



Notice of Meeting and Meeting Agenda Finance Committee

Wednesday, July 5, 2023

9:30 AM

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

S. Brice (Chair), P. Jones (Vice Chair), P. Brent, C. Coleman, S. Goodmanson, D. Kobayashi,
M. Little, K. Williams, R. Windsor, C. Plant (Board Chair, ex-officio)

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [23-328](#) Minutes of the May 3, 2023 Finance Committee Meeting

Recommendation: That the minutes of the Finance Committee meeting of May 3, 2023 be adopted as circulated.

Attachments: [Minutes - May 3, 2023](#)

4. Chair's Remarks

5. 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.

6. Committee Business

- 6.1. [23-330](#) Capital Regional District External Grants Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CRD External Grants Update](#)
[Appendix A: 2023 External Grants Dashboard](#)
[Appendix B: 2023 Grant Alerts](#)
- 6.2. [23-384](#) Bylaw No. 4558: 2023 to 2027 Financial Plan Bylaw, 2023, Amendment No. 1, 2023
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4558, "2023 to 2027 Financial Plan Bylaw, 2023, Amendment Bylaw No. 1, 2023", be introduced and read a first, second and third time; and
2. That Bylaw No. 4558 be adopted.
- Attachments:** [Staff Report: Bylaw No. 4558: 2023-27 Fin. Plan Amendment](#)
[Appendix A: Bylaw No. 4558 with Schedules A & B](#)
- 6.3. [23-391](#) Municipal Finance Authority 2023 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4562 and 4563
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4562, Security Issuing Bylaw No. 2, 2023, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4562 be adopted.
3. That Bylaw No. 4563, Security Issuing Bylaw No. 3, 2023, be introduced and read a first, second, and third time; and
4. That Bylaw No. 4563 be adopted.
- Attachments:** [Staff Report: MFA 2023 Fall Issue; CRD Security Issuing Bylaws](#)
[Appendix A: Bylaw No. 4562 Security Issuing Bylaw](#)
[Appendix B: Bylaw No. 4563 Security Issuing Bylaw](#)
- 6.4. [23-389](#) Bylaw No. 4559: Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4559, "Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023", be introduced and read a first, second and third time; and
2. That Bylaw No. 4559 be adopted.
- Attachments:** [Staff Report: Bylaw No. 4559: Temp. Borrowing \(Reg. Parks Land Acq.\)](#)
[Appendix A: Bylaw No. 4559](#)

- 6.5.** [23-388](#) Bylaw No. 4557: Capital Regional District Recreation Services and Facilities Fees and Charges 2023-2024
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4557, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 17, 2023", be introduced and read a first, second, and third time;
 2. That Bylaw No. 4557 be adopted.
- Attachments:** [Staff Report: Bylaw No. 4557 CRD Rec. Svcs. Fees & Charges](#)
[Appendix A: Bylaw No. 4557](#)
[Appendix B: List of Revisions](#)
- 6.6.** [23-415](#) Modernizing the Bylaws of the Royal Theatre and McPherson Playhouse Services - Bylaw No. 4560 and 4561
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4560, Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2023, be read a first, second, and third time.
 2. That Bylaw No. 4561, McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 1, 2023, be read a first, second, and third time.
 3. That staff be directed to commence a council consent approval process with the relevant participants of each amending bylaw (Bylaw No. 4560 - Oak Bay, Saanich, Victoria; Bylaw No. 4561 - Victoria).
- Attachments:** [Staff Report: Modernizing Bylaws Royal and McPherson](#)
[Appendix A: Bylaw No. 4560 Royal](#)
[Appendix B: Est. Bylaw No. 2587 Royal \[Redlined\]](#)
[Appendix C: Bylaw No. 4561 McPherson](#)
[Appendix D: Est. Bylaw No. 2685 McPherson \[Redlined\]](#)
- 6.7.** [23-405](#) Capital Region Emergency Service Telecommunications Inc. (CREST) Service Agreement
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That the March 9, 2022 Board resolution pertaining to the approved Service Agreement be rescinded;
 2. That the Chief Administrative Officer be authorized to enter into a further revised Service Agreement to provide emergency communications services, as attached at Appendix C; and,
 3. That Staff be directed to amend the Financial Plan to reflect the increased service agreement payments for 2022 to 2027.
- Attachments:** [Staff Report: CREST Service Agreement](#)
[Appendix A: Staff Report 8 Dec 2021 Board CREST](#)
[Appendix B: Staff Report 9 Mar 2022 Board CREST](#)
[Appendix C: Service Agreement 2022-27- tracked changes](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is September 6, 2023.

To ensure quorum, please advise Jessica Dorman (jdorman@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Finance Committee

Wednesday, May 3, 2023

9:30 AM

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

PRESENT

Directors: S. Brice (Chair), P. Jones (Vice Chair), P. Brent (EP), C. Coleman, S. Goodmanson, D. Kobayashi, M. Little, K. Williams, R. Windsor, C. Plant (Board Chair, ex-officio) (EP)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; R. Lachance, Senior Manager, Financial Services; S. Eam, Manager, Financial Reporting, Financial Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Guest(s): Director K. Murdoch; L. Lee, Lead Audit Engagement Partner, KPMG; S. Burden, Auditor, KPMG; C. Rice-Gural, Auditor, KPMG

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Coleman, **SECONDED** by Director Williams,
That the agenda for the May 3, 2023 Finance Committee meeting be approved.
CARRIED

MOVED by Director Kobayashi, **SECONDED** by Director Windsor,
That Director Murdoch be permitted to participate (without vote) in the May 3,
2023 session of the Finance Committee.
CARRIED

3. Adoption of Minutes

3.1. [23-278](#) Minutes of the March 1, 2023 Finance Committee Meeting

MOVED by Director Kobayashi, **SECONDED** by Director Little,
That the minutes of the Finance Committee meeting of March 1, 2023 be adopted
as circulated.
CARRIED

4. Chair's Remarks

Chair Brice spoke to the Service and Financial Planning Guidelines being presented to the Committee today and the achievements it has made in 2022.

5. Presentations/Delegations

5.1. [23-336](#) Presentation: Lenora Lee, KPMG re CRD 2022 Audit Findings Report

L. Lee provided a presentation on the CRD 2022 Audit Findings.

Discussion ensued on the impacts from the unaudited financial statements.

6. Committee Business

6.1. [23-171](#) Capital Regional District 2022 Audit Findings Report and Statement of Financial Information

N. Chan spoke to Item 6.1.

Discussion ensued on the following:

- sub-regional recreation service cost recovery and revenue sources
- grant revenue sources and borrowing capacity
- long-term debt position and amortization periods
- amortization versus capital tangible assets
- accrual accounting
- municipal tax revenue source

**MOVED by Director Kobayashi, SECONDED by Director Williams,
The Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District 2022 Statement of Financial Information be approved.**

CARRIED

Director Brent (EP) was absent from the vote.

6.2. [23-096](#) Scope of the Financial Statement Audit

N. Chan presented Item 6.2. for information.

Discussion ensued on the following:

- internal controls over financial reporting (ICFR)
- performance and risk analysis
- internal risk register and current risk analysis process
- internal auditing functions
- internal review and service assessment

6.3. [23-169](#) Capital Regional District External Grants Update

N. Chan presented Item 6.3. for information.

- 6.4.** [23-190](#) Capital Regional District External Grants 2022 Annual Report
- N. Chan presented Item 6.4. for information.
- Discussion ensued regarding a potential in increased grant applications.
- 6.5.** [23-168](#) 2024 Service and Financial Planning Guidelines
- N. Chan spoke to Item 6.5.
- Discussion ensued on the fluctuation of lending rates.
- MOVED by Director Jones, SECONDED by Director Kobayashi,
The Finance Committee recommends to the Capital Regional District Board:
That the service and financial planning guidelines as presented be approved and
that staff be directed to prepare the draft financial plan review based on the
timeline presented.
CARRIED**
- 6.6.** [23-185](#) Operating Reserve Guidelines
- N. Chan presented Item 6.6. for information.
- 6.7.** [23-200](#) 2023 Federal Budget Highlights - Verbal Update
- N. Chan presented Item 6.7. for information.
- 6.8.** [23-248](#) Bylaw No. 4547: Saanich Peninsula Recreation Services (Panorama Heat
Recovery System) Loan Authorization Bylaw No. 1, 2023
- N. Chan spoke to Item 6.8.
- MOVED by Director Windsor, SECONDED by Director Kobayashi,
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4547, "Saanich Peninsula Recreation Service (Panorama Heat
Recovery System) Loan Authorization Bylaw No. 1, 2023", be introduced and read
a first, second and third time;
2. That approval on behalf of the participating areas for Bylaw No. 4547 be
obtained through the municipal consent process, according to sections 346 of the
Local Government Act, and if successful, that Bylaw No. 4547 be referred to the
Inspector of Municipalities for approval.
CARRIED**

6.9. [23-249](#)

Bylaw No. 4546: Saanich Peninsula Recreation Services (Centennial Park Multi-Sport Box) Loan Authorization Bylaw No. 1, 2023

MOVED by Director Windsor, **SECONDED** by Director Kobayashi,

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4546, "Saanich Peninsula Recreation Services (Centennial Park Multi-Sport Box) Loan Authorization Bylaw No. 1, 2023", be introduced and read a first, second and third time;

2. That approval on behalf of the participating areas for Bylaw No. 4546 be obtained through the municipal consent process, according to section 346 of the Local Government Act, and if successful, that Bylaw No. 4546 be referred to the Inspector of Municipalities for approval.

CARRIED

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

Director Goodmanson thanked the staff for all their hard work and clarity on the financial reports and budgets.

9. Adjournment

MOVED by Director Windsor, **SECONDED** by Director Coleman,

That the May 3, 2023 Finance Committee meeting be adjourned at 11:02 am.

CARRIED

CHAIR

RECORDER



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**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 05, 2023**

SUBJECT **Capital Regional District External Grants Update**

ISSUE SUMMARY

To provide the Finance Committee and the Capital Regional District (CRD) Board a bi-monthly update on external grants activity for the period between April 18, 2023 and June 19, 2023.

BACKGROUND

This report summarizes activities and outcomes since the CRD External Grants Update was last presented in May. The External Grants Dashboard (Appendix A) details applications submitted, updated, awarded and declined as of 2023. Appendix B provides a summary of grant alerts for 2023.

IMPLICATIONS

Financial Implications

Grants/Contributions Awarded

1. \$30,000 through Island Coastal Economic Trusts' Capital and Innovation Program to support Miners Bay Dock Revitalization Project, Mayne Island.
2. \$30,000 through Union of British Columbia Municipalities' (UBCM) Community Emergency Preparedness Fund 2023 Emergency Operations and Training Centres to support CRD Departmental Operations Centres (DOC)/Electoral Areas Emergency Operations Centres (EOC) Capacity Development Project.
3. \$13,154 through Employment and Social Development Canada's 2023 Canada Summer Jobs Program to support various staff positions for Salt Spring Island Parks.
4. \$11,700 through Fortis BC's Custom Efficiency Program – Implementation Incentive to support Energy Conservation Measures at CRD headquarters.
5. \$7,500 through Province of BC's Infrastructure Planning Grant Program for Mount Erskine Water System Infrastructure Condition Assessment, Salt Spring Island.
6. \$6,000 through TD's Friends of the Environment Foundation to support the Southern Gulf Islands (SGI) Pender Island Parks and Recreation Commission Youth Native Tree Planting Program Project.

There is an additional one grant under news embargo.

Applications Submitted

Six CRD applications were submitted:

1. \$150,000 through UBCM's 2023-24 Complete Communities Grant Program to support the Capital Region Growth and Mobility Study.
2. \$11,820 through Island Health's Community Wellness Grant Program to support the Village on the Green Redevelopment Project.
3. \$11,700 through Fortis BC's Custom Efficiency Program – Implementation Incentive for Energy Conservation Measures at CRD HQ.
4. \$10,000 through PlanH's Public Policy Stream to support the Decolonizing Health Policy, Planning and Programming in the Capital Region Project.
5. \$3,000 through ViaSport's 2023 Community Sport Program Development to support Sooke and Electoral Area Parks and Recreation Commission's (SEAPARC) Learn to Play Lacrosse Program.
6. \$3,000 through ViaSport's 2023 Community Sport Program Development to support Mayne Island Parks and Recreation Commission BC Sport Participation Program (BCSPP) Community Sports Program.

Service Delivery Implications

New Grant Opportunities

Twenty-five grant calls (includes programs with multiple streams) were issued during the reporting period and are summarized in the table below. Appendix B details relevant active grants (as of June 19, 2023) and lists recently closed grants for 2023.

Grant	Deadline	Information
Local Food Infrastructure Fund – Agriculture Canada	31-May-23	Funding for infrastructure investments that increase food security
Go Electric Public Charger Program – CleanBC Go Electric Program	02-Jun-23	Funding for Direct Current Fast Charger stations with priority on rural, northern and Indigenous communities
BC Community Sport Development Fund – ViaSport	15-Jun-23	Funding to make community sport more accessible by reducing barriers to participation
Canada's National Mini Forest Pilot – Green Communities Canada	16-Jun-23	Funding to help community-based organizations grow support for green infrastructure and engage citizens in local action
2023/24 Complete Communities Program – UBCM	16-Jun-23	Funding to undertake assessments to inform land use decision-making;

Grant	Deadline	Information
		considering housing need, supply and location; providing transportation options; and connecting to infrastructure investment and servicing decisions
Community Engagement Funding – Veterans Affairs Canada	30-Jun-23	Funding for commemorative activities or materials
Catherine Donnelly Foundation Grants	07-Jul-23	Funding to address community needs in three streams: 1. Adult Education for Social Change Initiatives 2. Environment Initiatives 3. Housing Initiatives
Environmental Damages Fund – Environment and Climate Change Canada	26-Jul-23	Funding to projects that restore damage to natural environment and support wildlife conservation
Age-Friendly Communities Grants – BC Healthy Communities	28-Jul-23	Funding to help seniors lead active, independent lives through two streams: 1. Planning 2. Projects
TSBC Community Grant Program –Tire Stewardship BC	31-Jul-23	Funding to support the use of recycled tire products, including playgrounds, water parks, tracks, playing fields, etc.
Aquatic Invasive Species Prevention Fund – Fisheries and Oceans Canada	31-Aug-23	Funding for efforts to prevent the introduction and spread of aquatic invasive species
Community to Community Program – UBCM	01-Sep-23	Funding to support increased understanding and improve relations between First Nations and local governments
Greener Neighbourhoods Pilot Program - Demonstration Projects– Natural Resources Canada	14-Sept-23	Funding for six Energiesprong-inspired aggregated deep energy retrofit projects in communities across Canada
BC Asset Management Planning Program – UBCM	15-Sep-23	Funding to assist local governments in delivering sustainable services by extending and deepening asset management practices
BC Active Transportation Infrastructure Grants Program – Ministry of Transportation and Infrastructure	27-Oct-23	Funding to support network planning grants and infrastructure grants to support the development of active transportation infrastructure for all ages and abilities
Enhancement & Restoration Grants – Habitat Conservation Trust Foundation	04-Nov-23	Funding for projects that focus on native freshwater fish, wildlife and their habitats and have the potential to achieve a significant conservation outcome
Local Community Accessibility Grants Program – SPARC BC	Continuous through March 2026	Funding to identify and remove barriers to improve accessibility and inclusion
Supporting Rural Destinations – Discover West Tourism	Continuous	Funding for tourism events in rural communities

Grant	Deadline	Information
New Construction and Retrofits for Affordable Housing – Federation of Canadian Municipalities	Continuous	Funding to evaluate solutions for integrating deep energy efficiency measures and onsite renewable energy generation in existing affordable housing retrofit and new build project
Wastewater Systems – Federation of Canadian Municipalities	Continuous	Funding for wastewater treatment systems through two streams: 1. Capital 2. Study
Reduce Fossil Fuel Use in Fleets – Federation of Canadian Municipalities	Continuous	Funding for feasibility studies for projects that reduce or avoid fossil fuel use in any vehicle that delivers municipal services

CONCLUSION

The CRD recognizes grants are a supplementary funding source to address the needs of services provided to the region. The External Grants Update outlines how the CRD continues to integrate and consider these grant opportunities relative to service needs, as well as informing local partners of these opportunities through the Grants Dashboard and Grants Alerts. The CRD will continue to provide a summary of activities and outcomes in the External Grants Update on a bimonthly basis.

