of \$40,000.

CARRIED

D. Puskas provided a Capital Projects update for Port Renfrew Sewer.

Staff responded to a question from the Committee regarding the genset upgrade, advising the existing genset only provides power for the influent pumps. A new genset is required to provide standby power for the entire Wastewater Treatment Plant (WWTP).

Staff advised the outfall has been covered by river sediments in previous years. The WWTP is currently in compliance and costs have been recently over budget on the operational side. Questions have been raised by the Federal Government regarding shellfish closures in the San Juan area, which was determined to be due to the WWTP. A phased approach to upgrades is being proposed as there will likely be regulatory and financial pressure in the future. Discussion ensued.

Operational Update

M. McCrank provided the operational update.

Discussion ensued regarding Emergency response repairing a watermain that had been struck by a third party contractor installing culverts across Parkinson's Road.

MOVED by M. Hicks, **SECONDED** by D. Quigley,
The Port Renfrew Utility Services Committee receives this report for information.

CARRIED

8. CORRESPONDENCE

There was no correspondence.

9. NEW BUSINESS

Discussion ensued regarding the Port Renfrew snow plow.

10. ADJOURNMENT

MOVED by M. Hicks, **SECONDED** by D. Quigley,
That the February 22, 2022 meeting be adjourned at 4:03.

CARRIED

CHAIR

SECRETARY



Making a difference...together

MINUTES OF A MEETING OF THE Skana Water Service Committee, held Tuesday, February 22, 2022 at 9:30 a.m., in the Goldstream Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: W. Korol (Chair) (EP); P. Brent (EP); B. Hill (EP); R. Johnston (EP)

Staff: M. McCrank, Senior Manager, Wastewater Infrastructure Operations; D. Puskas, Manager, Capital Projects; C. Moch, Manager, Water Quality Operations; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations (EP); T. Duthie, Manager, Administrative Services; M. Risvold, Committee and Administrative Clerk (Recorder)

REGRETS: D. Howe, Electoral Area Director; M. Bentley

EP = Electronic Participation

The meeting was called to order at 9:30.

1. ELECTION OF CHAIR

The Senior Manager called for nominations for the position of Chair of the Skana Water Service Committee for 2022.

R. Johnston nominated W. Korol. W. Korol accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared W. Korol Chair of the Skana Water Service Committee for 2022 by acclamation.

2. APPROVAL OF AGENDA

MOVED by B. Hill, **SECONDED** by R. Johnston,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by B. Hill, **SECONDED** by R. Johnston,
That the minutes of the October 28, 2021 meeting be adopted.

CARRIED

MOVED by R. Johnston, **SECONDED** by B. Hill,
That the minutes of the February 1, 2022 meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair had no remarks.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. SENIOR MANAGER'S REPORT

M. McCrank provided the committee meeting schedule for the year, advising there will be three meetings held in 2022. The meetings will be held in the months of February, June and in the Fall. Additional meetings remain at the call of the Chair.

7. COMMITTEE BUSINESS

7.1. Project and Operations Update

D. Puskas provided the capital project update.

Staff responded to questions from the committee related to the well decommissioning project. Staff advised the project will begin in September which will allow time for staff to gain consent to access private properties and for the ground to be less wet. Completing the work when the ground is wet can increase remediation costs. Once the work has finished, the land owners will be notified and staff will ensure the remediation work is satisfactory.

M. McCrank provided the operational update.

Staff advised the Skana Water System had no negative impacts and no report of damage from the weather events that occurred in November and December.

Staff responded to questions from the committee. Staff also advised there were elevated disinfection byproducts reported in the quarterly testing completed in February which resulted in the annual rolling average exceeding the Maximum Acceptable Concentration. Information will be sent to the community shortly in the form of a Water Quality Advisory.

MOVED by B. Hill, **SECONDED** by R. Johnston,
The Skana Water Service Committee receives this report for information.

CARRIED

8. CORRESPONDENCE

There was no correspondence.

9. NEW BUSINESS

The committee requested the annual cost of the storage tanks per parcel if the grant is successful.

10. ADJOURNMENT

MOVED by R. Johnston, **SECONDED** by B. Hill,
That the February 22, 2022 meeting be adjourned at 10:06.