RECOMMENDATION

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: 2023 External Grants Dashboard
- Appendix B: 2023 Grant Alerts

APPENDIX A 2023 EXTERNAL GRANTS DASHBOARD

(Updated as of 19-Jun-23)

 Approved	 Pending	 Declined / Withdrawn
21	15	14
\$22,735,955	\$13,327,312	\$14,636,891

2023 Approved Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Inclusive Governance Study Grant – Ministry of Municipal Affairs – Province of BC	Inclusive Regional Governance	60,000	N/A
	Restructure Planning Grant – Ministry of Municipal Affairs – Province of BC	Community Issues Assessment for Magic Lake Estates	15,000	N/A
	Capital and Innovation Program – Island Coastal Economic Trust *NEW	SGI: Miners Bay Dock Revitalization Project, Mayne Island	30,000	2023
	TD Friends of the Environment Foundation – TD Bank *NEW	SGI: Pender Island Parks and Recreation Commission Youth Native Tree Planting Program Project	6,000	2023
Executive Services	CleanBC Organic Infrastructure and Collection Program – Organic Processing Infrastructure	Salt Spring Island Composting Project	168,462	2021

Department	Grant Program	Project	Amount (\$)	Year Submitted
Executive Services (con't)	Bloom Fund – Salt Spring Island Foundation	SSI: Mount Maxwell Park Land Acquisition	100,000	2022
	2023 Canada Summer Jobs – Employment and Social Development Canada *NEW	Salt Spring Island Parks	13,154	2023
	Community Grants Fund – Salt Spring Island Foundation	Salt Spring Island Multi-Space Dance Project	9,000	2022
	Infrastructure Planning Grant Program – Province of BC *NEW	SSI: Mount Erskine Water System Infrastructure Condition Assessment	7,500	2022
Finance and Technology	Growing Communities Fund – Ministry of Municipal Affairs – Province of BC	Growing Communities Fund	11,559,000	N/A
Integrated Water Services	Strategic Priorities Fund – Canada Community-Building Fund	Regional Water Supply Main No. 4 Mt. Newton to Highway 17 Section Replacement	6,000,000	2022
	Restructure Implementation Grant – Ministry of Municipal Affairs – Province of BC	Conversion and Transfer of Seagirt Waterworks to the CRD	5,000	N/A
Parks & Environmental Services	2022/23 Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	Mayne Island Regional Trail Phase 1 Development Project	500,000	2022
	Priority Places Program – Environment and Climate Change Canada	Species at Risk Assessment, Planning, and Habitat Restoration at Mill Hill Regional Park 2023-2026	180,000	2022
	Custom Efficiency Program Implementation Incentive – Fortis BC *NEW	Energy Conservation Measures at CRD HQ	11,700	2023

Department	Grant Program	Project	Amount (\$)	Year Submitted
Planning & Protective Services	Reaching Home: Canada’s Homelessness Strategy – Infrastructure Canada	Designated Communities Stream (2023-24)	3,194,540	2023-24
	Island Rail Corridor Funding Grant – Ministry of Transportation and Infrastructure – Province of BC	Island Rail Corridor Consultation	600,000	2023
	2022 Volunteer & Composite Fire Departments Equipment and Training – Community Emergency Preparedness Fund – UBCM	Capital Regional District Fire Department Training & Equipment Project	178,599	2022
	Regional Emergency Management Planning Grant – Ministry of Emergency Management and Climate Readiness – Province of BC	Regional Emergency Planning 2023	50,000	N/A
	2023 Emergency Operations & Training – Community Emergency Preparedness Fund – UBCM *NEW	CRD DOC/EOC Capacity Development Project	30,000	2023
	2023 Emergency Operations & Training – Community Emergency Preparedness Fund – UBCM	CRD Evacuee Registration and Assistance (ERA) Team Project	18,000	2023
Total			22,735,955	


2023 Pending Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Community Sport Program Development – ViaSport ^{*NEW}	SGI: Mayne Island Parks and Recreation Commission BCSP Community Sports Program	3,000	2023
Executive Services	2023 Canada Summer Jobs – Employment and Social Development Canada	Panorama \$51,365 and SEAPARC \$42,908	94,273	2023
	Community Grants Fund – Salt Spring Island Foundation	Uniforms and Safety Gear for Martial Arts and Wrestling Programs	8,550	2023
	Community Grants Fund – Salt Spring Island Foundation	New Audio System for SIMS Gymnasium	7,500	2023
Parks & Environmental Services	CleanBC Communities Fund – Climate Change Mitigation – Green Infrastructure Stream – Investing in Canada Infrastructure Program	Capital Regional District Public Electric Vehicle Charging Network Project	6,403,671	2022
	Active Transportation Fund – Infrastructure Canada	Galloping Goose Regional Trail and Selkirk Trestle Enhancement Project (Submitted by Ministry of Transportation and Infrastructure, in partnership with Regional Parks)	5,848,328	2022
	CleanBC – BC Hydro Commercial Custom Program	Panorama Energy Recovery Project	200,000	2020

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks & Environmental Services (con't)	Sustainable Communities and Industry Partnerships Project Implementation Offer – BC Hydro	Neighbourhood Energy Navigator Project	59,000	2023
	Pacific Institute for Climate Solutions Internship Program – University of Victoria	Regional Climate Projections: Understanding Current Use, Gaps, and Opportunities	12,000	2023
	Community Connectedness Stream – Healthy Communities Grant – PlanH	Building Community Connection – Regional Parks Inclusive and Adaptive Hiking with Power to Be	4,200	2023
	Community Sport Program Development – ViaSport *NEW	SEAPARC’s Learn to Play Lacrosse Program	3,000	2023
Planning & Protective Services	Community Resiliency Initiative Grant – 2023 FireSmart Community Funding & Supports – UBCM	Capital Regional District FireSmart Project – 2023	348,790	2022
	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities	Campus View Redevelopment Project	175,000	2023
	2023/24 Complete Communities Grant Program – UBCM *NEW	Capital Region Growth and Mobility Study	150,000	2023
	Healthy Public Policy Stream – Healthy Communities Grant – PlanH *NEW	Decolonizing Health Policy, Planning and Programming in the Capital Region	10,000	2023
Total			13,327,312	

X 2023 Declined / Withdrawn Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Economic Diversification Stream – Rural Economic Diversification and Infrastructure Program	Last-mile Connectivity and Economic Development Project for the Southern Gulf Islands (Declined)	576,725	2023
Executive Services	Environmental Quality – Green Infrastructure Stream – Investing in Canada Infrastructure Program	SSI: Cedars of Tuam – New Well and Water Treatment Plant (Declined)	1,143,948	2022
	Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	SSI: Merchant Mews Pathway Project (Declined)	81,900	2022
	Reaching Each and Everyone: A Community Sport Intervention Program – Canadian Parks and Recreation Association	SSI: Inclusive Recreation Project (Declined)	50,000	2022
	Community Grants Program – ICBC	Salt Spring Island Speed Reader Boards (Withdrawn)	21,200	2022
	2023 Youth Employment Experience – Canadian Parks and Recreation Association	Youth Program Leader Position, Salt Spring Island (Declined)	14,768	2023
Integrated Water Services	Environmental Quality – Green Infrastructure Stream – Investing in Canada Infrastructure Program	JDF: Anderson Cove Water Main Extension Project (Declined)	1,766,905	2022
	Environmental Quality – Green Infrastructure Stream – Investing in Canada Infrastructure Program	SGI: Skana Water System Storage Tank Replacement (Declined)	535,272	2022

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks & Environmental Services	Strategic Priorities Fund – Canada Community Building Fund	Lochside Regional Trail and Swan Lake Trestle Enhancement Project, Capital Region, Victoria, BC (Declined)	5,999,999	2022
	Strategic Priorities Fund – Canada Community Building Fund	Lochside Regional Trail and Brett Avenue Trestle Enhancement Project, Capital Region, Victoria, BC (Declined)	4,376,354	2022
	New Horizons for Seniors Program – Employment and Social Development Canada	Community Garden Improvements at the Greenglade Community Centre (Declined)	25,000	2020
	New Horizons for Seniors Program – Employment and Social Development Canada	SGI: Dinner Bay Seniors Fitness Circuit Project (Declined)	25,000	2022
	2023 Youth Employment Experience – Canadian Parks and Recreation Association <i>*NEW</i>	Assistant Cultural Programmer for Regional Parks (Withdrawn)	8,000	2023
Planning & Protective Services	Community Wellness Grant – Island Health <i>*NEW</i>	Village on the Green Redevelopment Project (Declined)	11,820	2023
Total			14,636,891	

APPENDIX B 2023 GRANT ALERTS

Open Grants as of 19-Jun-2023

DEADLINE	PROGRAM	DESCRIPTION
30-Jun-23	Community Engagement Funding – Veterans Affairs Canada [LINK]	Funding for commemorative activities or materials.
07-Jul-23	Catherine Donnelly Foundation Grants [LINK]	Funding to address community needs in three streams: 1. Adult Education for Social Change Initiatives 2. Environment Initiatives 3. Housing Initiatives
12-Jul-23	Infrastructure Planning Grant – Ministry of Municipal Affairs [LINK]	Funding to help governments develop or improve long-term comprehensive plans including asset management plans, integrated stormwater management plans, etc.
19-Jul-23	Disaster Mitigation and Adaptation Fund – Infrastructure Canada [LINK]	Funding for infrastructure projects designed to mitigate current and future climate-related risks and disasters triggered by natural hazards.
26-Jul-23	Environmental Damages Fund – Environment and Climate Change Canada [LINK]	Funding to projects that restore damage to natural environment and support wildlife conservation.
28-Jul-23	Age-Friendly Communities Grants – BC Healthy Communities [LINK]	Funding to help seniors lead active, independent lives through two streams: 1. Planning 2. Projects
31-Jul-23	TSBC Community Grant Program – Tire Stewardship BC [LINK]	Funding to support the use of recycled tire products, including playgrounds, water parks, tracks, playing fields, etc.

DEADLINE	PROGRAM	DESCRIPTION
31-Aug-23	Aquatic Invasive Species Prevention Fund – Fisheries and Oceans Canada [LINK]	Funding for efforts to prevent the introduction and spread of aquatic invasive species.
01-Sep-23	Community to Community Program – UBCM [LINK]	Funding to support increased understanding and improve relations between First Nations and local governments.
14-Sep-23	Greener Neighbourhoods Pilot Program - Demonstration Projects– Natural Resources Canada [LINK]	Funding for six Energiesprong-inspired aggregated deep energy retrofit projects in communities across Canada.
15-Sep-23	BC Asset Management Planning Program – UBCM [LINK]	Funding to assist local governments in delivering sustainable services by extending and deepening asset management practices.
27-Oct-23	BC Active Transportation Infrastructure Grants Program – Ministry of Transportation and Infrastructure [LINK]	Funding to support network planning grants and infrastructure grants to support the development of active transportation infrastructure for all ages and abilities.
04-Nov-23	Enhancement & Restoration Grants - Habitat Conservation Trust Foundation [LINK]	Funding for projects that focus on native freshwater fish, wildlife and their habitats and have the potential to achieve a significant conservation outcome.
31-Dec-23	2023 Fire Smart Community Funding and Supports Program – Community Resiliency Investment – UBCM [LINK]	Funding to increase community resiliency through Fire Smart planning/activities to reduce wildfire risk.
Continuous through March 2026	Local Community Accessibility Grants Program – SPARC BC [LINK]	Funding to identify and remove barriers to improve accessibility and inclusion.
Continuous through 2023	Community Placemaking Program – Island Coastal Economic Trust [LINK]	Funding for communities to reimagine and revitalize public spaces.

DEADLINE	PROGRAM	DESCRIPTION
Continuous through 2023	2 Billion Trees Program – Government of Canada [LINK]	Funding for tree planting through three streams: 1. Mass Planting 2. Small-Scale Planting 3. Urban/Suburban
Continuous through 2023	Forest Enhancement Society of BC [LINK]	Funding support to reduce wildfire risk and increase community resilience.
Continuous through 2023	Play Your Court Program – National Bank of Canada [LINK]	Funding to give new life to community tennis courts.
Continuous through March 31, 2024	Jobs and Growth Fund in British Columbia Pacific Economic Development Canada [LINK]	Funding through four streams: 1. Activities that support the transition to a green economy. 2. Activities that foster an inclusive recovery. 3. Activities that advance Canada's competitiveness and grow small and medium-sized enterprises through digital adoption. 4. Activities that strengthen capacity in sectors critical to Canada's recovery and growth.
Continuous	Supporting Rural Destinations – Discover West Tourism [LINK]	Funding for tourism events in rural communities.
Continuous	Community Building Recommissioning Grant – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding to identify opportunities to reduce whole-building energy use by up to 5-15 percent (with higher savings possible), extend equipment life and reduce maintenance costs - Two types of projects are eligible for this grant: building recommissioning and building retro-commissioning.
Continuous	Capital Projects Stream – Rural Transit Solutions Fund – Infrastructure Canada [LINK]	Funding for rural and remote community capital projects to support both traditional and non-traditional transport modes and transportation systems.

DEADLINE	PROGRAM	DESCRIPTION
Continuous	Homelessness Community Action Grant – Social Planning and Research Council of BC [LINK]	One-time funding for local planning and collaborative initiatives to respond to the needs of those who are homeless or at risk of becoming homeless.
Continuous	Canada Cultural Spaces – Canadian Heritage [LINK]	Funding for improvement of physical conditions for heritage, culture and creative innovation including renovation and construction projects.
Continuous	Capital Project: Signature Initiative – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding (combined loans and grants) to help Canadian cities and communities of all sizes implement bold environmental projects that reduce Greenhouse Gas Emissions (GHG) emissions and protect the air, water, or land.
Continuous	New Construction and Retrofits for Affordable Housing – Federation of Canadian Municipalities [LINK]	Funding to evaluate solutions for integrating deep energy efficiency measures and onsite renewable energy generation in existing affordable housing retrofit and new build project.
Continuous	Wastewater Systems – Federation of Canadian Municipalities [LINK]	Funding for wastewater treatment systems through two streams: 1. Capital 2. Study
Continuous	GHG Impact Retrofits – Federation of Canadian Municipalities [LINK]	Funding to retrofit a local recreational or cultural facility to reduce GHG emissions.
Continuous	Commemorate Canada – Canadian Heritage [LINK]	Funding for initiatives that commemorate and celebrate historical figures, places, events and accomplishments of national significance.

DEADLINE	PROGRAM	DESCRIPTION
Continuous	Community Building Monitoring and Analysis Grant – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding to track energy use of existing community facilities over time, compare the energy performance of their buildings to similar buildings in other municipalities and identify opportunities to save energy. Funding is intended for community building owners who do not have a building monitoring and analysis system in place.
Continuous	GHG Reduction Pathway Feasibility – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding to assess feasibility for projects that reduce energy and GHGs for recreational and cultural facilities.
Continuous	McConnell Foundation Fund [LINK]	Funding to support projects through three streams: 1. Climate 2. Reconciliation 3. Communities
Continuous	Medium and Heavy Duty Zero Emission Vehicles Program – Transport Canada [LINK]	Funding to encourage adoption of medium and heavy-duty zero emissions vehicles.
Continuous	Planning Stream: Early Support for Sustainable Affordable Housing – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funds for deliverables required in applications for additional funding of energy efficient affordable housing.
Continuous	Reduce Fossil Fuel Use in Fleets – Federation of Canadian Municipalities [LINK]	Funding for feasibility studies for projects that reduce or avoid fossil fuel use in any vehicle that delivers municipal services.
Continuous	Regional Innovation Ecosystems – Pacific Economic Development Canada [LINK]	Funding to create, grow and nurture inclusive ecosystems that support business needs.

DEADLINE	PROGRAM	DESCRIPTION
Continuous	Smart Renewables and Electrification Pathways Program – Natural Resources Canada [LINK]	Four funding streams: <ol style="list-style-type: none"> 1. Established Renewables 2. Emerging Technologies 3. Grid Modernization (the only eligible Applicants are Utilities and System Operators) 4. Strategic Dialogue Linked Projects
Continuous	Pilot Projects: Stormwater Quality, Community Project – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding for capital projects that allow a community to remove 60% of total suspended solids or a significant amount of other contaminants (e.g., Escherichia coli (E.coli), salt, grease) from its stormwater runoff.
Continuous	Zero Emission Transit Fund – Infrastructure Canada [LINK]	Funding through two components to support public transit and school bus operators to electrify their fleets: <ol style="list-style-type: none"> 1. Planning projects 2. Capital projects

Closed Grants

DEADLINE	PROGRAM	DESCRIPTION
04-Jan-23	Rural Economic Diversification and Infrastructure Program – Ministry of Employment, Business and Economic Development [LINK]	Funding for rural economic development projects that promote economic capacity building, economic diversification, resilience, clean economy and infrastructure development through three streams: 1. Economic Capacity 2. Economic Diversification 3. Forest Impact Transition. (CRD is excluded but EAs may request an exemption)
11-Jan-23	Green Jobs – Science and Technology Internship Program – Natural Resources Canada [LINK]	Funding for youth training placements to build knowledge and skills for future employment in the natural resources sectors.
12-Jan-23	Canada Summer Jobs – Employment and Social Development Canada [LINK]	Funding for wage subsidies for employers to create summer work experiences for youth 15-30 years of age.
12-Jan-23	Documentary Heritage Communities Program – Libraries and Archives Canada [LINK]	Funding to commemorate local history and heritage.
15-Jan-23	TD Friends of the Environment Foundation Grant – TD Bank [LINK]	Funding for environmental initiatives with a primary focus on environmental education and green space programs.
16 Jan-23	BC Vision Zero Grant Program – BC Injury and Prevention Unit [LINK]	Funding for projects that protect vulnerable road users from serious injury, disability or death.