CARRIED

CHAIR

SECRETARY



Making a difference...together

MINUTES OF A MEETING OF THE Sticks Allison Water Local Service Committee, held Thursday, February 24, 2022 at 1:00 p.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: B. Russell (Chair) (EP); J. Fenby (EP); H. Schofield (EP); P. Brent (EP) for D. Howe, Electoral Area Director

Staff: M. McCrank, Senior Manager, Wastewater Infrastructure Operations, D. Puskas, Manager, Capital Projects, D. Dionne, Administrative Coordinator, M. Risvold, Committee and Administrative Clerk (Recorder)

REGRETS: M. Menyhart

EP = Electronic Participation

The meeting was called to order at 1:03.

1. ELECTION OF CHAIR

The Senior Manager called for nominations for the position of Chair of the Sticks Allison Water Local Service Committee for 2022.

P. Brent nominated B. Russell. B. Russell accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared B. Russell Chair of the Sticks Allison Water Local Service Committee for 2022 by acclamation.

2. APPROVAL OF AGENDA

MOVED by P. Brent, **SECONDED** by H. Schofield,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

The committee requested an amendment to the minutes to add a bullet under item 6.1 Sticks Allison Water Local Service 2022 Operating and Capital Budget to read: "The committee discussed postponing the Aquifer Impact Study (22-02), budgeted for \$5,000, indefinitely, pending the Islands Trust Aquifer Study results."

MOVED by J. Fenby, **SECONDED** by P. Brent,
That the minutes of the October 26, 2021 meeting be adopted as amended.

CARRIED

4. CHAIR'S REMARKS

The Chair thanked staff for their diligence, and provided the following remarks:

- Visited the well site prior to the meeting
- Recent system outage
- An unlocked cabinet at side of the Water Treatment Plant needs to be secured
- Thanked staff for being prompt and installing a generator
- The quality and quantity of water being exceptional

Discussion ensued regarding:

- Legal easement documentation around the well site.
- High water monitor, and source of funding for the monitor.
- Water loss percentage.
- Leak detection.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. SENIOR MANAGER'S REPORT

M. McCrank provided the committee meeting schedule for the year, advising there will be three meetings held in 2022. The meetings will be held in the months of February, June and in the Fall. Additional meetings remain at the call of the Chair.

Staff responded to a question from the committee regarding the electronic platform used for virtual meetings. Staff advised WebEx is used for virtual meetings and is secure. Administration staff are available to provide technical support for WebEx if required.

7. COMMITTEE BUSINESS

7.1. Project and Operations Update

D. Puskas provided the Capital Projects update, outlining the status of projects planned for 2022.

M. McCrank provided the Operational update and advised the water piping damaged due to freezing in late December was 50% insurable.

MOVED by H. Schofield, **SECONDED** by P. Brent,
The Sticks Allison Water Local Service Committee receives this report for information.

CARRIED

8. CORRESPONDENCE

There was no correspondence.

9. NEW BUSINESS

Discussion ensued regarding:

- Increased water rates for 2022, and potential feedback from the community anticipated after the beginning of April.
- Asbestos cement (AC) pipes and concern regarding heavy equipment driving over top.
- Possibility of adding a note to water bills regarding vulnerabilities of AC pipe.

10. ADJOURNMENT

MOVED by J. Fenby, **SECONDED** by H. Schofield,
That the February 24, 2022 meeting be adjourned at 1:46.

CARRIED

CHAIR

SECRETARY



Making a difference...together

MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Thursday, February 24, 2022 at 3:00 p.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: L. Vallee (Chair); W. Mulvin (EP); K. Wall (EP); P. Brent (EP) for D. Howe, Electoral Area Director
Staff: M. McCrank, Senior Manager, Wastewater Infrastructure Operations; J. Marr, Acting Senior Manager, Infrastructure Engineering; D. Puskas, Manager, Capital Projects; D. Dionne, Administrative Coordinator; M. Risvold, Committee and Administrative Clerk (Recorder)

REGRETS: R. Noyes

EP = Electronic Participation

The meeting was called to order at 3:00.

1. ELECTION OF CHAIR

The Senior Manager called for nominations for the position of Chair of the Surfside Park Estates Water Service Committee for 2022.

W. Mulvin nominated L. Vallee. L. Vallee accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared L. Vallee Chair of the Surfside Park Estates Water Service Committee for 2022 by acclamation.

2. APPROVAL OF AGENDA

MOVED by W. Mulvin, **SECONDED** by K. Wall,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by K. Wall, **SECONDED** by P. Brent,
That the minutes of the October 29, 2021 meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair welcomed everyone to the meeting, and thanked K. Wall for joining the committee. The Chair noted the water system is performing quite well.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. SENIOR MANAGER'S REPORT

M. McCrank provided the committee meeting schedule for the year, advising there will be three meetings held in 2022. The meetings will be held in the months of February, June and in the Fall. Additional meetings remain at the call of the Chair.

7. COMMITTEE BUSINESS

7.1. Project and Operations Update

D. Puskas provided a Capital Projects update.

The committee suggested reviewing the corner of Lot 20 as a potential opportunity for tank storage. Discussion ensued.

M. McCrank provided an Operational update.

Staff responded to a question from the committee regarding connections within the red zone. Staff advised that connections to water are not allowed within the red zone and staff have not approved connections to any property located in the red zone.. Staff advised the red zone is located from 371 Wood Dale Drive to 427 Wood Dale Drive.

Discussion ensued regarding applications received for connection from parcels within the red zone.

MOVED by K. Wall, **SECONDED** by W. Mulvin,
The Surfside Park Estates Water Service Committee receives this report for
information.

CARRIED

8. CORRESPONDENCE

There was no correspondence.

9. NEW BUSINESS

The committee asked if there are any plans for replacing the existing water treatment plant (WTP). Staff advised a condition assessment is completed as part of the system review, and there are no pressing issues. A site visit was conducted in November and there are no concerns with the existing WTP. The water quality is good, and the arsenic filter media is replaced approximately four times per year (frequency based on water quality results).

10. ADJOURNMENT

MOVED by W. Mulvin, **SECONDED** by K. Wall,
That the February 24, 2022 meeting be adjourned at 3:24.

CARRIED

CHAIR

SECRETARY



Making a difference...together

MINUTES OF A MEETING OF THE Wilderness Mountain Water Service Commission, held Tuesday, February 22, 2022 at 1:00 p.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: D. Pepino (Chair); L. Cutler (Vice Chair); M. Hicks, Electoral Area Director; M. Lechowicz

Staff: T. Robbins, General Manager, Integrated Water Services; S. Irg, Senior Manager, Water Infrastructure Operations; D. Puskas, Manager, Capital Projects; C. Moch, Manager, Water Quality Operations; T. Duthie, Manager, Administrative Services; M. Risvold, Committee and Administrative Clerk (Recorder)

REGRETS:

EP = Electronic Participation

The meeting was called to order at 1:01.

1. ELECTION OF CHAIR

The Senior Manager called for nominations for the position of Chair of the Wilderness Mountain Water Service Commission for 2022.

M. Lechowicz nominated D. Pepino. D. Pepino accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared D. Pepino Chair of the Wilderness Mountain Water Service Commission for 2022 by acclamation.

2. ELECTION OF VICE CHAIR

The Chair called for nominations for the position of Vice Chair of the Wilderness Mountain Water Service Commission for the term ending December 31, 2022.

M. Lechowicz nominated L. Cutler. L. Cutler accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, the Chair declared L. Cutler vice Chair of the Wilderness Mountain Water Service Commission for the term ending December 31, 2022 by acclamation.

3. APPROVAL OF AGENDA

MOVED by M. Hicks, **SECONDED** by L. Cutler,
That the agenda be approved as amended.

CARRIED

4. ADOPTION OF MINUTES

Paragraph four of item 5.1 was amended as follows:

“T. Robbins stated that Island Health has put the onus on the ~~CRD Commission~~...”

MOVED by M. Hicks, **SECONDED** by L. Cutler,
That the minutes of the October 28, 2021 meeting be adopted as amended.