DEADLINE	PROGRAM	DESCRIPTION
18-Jan-23 (Extended)	Healthy Canadians and Communities Fund – Public Health Agency of Canada [LINK]	Funding for interventions that address health inequities through three streams: 1. Creating supportive social environments for tobacco prevention and cessation. 2. Creating food environments that enable access to healthy foods to improve healthy eating. 3. Creating and/or promoting healthy built environments to increase physical activity.
18-Jan-23	Infrastructure Planning Grant Program – Province of BC [LINK]	Funding for projects supporting the development of sustainable community infrastructure.
27-Jan-23	2023 Emergency Support Services – Community Emergency Preparedness Fund – UBCM [LINK]	Capacity support for emergency support services including volunteer recruitment, training and purchase of equipment.
31-Jan-23	Wildfire Community Preparedness Day – FireSmart Canada [LINK]	Funding to support Wildfire Community Preparedness Day May 6, 2023.
01-Feb-23	ParticipACTION Community Challenge – PARTICIPACTION [LINK]	Funding for community organizations to remove barriers and increase physical activity and sport participation for equity-deserving groups.
16-Feb-23	Connecting Communities BC – BC Connectivity Infrastructure (Canada/BC): Second intake [LINK]	Second intake of connectivity funding program to expand broadband internet services to underserved rural, remote and Indigenous communities.
17-Feb-23	Insurance Corporation of British Columbia (ICBC) Community Grants Program – ICBC [LINK]	Funding for road safety and injury recovery initiatives.
24-Feb-23	Disaster Risk Reduction – Climate Adaptation – Community Emergency Preparedness Fund – UBCM [LINK]	Funding for disaster risk reduction and climate-related risks through three streams: 1. Foundational Activities 2. Non-Structural Projects 3. Small-scale Structural Projects

DEADLINE	PROGRAM	DESCRIPTION
28-Feb-23	Green and Inclusive Community Buildings – Infrastructure Canada [LINK]	Funding through two streams to build and adapt community buildings to reduce GHG and improve climate change resilience: 1. Large retrofits and new buildings 2. Small and medium retrofit projects
28-Feb-23	Kal Tire’s RePlay Fund – Kal Tire [LINK]	Funding to help cover the cost of recycled rubber products through third-party suppliers for community infrastructure projects.
28-Feb-23	Scotts Gro for Good – Scotts Miracle Grow [LINK]	Funding to support community efforts to showcase the benefits of gardening, including encouraging healthy eating habits.
03-Mar-23	Fairs, Festivals and Events Fund – Ministry of Tourism, Arts, Culture and Sport [LINK]	One-time funding to event organizers to support the sustained recovery of community events.
09-Mar-23	Community Foundation Grants – Canada Post Community Foundation [LINK]	Funding to small municipalities to make a difference in the lives of children and youth.
13-Mar-23	Zero Emission Vehicle Awareness Initiative – Medium and Heavy Duty Stream – Natural Resources Canada [LINK]	Funding for new and innovative projects that aim to increase knowledge, awareness and confidence in medium and heavy-duty zero-emission or low-emission vehicles for fleet owners, drivers and general public.
15-Mar-23	Projects – Stream Rapid Housing Initiative Round 3 – Canada Mortgage and Housing Corporation [LINK]	Funding to build new housing and/or purchase existing buildings that will be rehabilitated or converted into permanent affordable housing.
17-Mar-23	Poverty Reduction Planning and Action Program – UBCM [LINK]	Funding to support local governments to reduce poverty and advance the province’s poverty reduction strategy through two streams: 1. Poverty Reduction Plans and Assessments 2. Poverty Reduction Action

DEADLINE	PROGRAM	DESCRIPTION
17-Mar-23	Emotive Community Outreach Incentive Program – Go Electric Program – CleanBC [LINK]	Funding to small municipalities to assist in delivering Electric Vehicle (EV) awareness campaigns to accelerate adoption of EVs across BC.
22-Mar-23	Community Wellness Grant Program – Island Health [LINK]	Funding for upstream wellness interventions that reduce barriers and increase supports for health and wellness.
27-Mar-23	Living Cities Fund – Green Communities Canada [LINK]	Funding for community-based local organizations with training, funding, and logistical support to implement transformative green infrastructure projects.
31-Mar-23	2023 Emergency Operations Centres and Training –Community Emergency Preparedness – UBCM [LINK]	Funding for purchase of equipment and supplies to maintain/improve EOCs and training.
04-Apr-23	Community Grants Program – Victoria Foundation [LINK]	Funding to strengthen community resilience through flexible, general operating funding to eligible local organizations.
07-Apr-23	Enabling Small Modular Reactors Program – Natural Resources Canada [LINK]	Funding for research and development to develop and deploy small modular reactors for waste management.
13-Apr-23	Building for the Future – Housing Supply Challenge: Round 4 – Impact Canada (Canada Mortgage and Housing Corporation) [LINK]	Funding for activities for innovative construction processes, techniques, systems and materials to increase affordable, climate-resistant housing.
14-Apr-23	2023 Pilot Program – Urban Communities Partnering for Reconciliation – UBCM [LINK]	Funding for events and activities to enhance dialogue and support reconciliation efforts and resolve issues of common responsibility.
14-Apr-23	Emerging Approaches for Reducing Landfill Methane Emissions – Environment and Climate Change Canada [LINK]	Funding to encourage additional testing and further adoption of emerging technologies that permit continuous or drone-based monitoring of methane emissions in landfills.

DEADLINE	PROGRAM	DESCRIPTION
Extended to 14-Apr-23	Codes Acceleration Fund – National Resources Canada [LINK]	Funding to support adoption and implementation of national model building energy codes through two streams: 1. Those who have the ability to adopt energy codes 2. Those that do not have the ability to adopt energy codes
17-Apr-23	Habitat Acquisition Grants – Habitat Conservation Trust Foundation [LINK]	Funding for land trust organizations, including regional governments, to purchase properties to protect fish and wildlife habitat.
28-Apr-23	Deep Retrofit Accelerator Initiative – Natural Resources Canada [LINK]	Funding to support accelerated development of deep retrofit projects.
28-Apr-23	Heritage Legacy Fund – Heritage BC [LINK]	Funding for community initiatives to conserve and increase the understanding and appreciation of heritage resources as well as those working towards reconciliation with Indigenous peoples through collaboration.
28-Apr-23	2023 Public Notification & Evacuation Route Planning – Community Emergency Preparedness – Union of British Columbia Municipalities (UBCM) [LINK]	Funding for evacuation route planning and public notification, emergency support services and Emergency Operations Centres (EOC) training.
30-Apr-23	Community Anniversaries – Building Communities Through Arts and Heritage – Canadian Heritage [LINK]	Provides funding for one-time events/capital projects that celebrate the 100th (or 125th/150th /175th, etc.) anniversary of a significant historical event/personality.
01-May-23	Capacity Grants – Habitat Conservation Trust Foundation [LINK]	Funding to build and strengthen the capacity of organizations to design and deliver conservation or restoration projects.
05-May-23	Community to Community Program – UBCM [LINK]	Funding to support increased understanding and improve relations between First Nations and local governments.
12-May-23	Asset Management Planning Program – UBCM [LINK]	Funding for local governments to deepen and strengthen asset management practices.

DEADLINE	PROGRAM	DESCRIPTION
15-May-23	AgriSpirit Fund – Farm Credit Canada [LINK]	Funding for capital projects that enrich the lives of residents in communities of less than 150,000.
15-May-23	Healthy Communities Grant – PlanH [LINK]	Funding through two streams to support initiatives that advance programs and strategies that improve health equity and well-being: 1. Community Connectedness 2. Healthy Public Policy
15-May-23	Emerging Priorities Stream – Community Workforce Response Grant – WorkBC [LINK]	Funding for immediate skills training needs for labour market challenges/opportunities.
31-May-23	Local Food Infrastructure Fund - Agriculture Canada [LINK]	Funding for infrastructure investments that increase food security.
01-Jun-23	Housing Accelerator Fund – Canada Mortgage and Housing Corporation (CMHC) [LINK]	Incentive funding to local governments to encourage initiatives aimed at increasing housing supply.
02-Jun-23	Extreme Temperature Risk Mapping, Assessment and Planning – Community Emergency Preparedness Fund – UBCM [LINK]	Funding to support effective response plans and strategies to prepare, mitigate and adapt to risks of extreme temperatures.
02-Jun-23	Go Electric Public Charger Program – CleanBC Go Electric Program – Ministry of Environment and Climate Change [LINK]	Funding for Direct Current Fast Charger stations with priority on rural, northern and Indigenous communities.
02-Jun-23	Project Feasibility Studies – CleanBC Industry Fund – Ministry of Environment and Climate Change [LINK]	Funding to support preliminary studies for potential projects intending to apply for funding through the Emissions Performance or Innovation Accelerator Request for Proposal (RFP) streams.

DEADLINE	PROGRAM	DESCRIPTION
15-Jun-23	BC Community Sport Development Fund – ViaSport [LINK]	Funding to make community sport more accessible by reducing barriers to participation.
16-Jun-23	Canada's National Mini Forest Pilot - Green Communities Canada [LINK]	Funding to help community-based organizations grow support for green infrastructure and engage citizens in local action.
16-Jun-23	Complete Communities Program – UBCM [LINK]	Funding to support local government and modern treaty First Nations undertake assessments to inform land use decision-making; considering housing need, supply and location; providing transportation options; and connecting to infrastructure investment and servicing decisions.



Making a difference...together

**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 05, 2023**

SUBJECT Bylaw No. 4558: 2023 to 2027 Financial Plan Bylaw, 2023, Amendment No. 1, 2023

ISSUE SUMMARY

The 2023 to 2027 Financial Plan was adopted on March 29, 2023. Amendments to the Plan are required to authorize revised operating and capital expenditures.

BACKGROUND

The Capital Regional District (CRD) Board approved the 2023 to 2027 Financial Plan (Amended Bylaw No. 4537) on March 29, 2023. Amendments are required in accordance with Section 374(2) of the *Local Government Act* (LGA), which states that the financial plan may be amended at any time by bylaw to incorporate changes in budget, for certainty. As new information becomes available and pursuant with Section 374 of the LGA, the CRD Board may further revise the financial plan.

The following table highlights the 2023 impact of the proposed amendments to the five-year 2023-2027 Financial Plan.

SERVICE	DESCRIPTION	BUDGET	FUNDING	NET IMPACT	COMMITTEE / COMMISSION APPROVAL
Fulford Water	Increase in project budget for the installation of turbidity meter at Water Treatment Plant	Capital	Reserve Fund	\$3,500	Fulford Water Service Commission 12-Jun-2023
	Increase in project budget for the Replacement of the impellers at the Sunnyside pump station	Capital	Reserve Fund	\$4,400	
SGI Small Craft Harbour	Increase in costs and scope for the Miners Bay Revitalization Project	Capital	Grant, Donation	\$60,000	Southern Gulf Islands (SGI) Harbours Commission 21-Apr-2023

SERVICE	DESCRIPTION	BUDGET	FUNDING	NET IMPACT	COMMITTEE / COMMISSION APPROVAL
Highland / Fernwood Water	Increase in costs for the Water Intake Project	Capital	Grant, Reserve Fund	\$53,000	Fernwood and Highland Water Service Commission 6-Apr-2023
Beddis Water	Increase in costs for the Construction of Water Intake Project	Capital	Grant	\$66,000	Beddis Water Service Commission 6-Apr-2023
Regional Water Supply	Next phases of Development Cost Charge (DCC) Program development and bylaw	Capital	Capital Funds on Hand	\$250,000	Regional Water Supply Commission 27-May-2023
	Deferral of planned spending from various growth-related projects	Capital	Capital Funds on Hand	\$(250,000)	
Human Resources	Human Resource Information System (HRIS) – Success Factors customization	Capital	Capital Funds on Hand	\$268,000	Staff Recommended
Core Area Wastewater Capital	Accelerated community amenity contribution to Esquimalt regarding Core Area Wastewater Treatment Plant	Capital	Capital Funds on Hand	\$923,000	Staff Recommended
Salt Spring Island (SSI) Grant-in-Aid	Increase in Unspecified Grant -in-Aid to be allocated through Grant-in-Aid process	Operating	Donation	\$5,000	Staff Recommended
Hazardous Material Incident Response	Operational Review of Emergency Hazmat Team Program	Operating	Reserve Fund	\$50,000	Staff Recommended

SERVICE	DESCRIPTION	BUDGET	FUNDING	NET IMPACT	COMMITTEE / COMMISSION APPROVAL
Regional Emergency Program Support	Regional Tabletop Exercise	Operating	Grant	\$50,000	Staff Recommended
Core Area Wastewater Operations	Residuals Treatment Facility (RTF) Waste Sludge Disposal	Operating	Reserve Fund	\$2,121,000	Core Area Liquid Waste Management Committee 28-June-2023
	Decrease in anticipated revenue from Saanich Peninsula Wastewater (SPWW)	Operating	Reserve Fund	\$900,000	

The proposed Financial Plan amendment Bylaw No. 4558 incorporates these changes, and is attached as Appendix A, inclusive of an updated Schedule B.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4558, “2023 to 2027 Financial Plan Bylaw, 2023, Amendment Bylaw No. 1, 2023”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4558 be adopted.

Alternative 2

That Bylaw No. 4558 be deferred pending further analysis by Capital Regional District staff.

IMPLICATIONS

Financial Implications

Fulford Water Service

On June 12, 2023, the Fulford Water Service Commission approved a \$3,500 increase, from \$4,500 to \$8,000, for the Installation of Turbidity Meter at Water Treatment Plant project, to include additional funds for the construction phase. This will be funded from Capital Reserve Fund.

Also on June 12, 2023, the commission approved a \$4,400 increase, from \$6,600 to \$11,000, for the Replacement of Impellers in the Pumps at Sunnyside Station project, to include additional funds for the construction phase. This will be funded from Capital Reserve Fund.

These projects were first included in the 2021-2025 Five-Year Capital Plan. The budget increases are due to more accurate estimates of supply and installation costs that reflect cost increases due to inflationary pressures.

SGI Small Craft Harbours Facilities

On April 21, 2023, the SGI Harbours Commission approved a \$60,000 increase to the Miners Bay Upgrade project, from \$30,000 to \$90,000, to include additional funds for wharfhead deck resurfacing, as well as the re-scoping of work to include the installation of new handrails, benches and a small shelter. This will be funded from Community Works Funds (\$30,000), and donations from local organizations \$(30,000).

Highland / Fernwood Water Service

On April 6, 2023, the Fernwood and Highland Water Service Commission approved a \$53,000 increase to the Water Intake project, from \$147,000 to \$200,000, to include additional funds for the construction of intakes and onshore piping. Cost estimates have subsequently increased due to inflationary pressure. This will be funded from Community Works Funds (\$43,000) and Capital Reserve Fund (\$10,000).

Beddis Water Services

On April 6, 2023, the Beddis Water Service Commission approved a \$66,000 increase to the Beddis Water Intake project, from \$172,725 to \$238,725, to include additional funds for the construction of intakes and onshore piping. Cost estimates have subsequently increased due to inflationary pressure. This will be funded from Community Works Funds.

Regional Water Supply Service

On May 17, 2023, the Regional Water Supply Commission approved a \$250,000 increase to the Regional Water DCC Program project, from \$200,000 to \$450,00, to proceed with the next phases of developing and implementing a Development Cost Charge program and bylaw. This increase is offset by deferring spending on several growth-related capital projects on the current Capital Plan.

Human Resources

As a result of increased complexity discovered during migration of existing data and system architecture, there is an increase in forecasted costs to the HRIS project. Remediating customization and addressing quality of data has increased scope and effort for both the CRD project team and vendor resources. In addition, the project timeline requires an extension of seven weeks related to key vacancies within the project team. Net of budgeted staff costs the incremental cost to the project is estimated to be \$268,000 (for a revised total project estimate of \$1,116,000). This will be funded from reserve.

Core Area Wastewater Capital

In accordance with the Host Community Impact Agreement for the Core Area Wastewater Treatment Plant (CAWTP) project, Esquimalt is entitled to an amenity payment to be used for

funding capital works in the Township of Esquimalt. In the 2023-2027 Capital Plan, the \$923,000 payment was originally allocated for 2024. However, the Township of Esquimalt anticipates that the project will be completed by July 2023, and the payment for the project is expected to be made in September 2023.

To align the budget with the project timeline, staff recommend a capital amendment to move this \$923,000 from the 2024 budget to the 2023 budget. As planned, this will be funded from the remaining capital funds on hand from the CAWTP project.

SSI Grants-in-Aid

On March 1, 2023, the SSI Grant-in-Aid service received a \$5,000 donation to be awarded to SSI grant applicants through the standard Grant-in-Aid award process.

Hazardous Material Incident Response

The 2023 Community Need Summary for Protective Services identified that the CRD's Emergency Hazmat Team program, established in 2008, would benefit from an operational review to ensure program effectiveness, cost efficiency and compliance with current standards. The 2023 operating budget included \$25,000 for an operational review. A request for proposal was conducted and the lowest qualified bid was approximately \$75,000. To advance this work, staff recommend a \$50,000 increase, from \$25,000 to \$75,000, to fund the operational review. This will be funded from Operating Reserve Funds.

Regional Emergency Program Support

On March 17, 2023, the Regional Emergency Program Partnership (REMP) received a non-application grant of \$50,000 from the Ministry of Emergency Management and Climate Readiness. The funds are to be used to develop and conduct a regional tabletop exercise with the communities within the capital region, to examine how these partners can work together to support a coordinated cross-jurisdictional evacuation in the event of a disaster of regional significance.

Core Area Wastewater Operations

On June 28, 2023, the Core Area Liquid Waste Management Committee recommended to the CRD Board to amend the 2023 financial plan to increase operating expenditures (this is currently subject to CRD Board approval). Current landfilling of biosolids and production of biosolids growing medium has increased disposal costs significantly to the core area wastewater service, while staff continue to explore short term biosolids management contingency options. Despite a reduction in trucking costs without shipping waste to Lafarge, costs overall have increased due to additional costs to ready waste for landfilling and to pay tipping fees.

Considering the forecast for the remainder of 2023, staff estimate a \$2,121,000 increase in expenses, from \$600,000 to \$2,721,000. These additional costs will be funded from operating reserves.

With respect to the revenues anticipated from the Saanich Peninsula Wastewater Service (SPWW) service, receiving the SPWW residual solids is not yet possible at the Residuals

Treatment Facility (RTF). The revenue shortfall of \$900,000 will be funded from operating reserve funds.

CONCLUSION

In compliance with the *Local Government Act*, the proposed amending Bylaw No. 4558 authorizes the changes required to the 2023 to 2027 Financial Plan Amended Bylaw No. 4537, which the CRD Board approved on March 29, 2023.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4558, “2023 to 2027 Financial Plan Bylaw, 2023, Amendment Bylaw No. 1, 2023”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4558 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Acting Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4558, with Schedule A and B

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4558

**A BYLAW TO AMEND THE FIVE-YEAR FINANCIAL PLAN
FOR THE YEARS 2023 – 2027**

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 4558, "2023 to 2027 Financial Plan Bylaw, 2023", is hereby amended by replacing Schedules A and B with the attached schedules A and B hereto.
2. This Bylaw may be cited as "2023 to 2027 Financial Plan Bylaw, 2023, Amendment Bylaw No. 1, 2023".