CARRIED

5. CHAIR’S REMARKS

The Chair provided background academic history and thanked the commission for election of Chair. The Chair’s remarks focused on the need to listen carefully to seasoned individuals to avoid making bad decisions.

6. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

7. SENIOR MANAGER’S REPORT

S. Irg provided the commission meeting schedule for the year, advising there will be three meetings held in 2022. The meetings will be held in the months of February, June and in the Fall. Additional meetings remain at the call of the Chair.

8. COMMISSION BUSINESS

8.1. Project and Operations Update

S. Irg spoke to the item. He advised that reservoir cleaning, inspection and flushing of the distribution system was completed after the report was written.

Staff responded to a question from the commission regarding the recent communication outage and back-up battery. Staff advised there is a back-up battery, however a fuse had tripped causing the outage. The pump failure was ruled to be end of life.

Discussion ensued regarding:

- Power outage and back-up generator.
- Storage tank cleaning procedure.

MOVED by M. Hicks, **SECONDED** by L. Cutler,
The Wilderness Mountain Water Service Commission receives this report for information.

CARRIED

9. CORRESPONDENCE

9.1. Wilderness Mountain Water System (Capital Regional District), 706 Cains Way, Sooke, BC

S. Irg spoke to the item and outlined the details on the follow up response to Island Health to meet the surface water objectives. He noted the filtration exemption has not existed since 2017, and advised the system is not currently in compliance.

T. Robbins advised Island Health responded to CRD seeking clarification with respect to the conceptual design work proposed starting this year. Staff will create the terms of reference for hiring a consultant to obtain further conceptual design information to provide more formal feedback. Discussion ensued.

10. NEW BUSINESS

10.1. Correspondence from D. Pepino

Correspondence received from D. Pepino on file and available upon request.

- Procurement assessment: a fluorometer for depth profiling phytoplankton
- Adaptive Management of the 2022-2023 Budget for the Wilderness Mountain Water System
- 2022-2.691 – Wilderness Mountain Water Service (WMWS) - Final Budget Modified Feb 22, 2022 V4
- Proposal for further analysis of the SCADA data for the WMWS treatment plant
- OAGBC Protection of Drinking Water Report

The Chair discussed budget alternatives proposed by the commission which included:

- A request for more data from the water system, reservoir and treatment plant.
- The possibility of changing the filter type.
- Increasing SCADA analysis.
- Working collaboratively with staff.
- Making minor adjustments to the existing infrastructure.

Discussion ensued.

Staff highlighted the funds transferred into the operating reserve account from the 2021 year end, surplus, revenue, and operating account. Staff advised that the intake pump failure and water license fees being reconciled have cost the commission \$5,500 for 2022. Staff advised SCADA is used for plant operators to monitor for any anomalies. Staff advised that the Harmsco filters down to five microns are washable, filters below five microns are not washable and costly. String wound filters are not washable.

Discussion ensued regarding:

- Analyzing data from all systems for consultants to review.
- Meeting and trial proposal with Vancouver Island Health Authority (VIHA).
- The commission working in partnership with the CRD.

T. Robbins acknowledged the willingness and expertise that the commission brings to the community. A hybrid model consisting of staff working collaboratively with the commission was discussed. A consultant would be hired and funded through Community Works Funds to view the proposal for Island Health.

At the request of the consultant more data may be required following their initial review to complete the conceptual design based on all relevant parameters. Staff will involve the commission in various stages of the conceptual design. The consultant will sign off on the conceptual design for provincial service water objectives. Discussion ensued.

MOVED by M. Lechowicz, **SECONDED** by L. Cutler,
That the Wilderness Mountain Water Service Commission support the Capital Regional District with hiring an engineering consultant for the water treatment plant conceptual design work project scheduled for 2022.

CARRIED

MOVED by M. Lechowicz, **SECONDED** by L. Cutler,
That the Wilderness Mountain Water Service Commission re-affirm acceptance and approval of the 2022 operating and capital budget, as amended and presented on October 28, 2021 with the inclusion of year-end actuals.

CARRIED

11. ADJOURNMENT

MOVED by M. Hicks, **SECONDED** by M. Lechowicz,
That the February 22, 2022 meeting be adjourned at 2:31.

CARRIED

CHAIR

SECRETARY