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

CHAIR

CORPORATE OFFICER

Attachment: Schedules A and B

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN																	Schedule A			
		Expenditures						Revenue												
		Total 2023	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2023	Surplus 2022	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2023				
1.010	Legislative & General Government	36,520,973	34,134,565			473,320	1,913,088	36,520,973	1,271,842	18,860,321	3,491,010	1,437,187	86,230		11,374,383	11,374,383				
1.10X	Facilities and Risk	4,231,807	3,945,807			50,000	236,000	4,231,807	50,000	3,948,870	26,770	41,491			164,676	164,676				
1.101	G.I.S.	638,822	570,632			18,190	50,000	638,822		504,310		5,827			128,685	128,685				
1.103	Elections	65,760	380				65,380	65,760				270			65,490	65,490				
1.104	U.B.C.M.	12,958	12,958					12,958				92			12,074	12,074				
1.109	Electoral Area Admin Exp - JDF	66,492	66,492					66,492	3,218			151			63,123	63,123				
1.110	Electoral Area Admin Exp - SGI	479,701	478,601				1,100	479,701			61,113	18,502			400,086	400,086				
1.111	Electoral Area Admin Exp - SSI	1,161,470	1,137,352			23,000	1,118	1,161,470	64,245	469,500		5,714			622,011	622,011				
1.112	Regional Grant in Aid	1,532,621	1,517,621					1,532,621	1,497,621			20,000			15,000	15,000				
1.114	Grant-in-Aid - Juan de Fuca	33,865						33,865				290								
1.116	Grant-in-Aid - Salt Spring Island	80,772	80,772					80,772				5,250			21,558	21,558				
1.117	Grant-in-Aid - Southern Gulf Islands	106,261	106,224		37			106,261				1,257			105,004	105,004				
1.119	Vancouver Island Regional Library	341,748	341,748					341,748	72			585			341,091	341,091				
1.121	Sooke Regional Museum	222,348	222,348					222,348	47			491			221,810	221,810				
1.123	Prov. Court of B.C. (Family Court)	149,360					149,360	149,360				149,360			-	-				
1.124	SSI Economic Development Commission	96,581	96,581					96,581				623			95,958	95,958				
1.125	SGI Economic Development Commission	157,768	157,768					157,768	34,970			1,372			121,426	121,426				
1.126	Victoria Family Court Committee	55,625	55,625					55,625	39,828			797			15,000	15,000				
1.128	Greater Victoria Police Victim Services	304,857	304,857					304,857	482			14,634			289,741	289,741				
1.129	Vancouver Island Regional Library - Debt	339,466	1,200			338,266		339,466				339,466			-	-				
1.133	Langford E.A. - Greater Victoria Public Library	32,542	32,542					32,542	16			91			32,435	32,435				
1.137	Galiano Island Community Use Building	68,064	37,647			27,417		68,064	3,042			252			64,770	64,770				
1.138	Southern Gulf Islands Regional Library	239,681	239,681					239,681	1,258			2,477			235,946	235,946				
1.141	Salt Spring Island Public Library	677,239	508,377			145,607		677,239	23,255			1,556			675,683	675,683				
1.15X	Municipalities' Own Debt - M.F.A.	17,312,444	52,200			17,260,244		17,312,444				52,200			17,260,244	17,260,244				
1.170	Gossip Island Electric Power Supply	63,695	461			62,621	593	63,695				240		63,455	63,455	63,455				
1.224	Community Health - Homeless Sec.	814,960						814,960				190,484			624,376	624,376				
1.226	Community Health (CHR) Facilities	1,720,718	1,117,893				602,825	1,720,718				1,720,718			-	-				
1.227	Saturna Island Medical Clinic	25,327	25,327					25,327	110			2,046			23,171	23,171				
1.228	Galiano Health Service	139,886	139,886					139,886	89			111			139,686	139,686				
1.229	Pender Islands Health Care Centre	234,921	234,420			501		234,921				2,059			232,862	232,862				
1.230	Traffic Safety Commission	137,118	137,118					137,118	61,160			3,446			72,512	72,512				
1.232	Port Renfrew Street Lighting	9,143	9,143					9,143	1,455			339	3,760	3,589	27,842	3,589				
1.234	S.S.I. Street Lighting	27,882	26,960			922		27,882				40			27,842	27,842				
1.235	S. G. I. Small Craft Harbour Facilities	461,887	245,094			87,493		461,887				7,304	145,050	309,533	309,533	309,533				
1.236	Salt Spring Island Fernwood Dock	16,055	16,055					16,055				167		15,888	15,888	15,888				
1.238A	Community Transit (S.S.I.)	599,884	564,884				35,000	599,884			120,000	218,622			261,262	261,262				
1.238B	Community Transportation (S.S.I.)	148,993	80,993				68,000	148,993				1,167			147,826	147,826				
1.280	Regional Parks	17,528,008	13,583,012			569,207		17,528,008	184,736	78,559	20,000	829,993	462,355		15,952,365	15,952,365				
1.280A	Regional Parks - Land Acquisition	-	-					-				-			-	-				
1.290	Royal Theatre	580,000	100,000			101,000		580,000							580,000	580,000				
1.295	McPherson Theatre	785,822	349,589			88,000		785,822				35,822			750,000	750,000				
1.297	Arts Grants	3,132,037	3,132,037					3,132,037		13,893		178,754			2,864,931	2,864,931				
1.329	Salt Spring Island Arts	123,180	123,604			576		123,180				60			123,090	123,090				
1.309	Climate Action and Adaptation	2,288,185	1,743,769			363,518		2,288,185			104,646	467,152			1,716,387	1,716,387				
1.310	Land Banking & Housing	3,152,716	2,139,253			1,009,463		3,152,716	66,157	829,319	130,000	589,022	35,130		1,503,088	1,503,088				
1.311	Regional Housing Trust Fund	3,676,394	3,676,394					3,676,394	2,520,057			156,337			1,000,000	1,000,000				
1.312	Regional Goose Management	237,522	237,522					237,522							237,522	237,522				
1.313	Animal Care Services	1,663,324	1,613,518			49,806		1,663,324			18,922	1,164,920	19,060		460,422	460,422				
1.314	SGI House Numbering	9,764	9,764					9,764	42			110			9,612	9,612				
1.316	SSI Building Numbering	9,891	9,869			22		9,891				20			9,871	9,871				
1.317	JDF Building Numbering	13,475	13,475					13,475	153			40			13,282	13,282				
1.318	Building Inspection	2,026,725	1,970,425			13,000	43,300	2,026,725		30,980	121,144	4,581	1,378,640		491,380	491,380				
1.319	Soil Deposit Removal	5,899	5,899					5,899				40			5,859	5,859				
1.320	Noise Control	41,228	41,228					41,228				318			40,910	40,910				
1.322	Nuisances & Unsightly Premises	54,986	54,986					54,986				325			54,661	54,661				
1.323	By-Law Enforcement	571,466	527,466				44,000	571,466		542,726		28,740			-	-				
1.324	Regional Planning Services	1,554,118	1,551,618				2,500	1,554,118		86,650	177,951	61,673			1,227,844	1,227,844				
1.325	Electoral Area Services - Planning	858,038	782,268				75,770	858,038		32,060	59,681	2,657	45,000		718,640	718,640				
1.330	Regional Growth Strategy	424,846	414,846				10,000	424,846			104,146	16,224			304,476	304,476				
1.335	Geo-Spatial Referencing System	177,779	115,929				61,850	177,779				7,829	8,370		161,580	161,580				
1.340	JDF Livestock Injury Compensation	3,158	3,158					3,158		3,053					105	105				
1.341	SGI Livestock Injury Compensation	3,158	3,158					3,158		3,053					71	71				
1.342	SSI Livestock Injury Compensation	3,158	3,158					3,158		3,053		34			105	105				
1.350	Willis Point Fire Protect & Recreation	174,824	109,282			6,300	59,242	174,824				34,020			140,804	140,804				
1.352	South Galiano Fire Protection	584,473	349,209			141,027	5,980	584,473	88,257					141,027	442,326	583,353				
1.353	Otter Point Fire Protection	542,138	376,468			5,670	160,000	542,138				330			541,808	541,808				
1.354	Malahat Fire Protection	66,940	66,940					66,940	588						66,352	66,352				
1.355	Durrance Road Fire Protection	3,016	2,716				300	3,016						3,016	3,016	3,016				
1.356	Pender Fire Protection	1,243,987	964,227			111,596	168,164	1,243,987			111,596	11,549			1,120,842	1,120,842				
1.357	East Sooke Fire Protection	565,807	307,336			155,109	103,362	565,807	13,628			27,250	56,350		468,579	468,579				
1.358	Port Renfrew Fire Protection	161,476	134,578			2,898	24,000	161,476				1,293	64,106		96,077	96,077				
1.359	N. Galiano Fire Protection	241,634	179,762			48,872	5,000	241,634	17,616			874		24,440	198,704	223,144				
1.360	Shirley Fire Protection	193,332	120,332			10,000	63,000	193,332				210			193,122	193,122				
1.363	Saturna Island Fire	267,829	267,792			37		267,829				11,556			256,273	256,273				
1.369	Electoral Area Fire Services - JDF	143,913	142,747			1,166		143,913				75,096			68,698	68,698				
1.369	Electoral Area Fire Services - SGI																			

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN										Schedule A					
		Expenditures					Revenue								
		Total	Interest &			Transfers to	Total	Surplus	Recovery from	Transfers from	Other	Parcel	Property	Requisition	
		2023	Operations	Principal	Deficit	Capital	Reserves	2022	other services	Reserves	revenue	Fee & Charges	Tax	Value Tax	2023
1.377	J.D.F. Search and Rescue	91,058	88,058				3,000	91,058			21,106			69,952	69,952
1.378	S.S.I. Search and Rescue	25,804	25,042		762			25,804			100			25,704	25,704
1.40X	SEAPARC	4,571,131	4,017,165	103,966			450,000	4,571,131	54,750		396,511	907,182		3,212,688	3,212,688
1.405	JDF EA - Community Parks	202,006	183,756				18,250	202,006			883			201,123	201,123
1.408	JDF EA - Community Recreation	93,862	93,862					93,862			21,230			72,632	72,632
1.44X	Panorama Rec. Center.	10,136,965	8,703,995	721,184			711,786	10,136,965			2,024,049	2,852,518		5,260,398	5,260,398
1.455	Salt Spring Island - Community Parks	1,097,686	1,006,929		75,757		15,000	1,097,686	390,890		122,149			584,647	584,647
1.458	Salt Spring Is. - Community Rec	313,379	285,642		27,737			313,379			10,040	225,699		77,640	77,640
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,154,490	2,013,035		41,831		99,624	2,154,490	85,438	22,160	147,096	285,310		1,614,486	1,614,486
1.465	Saturna Island Comm. Parks	27,245	22,245				5,000	27,245			1,565			25,680	25,680
1.468	Saturna Island - Community Rec.	18,976	18,976					18,976	4,638		662			13,676	13,676
1.475	Mayne Is. Com. Parks & Rec	95,875	78,175				17,700	95,875			2,863			93,012	93,012
1.476	Mayne Is. Comm. Parks (reserve)	26,883	26,883					26,883	18,783		7,300	800			
1.478	Mayne Is. Community Rec.	52,931	52,931					52,931	17,133					35,740	35,740
1.485	North & South Pender Com. Parks	169,351	140,069				29,282	169,351			1,997			167,354	167,354
1.488	North & South Pender Com. Rec	71,371	71,371					71,371	3,288		843			67,240	67,240
1.495	Galiano Parks	127,681	116,971				10,710	127,681		20,000	119			107,562	107,562
1.498	Galiano Community Recreation	38,375	38,375					38,375	31		27			38,317	38,317
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	29,690,987	29,050,852			80,000	560,135	29,690,987		1,000,000	7,124,423	21,566,564		-	-
1.523	Port Renfrew Refuse Disposal	93,420	89,420				4,000	93,420	17,860		40,704			34,856	34,856
1.525	Solid Waste Disposal - Debt	314,054	87,490	226,564				314,054			490	313,564		-	-
1.531	Stormwater Quality Management - Sooke	39,432	23,996				15,436	39,432			86			39,346	39,346
1.533	Stormwater Quality Management - S.G.I.	40,221	40,221					40,221			413			39,808	39,808
1.535	Stormwater Quality Management - S.S.I.	57,276	57,276					57,276			33,467			23,778	23,778
1.536	LWMP-Stormwater Quality Management-Core	744,030	744,030					744,030			87,762			656,268	656,268
1.537	Stormwater Quality Management - Peninsula	121,932	121,932					121,932			4,454			117,478	117,478
1.538	Source - Stormwater Quality - Peninsula	58,657	58,657			485,000	420,704	58,657		1,058	1,763			55,836	55,836
1.57X	Environmental Services	26,020,224	25,114,520				1,000	26,020,224	60,000	25,117,518	750,306	92,400			
1.911	911 Systems	2,495,079	1,482,130	1,011,949				2,495,079			23,637	2,180,821	129,111	181,510	181,510
1.912B	911 Call Answer - Municipalities	25,947	25,947		25,947			25,947		696,074	(41,448)			(628,679)	(628,679)
1.913	913 Fire Dispatch	366,986	366,986					366,986			9,453			298,293	298,293
1.921	Regional CREST Contribution	1,790,531	1,790,531					1,790,531	2,976		95,901			1,691,654	1,691,654
1.923	Emergency Comm - CREST - S.G.I.	182,388	182,388					182,388	682		1,997			179,709	179,709
1.924	Emergency Comm - CREST - J.D.F.	144,211	144,211		483			144,211			240			143,971	143,971
1.925	Emergency Comm - CREST - S.S.I.	145,123	145,123					145,123	292		156			144,675	144,675
2.610	Saanich Peninsula Water Supply	7,407,397	6,557,397				850,000	7,407,397			500	7,406,897		-	-
2.620	SSI Highland Water System	32,004	133	31,871				32,004	119		90		31,795	31,795	
2.621	Highland / Fernwood Water - SSI	546,435	349,244	34,191			163,000	546,435		20,000	750	450,685	75,000	75,000	
2.622	Cedars of Tuam	52,678	42,120	1,058			9,500	52,678		10,000	50	42,628		-	-
2.624	Beddis Water	297,178	191,111	38,237			67,830	297,178		14,000	170	202,690	80,318	80,318	
2.626	Fulford Water	216,639	150,607	15,432			50,600	216,639			670	165,577	50,212	50,212	
2.628	Cedar Lane Water (S.S.I.)	83,180	55,191	8,859			19,130	83,180			180	66,800	16,200	16,200	
2.630	Magic Lakes Estate Water System	1,000,318	709,882	198,021			92,415	1,000,318		10,000	10,907	399,411	580,000	580,000	
2.640	Saturna Island Water System (Lyall Harbour)	278,852	198,166	30,686			50,000	278,852		25,000	958	119,864	133,030	133,030	
2.642	Skama Water (Mayne)	39,870	58,407	863			30,600	89,870		5,000	100	59,090	25,680	25,680	
2.650	Port Renfrew Water	133,609	113,609				20,000	133,609			1,119	66,247	66,243	66,243	
2.660	Fernwood Water	14,744	66	14,678				14,744	46		40		14,658	14,658	
2.665	Sticks Allison Water (Galiano)	75,539	56,504				19,035	75,539		5,000	100	65,339	5,100	5,100	
2.667	Surfside Park Estates (Mayne)	123,835	106,835				17,000	123,835		1,500	100	98,445	23,790	23,790	
2.670	Regional Water Supply	39,915,804	19,529,062	7,690,985		12,302,104	393,653	39,915,804			1,808,264	38,107,540		-	-
2.680	Juan de Fuca Water Distribution	23,970,506	14,776,555	1,863,294		6,741,200	589,457	23,970,506			301,486	23,669,020		-	-
2.681	Florence Lake Water System Debt	15,549	2,040	9,231	4,278			15,549			37		15,512	15,512	
2.682	Seagirt Water System Debt	97,650	97,650					97,650					97,650	97,650	
2.691	Wilderness Mountain Water Service	158,838	133,174	25,664				158,838		5,600			61,900	61,900	
3.700	Septage Disposal - Municipal	157,910	157,910					157,910			111	91,227		-	-
3.700	Septage Disposal - JDF Service Area	-	-					-						-	-
3.701	Millstream Remediation Service	537,888	530	537,358				537,888		475,786	6,634		55,468	55,468	
3.705	S.S.I. Liquid Waste Disposal	1,028,430	857,857	160,573			10,000	1,028,430			9,000	1,205	376,975	376,975	
3.707	On Site System Management Program - LWMP	177,649	177,649					177,649			4,014	7,485		130,150	130,150
3.71X	Trk Swrs & Swge Disp - oper	38,920,532	37,253,942			30,000	1,636,590	38,920,532		750,401	4,283,727	27,522,448		6,363,956	6,363,956
3.7XX	Trk Swrs - debt	22,927,754	207,978	9,031,387		5,529,745	8,158,644	22,927,754	65,090					6,045,953	6,045,953
3.720	LWMP (Peninsula) - Implementation	56,247	36,262				19,985	56,247			2,320			53,927	53,927
3.750	LWMP	372,322	323,013				49,309	372,322			154,795			217,527	217,527
3.752	Harbours Program	354,238	354,238					354,238			21,658			332,580	332,580
3.755	Regional Source Control	1,641,038	1,641,038					1,641,038	55,000	43,249	92,803	60,000		1,389,986	1,389,986
3.756	Harbours Environmental Action	70,752	70,752					70,752			2,165			68,587	68,587
3.810	Ganges Sewer	1,187,404	819,866	245,813			121,725	1,187,404		80,000	2,061	1,045,452	59,891	59,891	
3.820	Malivew Estates Sewer System	218,911	154,496	11,765			52,650	218,911			25,150	188,861	4,900	4,900	
3.830	Magic Lake Estates Sewer System	868,799	625,701	174,103			68,995	868,799		11,200	4,490	267,099	586,010	586,010	
3.830D	Magic Lake Estates Sewer Debt	235,784	570	230,685	4,529			235,784			1,678		234,106	234,106	
3.850	Port Renfrew Sewer	131,021	109,021				22,000	131,021			1,537	64,734	64,750	64,750	
21.ALL	Feasibility Study Reserve Fund - All	137,412	137,412					137,412		137,412				-	-
21.E.A.	Feasibility Study Reserve Fund - E.A.	10,000	10,000					10,000		10,000				-	-

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN							Schedule A									
		Expenditures					Revenue									
		Total 2024	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2024	Surplus 2023	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2024
1.010	Legislative & General Government	34,297,467	32,993,287			982,780	321,400	34,297,467	450,000	19,272,722	1,682,565	1,386,636	87,150		11,418,394	11,418,394
1.10X	Facilities and Risk	4,424,212	4,031,212				393,000	4,424,212		4,213,644		42,339			168,229	168,229
1.101	G.I.S.	651,365	582,815			18,550	50,000	651,365		514,396		5,940			131,029	131,029
1.103	Elections	65,600	400				65,200	65,600				90			65,510	65,510
1.104	U.B.C.M.	13,260	13,260					13,260				80			13,180	13,180
1.109	Electoral Area Admin Exp - JDF	67,826	67,826					67,826				150			67,676	67,676
1.110	Electoral Area Admin Exp - SGI	461,380	460,280				1,100	461,380			22,977	18,384			420,019	420,019
1.111	Electoral Area Admin Exp - SSI	1,213,641	1,192,641				21,000	1,213,641		479,520		5,730			728,391	728,391
1.112	Regional Grant In Aid															
1.114	Grant-in-Aid - Juan de Fuca	22,776	22,776					22,776				290			22,486	22,486
1.116	Grant-in-Aid - Salt Spring Island	67,435	67,435					67,435				250			67,185	67,185
1.117	Grant-in-Aid - Southern Gulf Islands	106,333	106,333					106,333				1,240			105,093	105,093
1.119	Vancouver Island Regional Library	348,555	348,555					348,555				600			347,955	347,955
1.121	Sooke Regional Museum	226,794	226,794					226,794				490			226,304	226,304
1.123	Prov. Court of B.C. (Family Court)	149,360					149,360	149,360				149,360			-	-
1.124	SSI Economic Development Commission	98,510	97,032				1,478	98,510				620			97,890	97,890
1.125	SGI Economic Development Commission	128,231	128,231					128,231				1,400			126,831	126,831
1.126	Victoria Family Court Committee	15,878	15,878					15,878				878			15,000	15,000
1.128	Greater Victoria Police Victim Services	311,186	311,186					311,186				15,358			295,828	295,828
1.129	Vancouver Island Regional Library - Debt	339,466	1,200	338,266				339,466				339,466			-	-
1.133	Langford E.A. - Greater Victoria Public Library	33,195	33,195					33,195				90			33,105	33,105
1.137	Galiano Island Community Use Building	68,855	38,438	27,417			3,000	68,855				255			68,600	68,600
1.138	Southern Gulf Islands Regional Library	244,494	244,494					244,494				2,520			241,974	241,974
1.141	Salt Spring Island Public Library	700,982	518,675	145,607			36,700	700,982				1,580			699,402	699,402
1.15X	Municipalities' Own Debt - M.F.A.	16,696,697	52,200	16,644,497				16,696,697				52,200			16,644,497	16,644,497
1.170	Gossip Island Electric Power Supply	63,104	483	62,621				63,104				240			62,864	62,864
1.224	Community Health - Homeless Sec.	668,552	668,552					668,552				190,484		62,864	478,068	478,068
1.226	Community Health (CHR) Facilities	1,745,122	1,141,314	603,808				1,745,122				1,745,122			478,068	478,068
1.227	Saturna Island Medical Clinic	30,665	30,665					30,665				2,260			28,405	28,405
1.228	Galiano Health Service	142,681	142,681					142,681				110			142,571	142,571
1.229	Pender Islands Health Care Centre	240,510	240,510					240,510				2,100			238,410	238,410
1.230	Traffic Safety Commission	77,682	77,682					77,682				3,720			73,962	73,962
1.232	Port Renfrew Street Lighting	9,288	9,288					9,288				350	3,840	5,098	5,098	5,098
1.234	S.S.I. Street Lighting	27,496	27,496					27,496				40			27,456	27,456
1.235	S. G. I. Small Craft Harbour Facilities	465,214	243,821	87,493			133,900	465,214				7,280	140,660	317,274	317,274	317,274
1.236	Salt Spring Island Fernwood Dock	26,468	16,468				10,000	26,468				170		26,298	26,298	26,298
1.238A	Community Transit (S.S.I.)	626,761	591,761				35,000	626,761			65,000	211,311			350,450	350,450
1.238B	Community Transportation (S.S.I.)	167,665	82,665				85,000	167,665				1,170			166,495	166,495
1.280	Regional Parks	17,753,619	13,769,992	569,207		123,120	3,291,300	17,753,619		79,216		865,526	462,455		16,346,422	16,346,422
1.280A	Regional Parks - Land Acquisition	106,250	50,000	56,250				106,250				106,250			106,250	106,250
1.290	Royal Theatre	580,000	100,000			105,000	375,000	580,000							580,000	580,000
1.295	McPherson Theatre	786,233	350,000			90,000	346,233	786,233				36,233			750,000	750,000
1.297	Arts Grants	3,196,939	3,196,939					3,196,939		14,193	39,000	188,956			2,957,790	2,957,790
1.299	Salt Spring Island Arts	125,052	125,052					125,052				90			124,962	124,962
1.309	Climate Action and Adaptation	2,538,900	1,745,839	792,961				2,538,900			213,929	733,506			1,591,365	1,591,365
1.310	Land Banking & Housing	3,373,530	1,800,230	1,569,300			4,000	3,373,530		580,942		324,951	2,000		2,465,637	2,465,637
1.311	Regional Housing Trust Fund	330,000	330,000					330,000							330,000	330,000
1.312	Regional Goose Management	242,278	242,278					242,278							242,278	242,278
1.313	Animal Care Services	1,703,626	1,646,626				57,000	1,703,626			16,197	1,193,759	19,440		474,230	474,230
1.314	SGI House Numbering	9,954	9,954					9,954				110			9,844	9,844
1.316	SSI Building Numbering	10,069	10,069					10,069				20			10,049	10,049
1.317	JDF Building Numbering	13,748	13,748					13,748				40			13,708	13,708
1.318	Building Inspection	2,072,310	2,015,750			13,260	43,300	2,072,310		31,600	114,090	4,460	1,406,210		515,950	515,950
1.319	Soil Deposit Removal	6,014	6,014					6,014				40			5,974	5,974
1.320	Noise Control	42,051	42,051					42,051				310			41,741	41,741
1.322	Nuisances & Unightly Premises	56,062	56,062					56,062				320			55,742	55,742
1.323	By-Law Enforcement	582,819	538,319				44,500	582,819		553,569		29,250			-	-
1.324	Regional Planning Services	1,594,900	1,592,400				2,500	1,594,900		88,320	189,750	62,900			1,253,930	1,253,930
1.325	Electoral Area Services - Planning	861,623	785,853				75,770	861,623		32,700	48,183	2,730	45,000		733,010	733,010
1.330	Regional Growth Strategy	331,317	321,317				10,000	331,317			4,231	16,520			310,566	310,566
1.335	Geo-Spatial Referencing System	181,347	118,257				63,090	181,347				7,990	8,540		164,817	164,817
1.340	JDF Livestock Injury Compensation	3,161	3,161					3,161							3,161	3,161
1.341	SGI Livestock Injury Compensation	3,161	3,161					3,161							3,161	3,161
1.342	SSI Livestock Injury Compensation	3,161	3,161					3,161							3,161	3,161
1.350	Willis Point Fire Protect & Recreation	181,960	113,338			6,400	62,222	181,960				34,120			147,840	147,840
1.352	South Galiano Fire Protection	606,589	355,577	141,027		6,100	103,885	606,589				1,120	141,027		605,469	605,469
1.353	Otter Point Fire Protection	554,908	384,128			5,780	165,000	554,908				330			554,578	554,578
1.354	Malahat Fire Protection	68,276	68,276					68,276							68,276	68,276
1.355	Durrance Road Fire Protection	3,019	2,719				300	3,019						3,019	3,019	3,019
1.356	Pender Fire Protection	1,318,380	1,027,490	111,596			179,294	1,318,380			111,596	11,520			1,195,264	1,195,264
1.357	East Sooke Fire Protection	563,423	299,914	155,109			108,400	563,423				28,000	57,480		477,943	477,943
1.358	Port Renfrew Fire Protection	165,233	137,335	2,898			25,000	165,233				1,230	65,601		98,402	98,402
1.359	N. Galiano Fire Protection	231,975	170,103	48,872		5,000	8,000	231,975				910		24,440	206,625	231,065
1.360	Shirley Fire Protection	197,750	122,750			10,000	65,000	197,750				210			197,540	197,540
1.363	Saturna Island Fire	292,917	292,917					292,917				11,090			281,827	281,827
1.369	Electoral Area Fire Services - JDF	68,818	61,031			1,166	6,621	68,818				120			68,698	68,698
1.369	Electoral Area Fire Services - SGI	78,615	69,705				1,334	78,615							78,615	7

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN														Schedule A			
		Expenditures					Revenue										
		Total 2025	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2025	Surplus 2024	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2025	
1.010	Legislative & General Government	34,329,545	32,760,374			1,242,440	326,731	34,329,545	450,000	19,566,972	1,133,648	1,393,746	88,090		11,697,089	11,697,089	
1.10X	Facilities and Risk	4,581,516	4,116,506				465,010	4,581,516		4,367,025		42,634			171,857	171,857	
1.101	G.I.S.	664,169	595,249			18,920	50,000	664,169		524,684		6,060			133,425	133,425	
1.103	Elections	65,620	420				65,200	65,620				90			65,530	65,530	
1.104	U.B.C.M.	13,523	13,523					13,523				80			13,443	13,443	
1.109	Electoral Area Admin Exp - JDF	69,191						69,191				150			69,041	69,041	
1.110	Electoral Area Admin Exp - SGI	471,043	469,943				1,100	471,043			11,392	18,680			440,971	440,971	
1.111	Electoral Area Admin Exp - SSI	1,262,951	1,262,951				36,000	1,262,951		489,780		5,750			767,421	767,421	
1.112	Regional Grant In Aid																
1.114	Grant-in-Aid - Juan de Fuca	22,831	22,831					22,831				290			22,541	22,541	
1.116	Grant-in-Aid - Salt Spring Island	57,584	57,584					57,584				250			57,334	57,334	
1.117	Grant-in-Aid - Southern Gulf Islands	106,444	106,444					106,444				1,260			105,184	105,184	
1.119	Vancouver Island Regional Library	355,497	355,497					355,497				610			354,887	354,887	
1.121	Sooke Regional Museum	231,332	231,332					231,332				500			230,832	230,832	
1.123	Prov. Court of B.C. (Family Court)	149,360					149,360	149,360				149,360			-	-	
1.124	SSI Economic Development Commission	100,480	97,475				3,005	100,480				630			99,850	99,850	
1.125	SGI Economic Development Commission	130,367	130,367					130,367				1,430			128,937	128,937	
1.126	Victoria Family Court Committee	15,878	15,878					15,878				878			15,000	15,000	
1.128	Greater Victoria Police Victim Services	317,394	317,394					317,394				15,358			302,036	302,036	
1.129	Vancouver Island Regional Library - Debt	339,466	1,200	338,266				339,466				339,466			-	-	
1.133	Langford E.A. - Greater Victoria Public Library	33,858	33,858					33,858				90			33,768	33,768	
1.137	Galiano Island Community Use Building	69,662	39,245	27,417			3,000	69,662				260			69,402	69,402	
1.138	Southern Gulf Islands Regional Library	249,394	249,394					249,394				2,570			246,824	246,824	
1.141	Salt Spring Island Public Library	714,985	529,188	145,607			40,190	714,985				1,600			713,385	713,385	
1.15X	Municipalities' Own Debt - M.F.A.	15,489,943	52,200	15,437,743				15,489,943				52,200			15,437,743	15,437,743	
1.170	Gossip Island Electric Power Supply	63,106	485	62,621				63,106				240			62,866	62,866	
1.224	Community Health - Homeless Sec.	672,189	672,189					672,189				190,484		62,866	481,705	481,705	
1.226	Community Health (CHR) Facilities	1,770,063	1,165,252				604,811	1,770,063				1,770,063			1,770,063	1,770,063	
1.227	Saturna Island Medical Clinic	31,220	31,220					31,220				2,310			28,910	28,910	
1.228	Galiano Health Service	145,536	145,536					145,536				110			145,426	145,426	
1.229	Pender Islands Health Care Centre	247,602	247,602					247,602				2,140			245,462	245,462	
1.230	Traffic Safety Commission	79,211	79,211					79,211				3,770			75,441	75,441	
1.232	Port Renfrew Street Lighting	9,447	9,447					9,447				360	3,920	5,167	5,167	5,167	
1.234	S.S.I. Street Lighting	28,043	28,043					28,043				40			28,003	28,003	
1.235	S. G. I. Small Craft Harbour Facilities	476,031	249,838	87,493			138,700	476,031				7,420	143,340	325,271	325,271	325,271	
1.236	Salt Spring Island Fernwood Dock	26,884	16,884				10,000	26,884				170		26,714	26,714	26,714	
1.238A	Community Transit (S.S.I.)	644,763	609,763				35,000	644,763				221,858			422,905	422,905	
1.238B	Community Transportation (S.S.I.)	170,893	84,393				86,500	170,893				1,170			169,723	169,723	
1.280	Regional Parks	18,115,880	14,066,295	569,207		125,583	3,354,795	18,115,880		79,885	8,000	866,319	462,557		16,699,119	16,699,119	
1.280A	Regional Parks - Land Acquisition	610,082	50,000	560,082				610,082							610,082	610,082	
1.290	Royal Theatre	580,000	100,000			105,000	375,000	580,000							580,000	580,000	
1.295	McPherson Theatre	786,233	350,000			90,000	346,233	786,233				36,233			750,000	750,000	
1.297	Arts Grants	3,261,897	3,261,897					3,261,897		14,498	39,000	188,956			3,022,443	3,022,443	
1.299	Salt Spring Island Arts	127,551	127,551					127,551				90			127,461	127,461	
1.309	Climate Action and Adaptation	2,262,755	1,460,794			792,961		2,262,755			138,637	607,506			1,516,612	1,516,612	
1.310	Land Banking & Housing	5,358,706	1,853,179	3,501,527			4,000	5,358,706		589,004		312,983	2,000		4,454,719	4,454,719	
1.311	Regional Housing Trust Fund																
1.312	Regional Goose Management	247,132	247,132					247,132							247,132	247,132	
1.313	Animal Care Services	1,742,669	1,680,669				62,000	1,742,669			11,801	1,222,578	19,830		488,460	488,460	
1.314	SGI House Numbering	10,153	10,153					10,153				110			10,043	10,043	
1.316	SSI Building Numbering	10,269	10,269					10,269				20			10,249	10,249	
1.317	JDF Building Numbering	14,021	14,021					14,021				40			13,981	13,981	
1.318	Building Inspection	2,118,032	2,061,212			13,520	43,300	2,118,032		32,230	105,162	4,550	1,434,340		541,750	541,750	
1.319	Soil Deposit Removal	6,135	6,135					6,135				40			6,095	6,095	
1.320	Noise Control	42,882	42,882					42,882				310			42,572	42,572	
1.322	Nuisances & Unightly Premises	57,167	57,167					57,167				320			56,847	56,847	
1.323	By-Law Enforcement	594,430	549,930				44,500	594,430		564,660		29,770			-	-	
1.324	Regional Planning Services	1,631,455	1,628,955				2,500	1,631,455		90,050	190,843	70,860			1,279,702	1,279,702	
1.325	Electoral Area Services - Planning	892,160	816,390				75,770	892,160		33,350	63,380	2,760	45,000		747,670	747,670	
1.330	Regional Growth Strategy	637,928	627,928				10,000	637,928			304,325	16,830			316,773	316,773	
1.335	Geo-Spatial Referencing System	184,984	120,834				64,350	184,984				8,150	8,710		168,124	168,124	
1.340	JDF Livestock Injury Compensation	3,164	3,164					3,164							3,164	3,164	
1.341	SGI Livestock Injury Compensation	3,164	3,164					3,164							3,164	3,164	
1.342	SSI Livestock Injury Compensation	3,164	3,164					3,164							3,164	3,164	
1.350	Willis Point Fire Protect & Recreation	189,460	115,697			6,510	67,253	189,460				34,230			155,230	155,230	
1.352	South Galiano Fire Protection	629,811	362,083	141,027		6,220	120,481	629,811				1,120		141,027	487,664	487,664	
1.353	Otter Point Fire Protection	567,850	391,950			5,900	170,000	567,850				330			567,520	567,520	
1.354	Malahat Fire Protection	69,643	69,643					69,643							69,643	69,643	
1.355	Durrance Road Fire Protection	3,021	2,721				300	3,021						3,021	3,021	3,021	
1.356	Pender Fire Protection	1,371,132	1,072,360	111,596			187,176	1,371,132			111,596	11,730			1,247,806	1,247,806	
1.357	East Sooke Fire Protection	574,887	306,278	155,109			113,500	574,887				28,774	58,630		487,483	487,483	
1.358	Port Renfrew Fire Protection	168,164	140,164				28,000	168,164				1,250	66,766		100,148	100,148	
1.359	N. Galiano Fire Protection	235,438	173,566	48,872		5,000	8,000	235,438				920		24,440	210,078	234,518	
1.360	Shirley Fire Protection	200,229	125,229			10,000	65,000	200,229				210			200,019	200,019	
1.363	Saturna Island Fire	313,044	313,044					313,044				11,310			301,734	301,734	
1.369	Electoral Area Fire Services - JDF	68,818	62,273			1,166	5,379	68,818				120			68,698	68,698	
1.369	Electoral Area Fire Services - SGI	78,615	71,125			1,334	6,156	78,615							78,615	78,615	
1.370	Juan de Fuca Emergency Program																

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN														Schedule A		
		Expenditures					Revenue									
		Total 2025	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2025	Surplus 2024	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2025
1.377	J.D.F. Search and Rescue	91,892	88,892			3,000	91,892				21,940				69,952	69,952
1.378	S.S.I. Search and Rescue	26,842	26,842				26,842				100				26,742	26,742
1.40X	SEAPARC	4,773,487	4,189,521	53,966		530,000	4,773,487				411,572	937,299		3,424,616	3,424,616	3,424,616
1.405	JDF EA - Community Parks	211,434	191,434			20,000	211,434				900			210,534	210,534	210,534
1.408	JDF EA - Community Recreation	97,649	97,649				97,649				22,080			75,569	75,569	75,569
1.44X	Panorama Rec. Center	10,898,392	9,298,220	360,308		1,239,864	10,898,392				2,236,420	3,034,207		5,627,765	5,627,765	5,627,765
1.455	Salt Spring Island - Community Parks	1,047,689	1,022,189			25,500	1,047,689				36,970			604,069	604,069	604,069
1.458	Salt Spring Is. - Community Rec	298,263	298,263				298,263		406,650		40	246,556		51,667	51,667	51,667
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,488,578	2,126,078			362,500	2,488,578		88,906		153,129	296,830		1,949,713	1,949,713	1,949,713
1.465	Saturna Island Comm. - Parks	28,341	23,143			5,198	28,341				1,680			26,661	26,661	26,661
1.468	Saturna Island - Community Rec.	15,179	15,179				15,179				950			14,229	14,229	14,229
1.475	Mayne Is. Com. Parks & Rec	99,644	81,464			18,180	99,644				2,960			96,684	96,684	96,684
1.476	Mayne Is. Comm. Parks (reserve)	8,430	8,430				8,430				7,500	840				
1.478	Mayne Is. Community Rec.	38,220	38,220				38,220				60			38,160	38,160	38,160
1.485	North & South Pender Com. Parks	174,261	145,811			28,450	174,261				2,040			172,221	172,221	172,221
1.488	North & South Pender Com. Rec	70,820	70,820				70,820				870			69,950	69,950	69,950
1.495	Galiano Parks	138,822	121,822			17,000	138,822			20,790	120			117,912	117,912	117,912
1.498	Galiano Community Recreation	39,884	39,884				39,884				30			39,854	39,854	39,854
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	30,950,628	28,223,669			2,726,959	30,950,628				13,519,647	17,430,981		-	-	-
1.523	Port Renfrew Refuse Disposal	97,014	93,014			4,000	97,014			18,580	42,140			36,294	36,294	36,294
1.525	Solid Waste Disposal - Debt	2,988,867	26,990	2,961,877			2,988,867				490	2,988,377		-	-	-
1.531	Stormwater Quality Management - Sooke	41,022	24,968			16,054	41,022				86			40,936	40,936	40,936
1.533	Stormwater Quality Management - S.G.I.	41,829	41,829				41,829				430			41,399	41,399	41,399
1.535	Stormwater Quality Management - S.S.I.	37,806	37,806				37,806				6,836			30,940	30,940	30,940
1.536	LWMP-Stormwater Quality Management-Core	770,544	770,544				770,544				87,763			682,781	682,781	682,781
1.537	Stormwater Quality Management - Peninsula	126,679	126,679				126,679				4,455			122,224	122,224	122,224
1.538	Source - Stormwater Quality - Peninsula	60,528	60,528				60,528				673			58,092	58,092	58,092
1.57X	Environmental Services	26,510,045	25,686,571			823,474	26,510,045		26,283,026		134,619	92,400				
1.911	911 Systems	2,526,101	1,513,152	1,011,949		1,000	2,526,101				14,034	2,182,836	129,111	200,120	200,120	200,120
1.912B	911 Call Answer - Municipalities								696,074		(53,310)			(642,764)	(642,764)	(642,764)
1.913	913 Fire Dispatch	382,090	382,090				382,090				9,800			360,930	360,930	360,930
1.921	Regional CREST Contribution	1,862,626	1,862,626				1,862,626				109,920			1,752,706	1,752,706	1,752,706
1.923	Emergency Comm - CREST - S.G.I.	189,720	189,720				189,720				2,120			187,600	187,600	187,600
1.924	Emergency Comm - CREST - J.D.F.	149,501	149,501				149,501				240			149,261	149,261	149,261
1.925	Emergency Comm - CREST - S.S.I.	150,964	150,964				150,964				150			150,814	150,814	150,814
2.610	Saanich Peninsula Water Supply	8,576,190	7,502,736	423,454		650,000	8,576,190				56,000	8,520,190		-	-	-
2.620	SSI Highland Water System	13,895	134	13,761			13,895				90	13,805		13,805	13,805	13,805
2.621	Highland / Fernwood Water - SSI	548,640	342,703	70,589		135,348	548,640				770	467,820	80,050	80,050	80,050	80,050
2.622	Cedars of Tuam	84,771	33,081	46,690		5,000	84,771				50	84,721		-	-	-
2.624	Beddis Water	404,830	203,900	26,705		174,225	404,830				170	274,600	130,060	130,060	130,060	130,060
2.626	Fulford Water	232,353	156,811	15,432		60,110	232,353				690	179,500	52,163	52,163	52,163	52,163
2.628	Cedar Lane Water (S.S.I.)	100,500	56,256	7,608		36,636	100,500				180	81,420	18,900	18,900	18,900	18,900
2.630	Magic Lakes Estate Water System	1,028,610	741,675	193,394		93,541	1,028,610				10,500	414,680	603,430	603,430	603,430	603,430
2.640	Saturna Island Water System (Lyal Harbour)	283,574	187,190	54,684		41,700	283,574				1,020	135,894	146,660	146,660	146,660	146,660
2.642	Sikana Water (Mayne)	88,287	55,475	19,913		12,899	88,287				100	61,477	26,710	26,710	26,710	26,710
2.650	Port Renfrew Water	148,267	128,124	12,143		8,000	148,267				1,130	73,569	73,568	73,568	73,568	73,568
2.660	Fernwood Water	7,181	67	7,114			7,181				40	7,141		7,141	7,141	7,141
2.665	Sticks Allison Water (Galiano)	73,352	54,752			18,600	73,352				100	67,952	5,300	5,300	5,300	5,300
2.667	Surfside Park Estates (Mayne)	148,011	115,731	6,125		26,155	148,011				100	119,121	28,790	28,790	28,790	28,790
2.670	Regional Water Supply	44,623,907	20,149,016	4,811,482		19,100,000	44,623,907				819,690	43,804,217		-	-	-
2.680	Juan de Fuca Water Distribution	28,420,071	16,113,138	3,189,948		8,420,118	28,420,071				185,380	28,234,691		-	-	-
2.681	Florence Lake Water System Debt	19,944		19,944			19,944						19,944	19,944	19,944	19,944
2.682	Seagirt Water System Debt	164,380		164,380			164,380						164,380	164,380	164,380	164,380
2.691	Wilderness Mountain Water Service	182,155	143,436	25,664		13,055	182,155			10,000	112	102,498	69,545	69,545	69,545	69,545
3.700	Septage Disposal - Municipal	164,192	164,192				164,192				164,192			-	-	-
3.700	Septage Disposal - JDF Service Area	-	-	-			-							-	-	-
3.701	Millstream Remediation Service	19,699	537	19,162			19,699				3,751	12,197		3,751	3,751	3,751
3.705	S.S.I. Liquid Waste Disposal	1,080,209	888,300	107,153		84,756	1,080,209				1,160	667,160	411,889	411,889	411,889	411,889
3.707	On Site System Management Program - LWMP	170,964	170,964				170,964				7,485			135,408	135,408	135,408
3.71X	Trk Swrs & Swge Disp - oper	38,768,676	36,952,040	141,256		1,675,380	38,768,676		1,680,703	1,046,785	29,228,949			6,812,239	6,812,239	6,812,239
3.7XX	Trk Swrs - debt	25,122,081	205,348	11,247,709		5,529,745	25,122,081				17,874,771			7,247,310	7,247,310	7,247,310
3.720	LWMP (Peninsula) - Implementation	58,426	37,730			20,696	58,426				2,320			56,106	56,106	56,106
3.750	LWMP	387,926	336,596			51,330	387,926				160,787			227,139	227,139	227,139
3.752	Harbours Program	368,640	368,640				368,640				21,658			346,982	346,982	346,982
3.755	Regional Source Control	1,665,422	1,665,422				1,665,422				93,303	62,424		1,446,141	1,446,141	1,446,141
3.756	Harbours Environmental Action	73,606	73,606				73,606		55,000	8,554	2,165			71,441	71,441	71,441
3.810	Ganges Sewer	1,185,351	795,440	261,441		128,470	1,185,351				1,920	1,119,891	63,540	63,540	63,540	63,540
3.820	Malview Estates Sewer System	232,272	158,743			47,860	232,272				25,150	201,922	5,200	5,200	5,200	5,200
3.830	Magic Lake Estates Sewer System	879,230	659,467	174,103		45,660	879,230			11,650	3,680	277,890	586,010	586,010	586,010	586,010
3.830D	Magic Lake Estates Sewer Debt	231,255	570	230,685			231,255				1,020	230,235		230,235	230,235	230,235
3.850	Port Renfrew Sewer	139,752	114,914	1,838		23,000	139,752				1,570	69,091	69,091	69,091	69,091	69,091
21.ALL	Feasibility Study Reserve Fund - All	-	-	-			-							-	-	-

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN							Schedule A									
		Expenditures					Revenue									
		Total 2026	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2026	Surplus 2025	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2026
1.010	Legislative & General Government	35,006,410	33,471,376			1,202,870	332,164	35,006,410	450,000	19,973,922	988,678	1,401,006	89,050		12,103,754	12,103,754
1.10X	Facilities and Risk	4,745,186	4,204,476				540,710	4,745,186		4,526,703		42,919			175,564	175,564
1.101	G.I.S.	677,094	607,794			19,300	50,000	677,094		535,178		6,180			135,736	135,736
1.103	Elections	272,528	272,528					272,528			125,038	81,960			65,530	65,530
1.104	U.B.C.M.	13,797	13,797					13,797				80			13,717	13,717
1.109	Electoral Area Admin Exp - JDF	70,587	70,587					70,587				150			70,437	70,437
1.110	Electoral Area Admin Exp - SGI	491,040	479,740					491,040			9,089	18,980			462,971	462,971
1.111	Electoral Area Admin Exp - SSI	1,279,495	1,243,495				36,000	1,279,495		500,120		5,770			773,605	773,605
1.112	Regional Grant In Aid															
1.114	Grant-in-Aid - Juan de Fuca	22,888	22,888					22,888				290			22,598	22,598
1.116	Grant-in-Aid - Salt Spring Island	57,745	57,745					57,745				250			57,495	57,495
1.117	Grant-in-Aid - Southern Gulf Islands	106,556	106,556					106,556				1,280			105,276	105,276
1.119	Vancouver Island Regional Library	362,582	362,582					362,582				620			361,962	361,962
1.121	Sooke Regional Museum	235,962	235,962					235,962				510			235,452	235,452
1.123	Prov. Court of B.C. (Family Court)	149,360					149,360	149,360				149,360			-	-
1.124	SSI Economic Development Commission	102,490	97,940				4,550	102,490				640			101,850	101,850
1.125	SGI Economic Development Commission	132,495	132,495					132,495				1,460			131,035	131,035
1.126	Victoria Family Court Committee	15,878	15,878					15,878				878			15,000	15,000
1.128	Greater Victoria Police Victim Services	323,727	323,727					323,727				15,358			308,369	308,369
1.129	Vancouver Island Regional Library - Debt	339,466	1,200	338,266				339,466				339,466			-	-
1.133	Langford E.A. - Greater Victoria Public Library	34,531	34,531					34,531				90			34,441	34,441
1.137	Galiano Island Community Use Building	70,478	40,061	27,417			3,000	70,478				260			70,218	70,218
1.138	Southern Gulf Islands Regional Library	254,391	254,391					254,391				2,620			251,771	251,771
1.141	Salt Spring Island Public Library	729,272	539,920	145,607			43,745	729,272				1,620			727,652	727,652
1.15X	Municipalities' Own Debt - M.F.A.	14,633,126	52,200	14,580,926				14,633,126				52,200			14,580,926	14,580,926
1.170	Gossip Island Electric Power Supply	63,109	488	62,621				63,109				240			62,869	62,869
1.224	Community Health - Homeless Sec.	675,871	675,871					675,871				190,484	62,869		485,387	485,387
1.226	Community Health (CHR) Facilities	1,795,553	1,189,719	605,834				1,795,553				1,795,553			1,189,719	1,189,719
1.227	Saturna Island Medical Clinic	31,487	31,487					31,487				2,360			29,127	29,127
1.228	Galiano Health Service	148,442	148,442					148,442				110			148,332	148,332
1.229	Pender Islands Health Care Centre	255,696	255,696					255,696				2,180			253,516	253,516
1.230	Traffic Safety Commission	80,774	80,774					80,774				3,824			76,950	76,950
1.232	Port Renfrew Street Lighting	9,607	9,607					9,607				370	4,000	5,237	5,237	5,237
1.234	S.S.I. Street Lighting	28,600	28,600					28,600				40			28,560	28,560
1.235	S. G. I. Small Craft Harbour Facilities	487,002	255,909	87,493			143,600	487,002				7,560	146,060	333,382	333,382	333,382
1.236	Salt Spring Island Fernwood Dock	17,321	17,321				10,000	17,321				170		27,151	27,151	27,151
1.238A	Community Transit (S.S.I.)	683,022	621,986	61,036				683,022				226,282			456,740	456,740
1.238B	Community Transportation (S.S.I.)	174,144	86,144	88,000				174,144				1,170			172,974	172,974
1.280	Regional Parks	18,484,710	14,365,793	569,207		128,094	3,421,616	18,484,710	80,566		8,000	867,129	462,661		17,066,354	17,066,354
1.280A	Regional Parks - Land Acquisition	1,113,915	50,000	1,063,915				1,113,915							1,113,915	1,113,915
1.290	Royal Theatre	580,000	100,000	105,000		90,000	375,000	580,000							580,000	580,000
1.295	McPherson Theatre	786,233	350,000	786,233			346,233	786,233				36,233			750,000	750,000
1.297	Arts Grants	3,328,073	3,328,073					3,328,073	14,811		39,000	188,956			3,088,306	3,088,306
1.299	Salt Spring Island Arts	130,101	130,101					130,101				90			130,011	130,011
1.309	Climate Action and Adaptation	2,225,988	1,433,027	792,961				2,225,988			301,340	607,506			1,317,142	1,317,142
1.310	Land Banking & Housing	4,113,627	1,514,020	2,595,607			4,000	4,113,627	441,557			211,153	2,000		3,458,917	3,458,917
1.311	Regional Housing Trust Fund														-	-
1.312	Regional Goose Management	252,090	252,090					252,090							252,090	252,090
1.313	Animal Care Services	1,782,617	1,715,617	67,000				1,782,617			7,175	1,252,102	20,230		503,110	503,110
1.314	SGI House Numbering	10,353	10,353					10,353				110			10,243	10,243
1.316	SSI Building Numbering	10,469	10,469					10,469				20			10,449	10,449
1.317	JDF Building Numbering	14,305	14,305					14,305				40			14,265	14,265
1.318	Building Inspection	2,164,103	2,107,023	13,780			43,300	2,164,103	32,870		94,713	4,650	1,463,030		568,840	568,840
1.319	Soil Deposit Removal	6,247	6,247					6,247				40			6,207	6,207
1.320	Noise Control	43,744	43,744					43,744				310			43,434	43,434
1.322	Nuisances & Unsightly Premises	58,302	58,302					58,302				320			57,982	57,982
1.323	By-Law Enforcement	606,254	561,754	44,500				606,254	575,954			30,300			-	-
1.324	Regional Planning Services	1,643,574	1,641,074	2,500				1,643,574	91,870		174,129	72,280			1,305,295	1,305,295
1.325	Electoral Area Services - Planning	894,923	819,153	75,770				894,923	34,020		50,493	2,790	45,000		762,620	762,620
1.330	Regional Growth Strategy	344,677	334,677	10,000				344,677			4,423	17,140			323,114	323,114
1.335	Geo-Spatial Referencing System	188,711	188,711	65,640				188,711				8,320	8,880		171,511	171,511
1.340	JDF Livestock Injury Compensation	3,167	3,167					3,167				3,167			3,167	3,167
1.341	SGI Livestock Injury Compensation	3,167	3,167					3,167				3,167			3,167	3,167
1.342	SSI Livestock Injury Compensation	3,167	3,167					3,167				3,167			3,167	3,167
1.350	Willis Point Fire Protect & Recreation	192,670	118,079	6,670		6,670	67,921	192,670				34,340			158,330	158,330
1.352	South Galiano Fire Protection	654,194	369,346	141,027		8,640	135,181	654,194				512,047	141,027		653,074	653,074
1.353	Otter Point Fire Protection	579,949	399,929	6,020		174,000		579,949				330			579,619	579,619
1.354	Malahat Fire Protection	71,031	71,031					71,031							71,031	71,031
1.355	Durrance Road Fire Protection	3,024	2,724	300				3,024					3,024		3,024	3,024
1.356	Pender Fire Protection	1,353,303	1,097,266	64,503			191,534	1,353,303			64,503	11,940			1,276,860	1,276,860
1.357	East Sooke Fire Protection	586,620	312,761	155,109			118,750	586,620				29,572	59,800		497,248	497,248
1.358	Port Renfrew Fire Protection	171,036	143,036	28,000				171,036				1,270	67,906		101,860	101,860
1.359	N. Galiano Fire Protection	238,995	177,123	48,872		5,000	8,000	238,995				930		24,440	213,625	238,065
1.360	Shirley Fire Protection	202,760	127,760	10,000			65,000	202,760				210			202,550	202,550
1.363	Saturna Island Fire	323,003	323,003					323,003				11,540			311,463	311,463
1.369	Electoral Area Fire Services - JDF	68,818	63,637	1,067			4,113	68,818				120			68,698	68,698
1.369	Electoral Area Fire Services - SGI	78,615	72,688	1,222			4,706	78,615							7	

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN														Schedule A		
		Expenditures					Revenue									
		Total 2027	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2027	Surplus 2026	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2027
1.010	Legislative & General Government	34,211,838	33,360,817			513,310	337,711	34,211,838	450,000	20,363,145	180,000	1,408,416	90,030		11,720,247	11,720,247
1.10X	Facilities and Risk	4,919,158	4,297,733				621,425	4,919,158		4,696,605		43,202			179,351	179,351
1.101	G.I.S.	690,307	620,617			19,690	50,000	690,307		545,882		6,300			138,125	138,125
1.103	Elections	65,660	460				65,200	65,660				90			65,570	65,570
1.104	U.B.C.M.	14,071	14,071					14,071				80			13,991	13,991
1.109	Electoral Area Admin Exp - JDF	72,005	72,005					72,005				150			71,855	71,855
1.110	Electoral Area Admin Exp - SGI	514,869	489,769				25,100	514,869			9,278	19,285			486,306	486,306
1.111	Electoral Area Admin Exp - SSI	1,365,599	1,329,599				36,000	1,365,599		510,650	60,000	5,790			789,159	789,159
1.112	Regional Grant In Aid															
1.114	Grant-in-Aid - Juan de Fuca	22,946	22,946					22,946				290			22,656	22,656
1.116	Grant-in-Aid - Salt Spring Island	57,899	57,899					57,899				250			57,649	57,649
1.117	Grant-in-Aid - Southern Gulf Islands	106,672	106,672					106,672				1,300			105,372	105,372
1.119	Vancouver Island Regional Library	369,809	369,809					369,809				630			369,179	369,179
1.121	Sooke Regional Museum	240,684	240,684					240,684				520			240,164	240,164
1.123	Prov. Court of B.C. (Family Court)						149,360	149,360				149,360			-	-
1.124	SSI Economic Development Commission	104,542	98,397				6,145	104,542				650			103,892	103,892
1.125	SGI Economic Development Commission	134,655	134,655					134,655				1,490			133,165	133,165
1.126	Victoria Family Court Committee	15,878	15,878					15,878				878			15,000	15,000
1.128	Greater Victoria Police Victim Services	330,186	330,186					330,186				15,358			314,828	314,828
1.129	Vancouver Island Regional Library - Debt	339,466	1,200	338,266				339,466				339,466			-	-
1.133	Langford E.A. - Greater Victoria Public Library	35,225	35,225					35,225				90			35,135	35,135
1.137	Galiano Island Community Use Building	71,302	40,885	27,417			3,000	71,302				260			71,042	71,042
1.138	Southern Gulf Islands Regional Library	259,490	259,490					259,490				2,670			256,820	256,820
1.141	Salt Spring Island Public Library	743,848	550,884	8,844			184,120	743,848				1,640			742,208	742,208
1.15X	Municipalities' Own Debt - M.F.A.	13,098,167	52,200	13,045,967				13,098,167				52,200			13,045,967	13,045,967
1.170	Gossip Island Electric Power Supply	63,111	490	62,621				63,111				240			62,871	62,871
1.224	Community Health - Homeless Sec.	679,631	679,631					679,631				190,484	62,871		489,147	489,147
1.226	Community Health (CHR) Facilities	1,821,601	1,214,724				606,877	1,821,601				1,821,601			1,821,601	1,821,601
1.227	Saturna Island Medical Clinic	32,614	32,614					32,614				2,410			30,204	30,204
1.228	Galiano Health Service	151,410	151,410					151,410				110			151,300	151,300
1.229	Pender Islands Health Care Centre	270,792	270,792					270,792				2,220			268,572	268,572
1.230	Traffic Safety Commission	82,360	82,360					82,360				3,871			78,489	78,489
1.232	Port Renfrew Street Lighting	9,776	9,776					9,776				380	4,080	5,316	5,316	5,316
1.234	S.S.I. Street Lighting	29,168	29,168					29,168				40			29,128	29,128
1.235	S. G. I. Small Craft Harbour Facilities	498,272	262,179	87,493			148,600	498,272				7,700	148,840	341,732	341,732	341,732
1.236	Salt Spring Island Fernwood Dock	27,758	27,758				10,000	27,758				170		27,588	27,588	27,588
1.238A	Community Transit (S.S.I.)	698,954	634,451				64,503	698,954				230,794			468,160	468,160
1.238B	Community Transportation (S.S.I.)	177,398	87,898				89,500	177,398				1,170			176,228	176,228
1.280	Regional Parks	18,841,187	14,651,535	569,207		130,656	3,499,789	18,841,187		81,260		867,955	462,767		17,429,205	17,429,205
1.280A	Regional Parks - Land Acquisition	1,617,747	50,000	1,567,747				1,617,747							1,617,747	1,617,747
1.290	Royal Theatre	580,000	100,000			109,000	371,000	580,000							580,000	580,000
1.295	McPherson Theatre	786,233	350,000			94,000	342,233	786,233				36,233			750,000	750,000
1.297	Arts Grants	3,395,604	3,395,604					3,395,604		15,131	39,000	188,996			3,155,517	3,155,517
1.299	Salt Spring Island Arts	132,702	132,702					132,702				90			132,612	132,612
1.309	Climate Action and Adaptation	1,556,854	1,392,831			164,023		1,556,854			93,406	146,306			1,317,142	1,317,142
1.310	Land Banking & Housing	4,031,244	1,431,637	2,595,607			4,000	4,031,244		336,788		211,153	2,000		3,481,303	3,481,303
1.311	Regional Housing Trust Fund	-	-					-							-	-
1.312	Regional Goose Management	-	-					-							-	-
1.313	Animal Care Services	1,823,545	1,753,545				70,000	1,823,545			2,313	1,282,392	20,640		518,200	518,200
1.314	SGI House Numbering	10,563	10,563					10,563				110			10,453	10,453
1.316	SSI Building Numbering	10,679	10,679					10,679				20			10,659	10,659
1.317	JDF Building Numbering	14,589	14,589					14,589				40			14,549	14,549
1.318	Building Inspection	2,211,257	2,153,907			14,050	43,300	2,211,257		33,530	83,377	4,780	1,492,290		597,280	597,280
1.319	Soil Deposit Removal	6,369	6,369					6,369				40			6,329	6,329
1.320	Noise Control	44,606	44,606					44,606				310			44,296	44,296
1.322	Nuisances & Unsanitary Premises	59,459	59,459					59,459				320			59,139	59,139
1.323	By-Law Enforcement	618,298	573,798				44,500	618,298		587,448		30,850			-	-
1.324	Regional Planning Services	1,609,750	1,602,250				7,500	1,609,750		93,710	110,902	73,740			1,331,398	1,331,398
1.325	Electoral Area Services - Planning	925,841	850,841				75,000	925,841		34,700	65,451	2,820	45,000		777,870	777,870
1.330	Regional Growth Strategy	351,555	341,555				10,000	351,555			4,510	17,470			329,575	329,575
1.335	Geo-Spatial Referencing System	192,507	125,557				66,950	192,507				8,490	9,060		174,957	174,957
1.340	JDF Livestock Injury Compensation	3,170	3,170					3,170				3,170			3,170	3,170
1.341	SGI Livestock Injury Compensation	3,170	3,170					3,170				3,170			3,170	3,170
1.342	SSI Livestock Injury Compensation	3,170	3,170					3,170				3,170			3,170	3,170
1.350	Willis Point Fire Protect & Recreation	195,950	120,503			6,820	68,627	195,950				34,450			161,500	161,500
1.352	South Galiano Fire Protection	664,435	376,776	141,027		8,810	137,822	664,435				1,120	141,027		663,315	663,315
1.353	Otter Point Fire Protection	592,195	408,055			6,140	178,000	592,195				330			591,865	591,865
1.354	Malahat Fire Protection	72,450	72,450					72,450							72,450	72,450
1.355	Durrance Road Fire Protection	3,027	2,727				300	3,027					3,027		3,027	3,027
1.356	Pender Fire Protection	1,316,893	1,121,179				195,714	1,316,893				12,160			1,304,733	1,304,733
1.357	East Sooke Fire Protection	598,584	319,375	155,109			124,100	598,584				30,394	61,000		507,190	507,190
1.358	Port Renfrew Fire Protection	173,980	145,980				28,000	173,980				1,290	69,076		103,614	103,614
1.359	N. Galiano Fire Protection	242,605	180,733	48,872		5,000	8,000	242,605				940		24,440	217,225	241,665
1.360	Shirley Fire Protection	205,333	130,333			10,000	65,000	205,333				210			205,123	205,123
1.363	Saturna Island Fire	323,233	323,233					323,233				11,770			311,463	311,463
1.369	Electoral Area Fire Services - JDF	68,818	65,102			894	2,821	68,818				120			68,698	68,698
1.369	Electoral Area Fire Services - SGI	78,615	74,364			1,024	3,228	78,615							78,615	78,615
1.370	Juan de Fuca Emergency Program	96,425	80,545	</												

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN							Schedule A											
		Expenditures					Transfers to Reserves	Revenue										
		Total 2027	Operations	Interest & Principal	Deficit	Capital		Total 2027	Surplus 2026	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2027		
1.377	J.D.F. Search and Rescue	92,762	89,762				3,000	92,762					22,810				69,952	69,952
1.378	S.S.I. Search and Rescue	27,923	27,923					27,923					100				27,823	27,823
1.40X	SEAPARC	4,987,204	4,367,138	53,966			566,100	4,987,204					428,359	977,669			3,581,176	3,581,176
1.405	JDF EA - Community Parks	219,380	199,380				20,000	219,380					940				218,440	218,440
1.408	JDF EA - Community Recreation	101,594	101,594					101,594					22,970				78,624	78,624
1.44X	Panorama Rec. Center.	11,601,700	9,633,186	638,308			1,330,206	11,601,700					2,288,613	3,159,375			6,153,712	6,153,712
1.455	Salt Spring Island - Community Parks	1,449,836	1,065,448	358,888			25,500	1,449,836		423,060			38,270				988,506	988,506
1.458	Salt Spring Is. - Community Rec	310,574	310,574					310,574					40	256,057			54,477	54,477
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	3,156,812	2,215,091	574,221			367,500	3,156,812		92,500			156,585	308,700			2,599,027	2,599,027
1.465	Saturna Island Comm. - Parks	29,478	24,083				5,395	29,478					1,740				27,738	27,738
1.468	Saturna Island - Community Rec.	15,794	15,794					15,794					990				14,804	14,804
1.475	Mayne Is. Com. Parks & Rec	103,071	84,911				18,160	103,071					3,060				100,011	100,011
1.476	Mayne Is. Comm. Parks (reserve)	8,770	8,770					8,770					7,890	880				
1.478	Mayne Is. Community Rec.	39,750	39,750					39,750					60				39,690	39,690
1.485	North & South Pender Com. Parks	179,418	151,768				27,650	179,418					2,120				177,298	177,298
1.488	North & South Pender Com. Rec	73,670	73,670					73,670					890				72,780	72,780
1.495	Galiano Parks	143,901	126,901				17,000	143,901			21,630		120				122,151	122,151
1.498	Galiano Community Recreation	41,484	41,484					41,484					30				41,454	41,454
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	29,284,784	28,679,590				605,194	29,284,784			402,191		13,695,638	15,186,955			-	-
1.523	Port Renfrew Refuse Disposal	100,739	96,739				4,000	100,739		19,330			43,640				37,769	37,769
1.525	Solid Waste Disposal - Debt	3,083,855		3,083,855				3,083,855						3,083,855			-	-
1.531	Stormwater Quality Management - Sooke	42,675	25,973				16,702	42,675					86				42,589	42,589
1.533	Stormwater Quality Management - S.G.I.	43,502	43,502					43,502					450				43,052	43,052
1.535	Stormwater Quality Management - S.S.I.	38,367	38,367					38,367				6,187	30				32,150	32,150
1.536	LWMP-Stormwater Quality Management-Core	798,128	798,128					798,128					87,763				710,365	710,365
1.537	Stormwater Quality Management - Peninsula	131,617	131,617					131,617					4,455				127,162	127,162
1.538	Source - Stormwater Quality - Peninsula	62,918	62,918					62,918				716	1,763				60,439	60,439
1.57X	Environmental Services	27,539,067	26,728,881				810,186	27,539,067		27,306,196		140,471	92,400				-	-
1.911	911 Systems	2,557,850	1,544,901	1,011,949			1,000	2,557,850				19,733	2,184,996	129,111			224,010	224,010
1.912B	911 Call Answer - Municipalities									696,074		(55,460)					(640,614)	(640,614)
1.913	913 Fire Dispatch	446,880	439,325				7,555	446,880				10,160					436,720	436,720
1.921	Regional CREST Contribution	1,937,634	1,937,634					1,937,634					114,260				1,823,374	1,823,374
1.923	Emergency Comm - CREST - S.G.I.	197,352	197,352					197,352					2,200				195,152	195,152
1.924	Emergency Comm - CREST - J.D.F.	155,515	155,515					155,515					240				155,275	155,275
1.925	Emergency Comm - CREST - S.S.I.	157,044	157,044					157,044					150				156,894	156,894
2.610	Saanich Peninsula Water Supply	10,595,889	8,867,232	1,278,657			450,000	10,595,889				3,500	10,592,389				-	-
2.620	SSI Highland Water System	11,343	136	11,207				11,343					90			11,253	11,253	
2.621	Highland / Fernwood Water - SSI	625,744	378,831	236,913			10,000	625,744				790	489,330	135,624			135,624	135,624
2.622	Cedars of Tuam	123,618	34,360	84,258			5,000	123,618				50	123,568				-	-
2.624	Beddis Water	591,120	213,765	356,863			20,492	591,120				170	388,060	202,890			202,890	202,890
2.626	Fulford Water	354,995	197,758	144,237			13,000	354,995				20,000	710	272,060	62,225		62,225	62,225
2.628	Cedar Lane Water (S.S.I.)	122,065	60,731	38,351				122,065					180	99,840	22,045		22,045	22,045
2.630	Magic Lakes Estate Water System	1,068,920	772,133	132,859			163,920	1,068,920					10,570	430,540	627,810		627,810	627,810
2.640	Saturna Island Water System (Lyal Harbour)	307,199	191,230	75,199			40,770	307,199					1,060	149,069	157,070		157,070	157,070
2.642	Sikana Water (Mayne)	91,841	57,808	19,913				91,841					100	63,961	27,780		27,780	27,780
2.650	Port Renfrew Water	263,056	138,011	80,045			45,000	263,056			13,000		1,150	124,453	124,453		124,453	124,453
2.660	Fernwood Water	3,416	69	3,347				3,416					40		3,376		3,376	3,376
2.665	Sticks Allison Water (Galiano)	76,302	56,922				19,380	76,302					100	70,682	5,520		5,520	5,520
2.667	Surfside Park Estates (Mayne)	275,802	115,250	156,552			4,000	275,802					100	227,042	48,660		48,660	48,660
2.670	Regional Water Supply	54,015,205	20,816,268	8,760,522		23,800,000	638,415	54,015,205					707,690	53,307,515			-	-
2.680	Juan de Fuca Water Distribution	32,210,982	18,382,859	3,189,908		9,933,712	704,503	32,210,982					179,380	32,031,602			-	-
2.681	Florence Lake Water System Debt	19,944	19,944					19,944							19,944		19,944	19,944
2.682	Seagirt Water System Debt	164,380	164,380					164,380							164,380		164,380	164,380
2.691	Wilderness Mountain Water Service	189,107	148,911	20,901			19,295	189,107			10,000		111	106,641	72,355		72,355	72,355
3.700	Septage Disposal - Municipal	170,727	170,727					170,727					170,727				-	-
3.700	Septage Disposal - JDF Service Area	-	-					-					-				-	-
3.701	Millstream Remediation Service	-	-					-					-				-	-
3.705	S.S.I. Liquid Waste Disposal	1,128,039	924,071	68,100			135,868	1,128,039					1,180	694,110	432,749		432,749	432,749
3.707	On Site System Management Program - LWMP	161,435	161,435					161,435				13,071	7,485				140,879	140,879
3.71X	Trk Swrs & Swge Disp - oper	39,841,656	37,578,156	304,040			1,959,460	39,841,656					30,602,256				7,207,166	7,207,166
3.7XX	Trk Swrs - debt	26,576,913	41,110	12,723,179		5,529,745	8,282,879	26,576,913		1,712,234	320,000		18,862,698				7,714,215	7,714,215
3.720	LWMP (Peninsula) - Implementation	60,692	39,246				21,446	60,692					2,320				58,372	58,372
3.750	LWMP	403,493	350,062				53,431	403,493					166,765				236,728	236,728
3.752	Harbours Program	383,639	383,639					383,639					31,658				361,981	361,981
3.755	Regional Source Control	1,730,343	1,730,343					1,730,343					93,303	64,946			1,504,566	1,504,566
3.756	Harbours Environmental Action	76,557	76,557					76,557		55,000	12,528		2,165				74,392	74,392
3.810	Ganges Sewer	1,293,964	839,181	360,388			94,395	1,293,964			25,000		1,920	1,199,634	67,410		67,410	67,410
3.820	Malview Estates Sewer System	246,562	165,207	55,686			25,686	246,562					25,150	215,892	5,520		5,520	5,520
3.830	Magic Lake Estates Sewer System	875,950	701,389	93,471			81,090	875,950			12,120		3,700	289,120	556,010		556,010	556,010
3.830D	Magic Lake Estates Sewer Debt	231,255	570	230,685				231,255					1,040	230,215	230,215		230,215	230,215
3.850	Port Renfrew Sewer	250,316	122,006	122,310			6,000	250,316					1,630	124,343	124,343		124,343	124,343
21.ALL	Feasibility Study Reserve Fund - All	-	-					-					-				-	-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-	-					-					-				-	-

SCHEDULE B

**CAPITAL REGIONAL DISTRICT
CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027**

EXPENDITURE / FUNDING SUMMARY (ALL SERVICES)	2023	2024	2025	2026	2027	TOTAL
EXPENDITURE						
B Buildings	35,126,021	18,992,500	20,901,000	10,166,000	3,248,000	88,433,521
E Equipment	30,072,727	10,051,481	8,818,390	8,931,767	3,295,900	61,170,265
L Land	8,983,000	6,465,000	6,075,000	5,340,000	5,220,000	32,083,000
S Engineered Structures	136,172,154	129,102,631	91,294,652	93,145,794	61,985,000	511,700,231
V Vehicles	9,184,688	3,412,000	3,076,000	2,744,000	3,064,100	21,480,788
	219,538,590	168,023,612	130,165,042	120,327,561	76,813,000	714,867,805
SOURCE OF FUNDS						
C Capital Funds on Hand	53,594,280	35,597,175	27,442,483	29,315,483	26,683,745	172,633,166
D Debenture Debt (New Debt Only)	50,289,000	83,113,262	74,969,306	66,660,000	26,142,000	301,173,568
E ERF	12,941,067	7,871,400	5,362,429	5,139,806	4,740,977	36,055,679
G Grants (Federal, Provincial)	20,392,960	15,936,960	8,254,500	10,777,368	11,810,278	67,172,066
R Reserve Fund	64,125,374	23,246,619	11,421,324	8,234,904	7,436,000	114,464,221
O Other	18,195,909	2,258,196	2,715,000	200,000	-	23,369,105
	219,538,590	168,023,612	130,165,042	120,327,561	76,813,000	714,867,805

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN												Schedule B			
2023															
Service #	Service Name	CAPITAL EXPENDITURE						TOTAL	Capital Funds on Hand	Debiture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
		Equipment	Vehicles	Buildings	Engineered Structures	Land									
1.011	Board Expenditures	282,500					282,500			282,500				282,500	
1.014	Chief Administrative Officer	22,352					22,352			22,352				22,352	
1.015	Real Estate	-					-			-				-	
1.016	Human Resources	1,143,833					1,143,833	1,116,000		27,833				1,143,833	
1.017	Finance	282,110					282,110	200,000		82,110				282,110	
1.018	Health & Capital Planning Strategies	2,180					2,180			2,180				2,180	
1.022	Information Technology	2,504,542	100,000				2,604,542	2,450,500		154,042				2,604,542	
1.024	GM - Planning & Protective Services	2,701					2,701			2,701				2,701	
1.025	Corporate Emergency	6,000					6,000			6,000				6,000	
1.027	Aboriginal Initiatives	9,541					9,541			3,791		5,750		9,541	
1.105	Facilities Management	25,000	300,000				325,000	50,000		275,000				325,000	
1.106	Facilities and Risk		90,000	1,717,000	125,000		1,932,000	602,000		90,000		1,240,000		1,932,000	
1.107	Corporate Satellite Facilities			25,000			25,000					25,000		25,000	
1.109	JDF Admin. Expenditures	-					-			-				-	
1.110	SJI Admin. Expenditures	4,000					4,000			4,000				4,000	
1.111	SSI Admin. Expenditures	17,900		8,000			25,900			25,900				25,900	
1.118	Corporate Communications	179,881					179,881			4,881		175,000		179,881	
1.123	Family Court Building			1,266,800			1,266,800	46,800			700,000	520,000		1,266,800	
1.137	Galiano Island Community Use Building			10,000			10,000					10,000		10,000	
1.141	SSI Public Library			10,000			10,000					10,000		10,000	
1.226	Health Facilities - VIHA	440,000		2,910,000			3,350,000	665,000				2,485,000	200,000	3,350,000	
1.235	SJI Small Craft Harbour Facilities				821,000		821,000	506,000			60,000	225,000	30,000	821,000	
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			330,000		375,000				200,000	175,000		375,000	
1.280	Regional Parks	2,064,300	1,155,000	136,000	9,946,460	5,000,000	18,301,760	1,643,400		659,300	4,607,682	11,315,378	76,000	18,301,760	
1.290	Royal Theatre	218,000		1,599,000			1,817,000	95,000				927,000	795,000	1,817,000	
1.295	McPherson Theatre	187,000		2,697,500			2,884,500	157,500				2,727,000		2,884,500	
1.297	Arts Grants and Development	-					-			-				-	
1.309	Climate Action and Adaptation	284,023					284,023	103,745			180,278			284,023	
1.310	Land Banking and Housing	4,000		17,104,721			17,108,721			4,000	4,200,000		12,904,721	17,108,721	
1.313	Animal Care Services	80,000	100,188	200,000	65,000		445,188			30,000			415,188	445,188	
1.318	Building Inspection	90,300	95,000				185,300			185,300				185,300	
1.323	ByLaw Services	1,010	150,000				151,010			151,010				151,010	
1.324	Regional Planning Services	43,000					43,000			43,000				43,000	
1.325	Community Planning	37,700			200,000		237,700			37,700	200,000			237,700	
1.335	Geo-Spatial Referencing	210,000					210,000			210,000				210,000	
1.350	Willis Point Fire	8,970	580,000				588,970			588,000		2,970		588,970	
1.352	South Galiano Fire	15,000	185,000	40,000			240,000	40,000		200,000				240,000	
1.353	Otter Point Fire	28,300		40,000			68,300			28,300		40,000		68,300	
1.356	Pender Island Fire	15,000	215,000	15,000			245,000			230,000		15,000		245,000	
1.357	East Sooke Fire	33,295	300,000	10,000			343,295			316,295		27,000		343,295	
1.358	Port Renfrew Fire	35,000					35,000			15,000		20,000		35,000	
1.359	North Galiano Fire	-					-			-				-	
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000	
1.371	SSI Emergency Program	19,317					19,317			7,000		12,317		19,317	
1.372	Emergency Planning Coordination	-					-			-				-	
1.373	SJI Emergency Program	60,000					60,000					60,000		60,000	
1.375	Hazardous Material Incident Response	88,000					88,000			88,000				88,000	
1.377	JDF Search and Rescue	92,000					92,000			92,000				92,000	
1.405	JDF EA Community Parks & Recreation				575,000	50,000	625,000				615,000	10,000		625,000	
1.40X	SEAPARC	349,000	20,000	184,000	240,000		793,000	67,000		133,000		593,000		793,000	
1.44x	Panorama Recreation	919,872	92,000	1,624,000	565,000		3,200,872	715,000	953,000	616,872	15,000	901,000		3,200,872	
1.455	SSI Community Parks	30,000	75,000		340,000		445,000			30,000	305,000	110,000		445,000	
1.458	SSI Community Recreation	10,000			30,000		40,000			5,000		35,000		40,000	
1.459	SSI Park Land & Rec Programs	422,500	40,000	146,000	350,000	45,000	1,003,500			62,500	675,000	266,000		1,003,500	

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN												Schedule B		
2023														
Service #	Service Name	CAPITAL EXPENDITURE						Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL							
1.465	Saturna Island Community Parks				50,000		50,000				50,000		50,000	
1.475	Mayne Island Community Parks	-		53,000	24,000		77,000			30,000	47,000		77,000	
1.485	Pender Island Community Parks				179,810		179,810				179,810		179,810	
1.495	Galiano Community Parks	5,000			35,000		40,000				35,000		40,000	
1.521	Environmental Resource Management	849,000		-	34,398,149		35,247,149	350,000	8,700,000	1,149,000	25,048,149		35,247,149	
1.523	Port Renfrew Refuse Disposal				12,000		12,000				12,000		12,000	
1.575	Environmental Administration Services	18,500					18,500			18,500			18,500	
1.576	Environmental Engineering Services	40,000	195,000				235,000	55,000		180,000			235,000	
1.577	IW - Environmental Operations	200,000	1,902,500				2,102,500			2,082,500	20,000		2,102,500	
1.578	Environmental Protection	932,500	655,000				1,587,500	380,000		1,207,500			1,587,500	
1.911	911 Call Answer	-					-			-			-	
2.610	Saanich Peninsula Water Supply	590,000			4,746,000		5,336,000			220,000	5,116,000		5,336,000	
2.620	Highland Water (SSI)				70,000		70,000	70,000					70,000	
2.621	Highland & Fernwood Water (SSI)	40,000			663,235		703,235	165,235	-	463,000	75,000		703,235	
2.622	Cedars of Tuam Water (SSI)	-			270,000		270,000		92,000	178,000	-		270,000	
2.624	Beddis Water (SSI)	242,600			115,000		357,600	126,600	-	178,000	53,000		357,600	
2.626	Fulford Water (SSI)	74,000			270,000		344,000	70,000	-	260,000	14,000		344,000	
2.628	Cedar Lane Water (SSI)	22,000		-	165,000		187,000		90,000	95,000	2,000		187,000	
2.630	Magic Lake Estates Water (Pender)	295,000			25,000		320,000	185,000		15,000	120,000		320,000	
2.640	Lyall Harbour Boot Cove Water (Saturna)	66,000			350,000		416,000		58,000	335,000	23,000		416,000	
2.642	Skana Water (Mayne)	75,000			80,000		155,000	65,000	75,000	-	15,000		155,000	
2.650	Port Renfrew Water	10,000			30,000		40,000			-	40,000		40,000	
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	
2.670	Regional Water Supply	14,650,000	1,315,000	5,290,000	17,668,000	3,478,000	42,401,000	28,401,000	9,600,000	995,000	40,000	3,365,000	42,401,000	
2.680	JDF Water Distribution	1,105,000	1,280,000	40,000	25,565,000		27,990,000	11,130,000	9,200,000	1,080,000	6,170,000	410,000	27,990,000	
2.682	Seagirt Water System				2,350,000		2,350,000	150,000	2,100,000		100,000		2,350,000	
2.691	Wilderness Mountain Water Service				5,000		5,000	5,000					5,000	
3.701	Millstream Site Remediation					410,000	410,000	250,000			160,000		410,000	
3.705	SSI Septage / Composting				35,000		35,000				35,000		35,000	
3.718	Saanich Peninsula Wastewater	210,000			2,850,000		3,060,000			480,000	2,580,000		3,060,000	
3.798C	Debt - Core Area Wastewater Treatment Program	300,000	263,000		23,568,000		24,131,000	1,896,000	19,080,000	800,000	-	2,355,000	24,131,000	
3.810	Ganges Sewer Utility (SSI)		77,000		292,500		369,500	107,500			182,000	80,000	369,500	
3.820	Malview Sewer Utility (SSI)				2,330,000		2,330,000		341,000		1,989,000		2,330,000	
3.830	Magic Lake Sewer Utility (Pender)				6,230,000		6,230,000	1,730,000			4,500,000		6,230,000	
3.850	Port Renfrew Sewer				100,000		100,000				90,000	10,000	100,000	
TOTAL		30,072,727	9,184,688	35,126,021	136,172,154	8,983,000	219,538,590	53,594,280	50,289,000	12,941,067	20,392,960	64,125,374	18,195,909	219,538,590

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2024

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.011	Board Expenditures	37,000					37,000			37,000					37,000
1.014	Chief Administrative Officer	5,923					5,923			5,923					5,923
1.015	Real Estate	2,180					2,180			2,180					2,180
1.016	Human Resources	8,055					8,055			8,055					8,055
1.017	Finance	231,445					231,445	200,000		31,445					231,445
1.018	Health & Capital Planning Strategies	1,611					1,611			1,611					1,611
1.022	Information Technology	1,457,600					1,457,600	1,411,000		46,600					1,457,600
1.024	GM - Planning & Protective Services	-					-			-					-
1.025	Corporate Emergency	8,000					8,000			8,000					8,000
1.027	Aboriginal Initiatives	1,611					1,611			1,611					1,611
1.105	Facilities Management	10,000	50,000				60,000			60,000					60,000
1.106	Facilities and Risk			100,000	125,000		225,000					225,000			225,000
1.107	Corporate Satellite Facilities						-			-					-
1.109	JDF Admin. Expenditures	-					-			-					-
1.110	SGI Admin. Expenditures	5,000					5,000			5,000					5,000
1.111	SSI Admin. Expenditures	7,400					7,400			7,400					7,400
1.118	Corporate Communications	228,222					228,222			3,222		225,000			228,222
1.123	Family Court Building			85,000			85,000					85,000			85,000
1.137	Galiano Island Community Use Building						-			-					-
1.141	SSI Public Library						-			-					-
1.226	Health Facilities - VIHA			925,000			925,000					550,000	375,000		925,000
1.235	SGI Small Craft Harbour Facilities				229,000		229,000	179,000				50,000			229,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				150,000		150,000				50,000	100,000			150,000
1.238A	Community Transit (SSI)				40,000		40,000				5,000	35,000			40,000
1.238B	Community Transportation (SSI)				302,500		302,500				275,000	27,500			302,500
1.280	Regional Parks	63,800	575,000	95,000	3,848,436	5,000,000	9,582,236	56,063	5,000,000	638,800	1,145,254	2,742,119			9,582,236
1.290	Royal Theatre			700,000			700,000					350,000	350,000		700,000
1.295	McPherson Theatre			300,000			300,000					300,000			300,000
1.297	Arts Grants and Development						-			-					-
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478				792,961
1.310	Land Banking and Housing	10,000		11,000,000			11,010,000		11,000,000	10,000					11,010,000
1.313	Animal Care Services	5,000	25,000				30,000			30,000					30,000
1.318	Building Inspection	5,500					5,500			5,500					5,500
1.323	ByLaw Services	1,030					1,030			1,030					1,030
1.324	Regional Planning Services	4,000					4,000			4,000					4,000
1.325	Community Planning	4,800					4,800			4,800					4,800
1.335	Geo-Spatial Referencing						-			-					-
1.350	Willis Point Fire	6,000					6,000			6,000					6,000
1.352	South Galiano Fire	10,000	400,000				410,000			410,000					410,000
1.353	Otter Point Fire	15,000		40,000			55,000			15,000		40,000			55,000
1.356	Pender Island Fire	28,000					28,000			28,000					28,000
1.357	East Sooke Fire	16,551	160,000				176,551			176,551					176,551
1.358	Port Renfrew Fire						-			-					-
1.359	North Galiano Fire						-			-					-
1.360	Shirley Fire Department						-			-					-
1.371	SSI Emergency Program						-			-					-
1.372	Emergency Planning Coordination	2,500					2,500			2,500					2,500
1.373	SGI Emergency Program						-			-					-
1.375	Hazardous Material Incident Response	10,000					10,000			10,000					10,000
1.377	JDF Search and Rescue						-			-					-
1.405	JDF EA Community Parks & Recreation					50,000	50,000				50,000				50,000
1.40X	SEAPARC	152,500		329,500	1,085,000		1,567,000			147,500	750,000	669,500			1,567,000
1.44x	Panorama Recreation	409,672		2,136,000	4,482,908		7,028,580		4,400,000	379,672	2,012,908	236,000			7,028,580
1.455	SSI Community Parks	20,000			105,000		125,000			20,000	75,000	30,000			125,000
1.458	SSI Community Recreation	5,000			800,000		805,000			5,000	200,000	100,000	500,000		805,000
1.459	SSI Park Land & Rec Programs	35,000		150,000	25,000	585,000	795,000			35,000	25,000	735,000			795,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2024

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.465	Saturna Island Community Parks				6,000		6,000					6,000			6,000
1.475	Mayne Island Community Parks	-		2,000	10,000		12,000					12,000			12,000
1.485	Pender Island Community Parks				75,000		75,000					75,000			75,000
1.495	Galiano Community Parks	1,000			11,000		12,000					11,000			12,000
1.521	Environmental Resource Management	353,000		350,000	33,831,000		34,534,000	600,000	19,213,000	853,000		13,868,000			34,534,000
1.523	Port Renfrew Refuse Disposal				-		-					-			-
1.575	Environmental Administration Services	6,000					6,000			6,000					6,000
1.576	Environmental Engineering Services	40,000	80,000				120,000			120,000					120,000
1.577	IW - Environmental Operations	125,000	369,000				494,000			494,000					494,000
1.578	Environmental Protection	127,000	55,000				182,000			182,000					182,000
1.911	911 Call Answer	1,000,000					1,000,000			1,000,000					1,000,000
2.610	Saanich Peninsula Water Supply	350,000			2,870,000		3,220,000		2,550,000	80,000		590,000			3,220,000
2.620	Highland Water (SSI)				-		-								-
2.621	Highland & Fernwood Water (SSI)				792,000		792,000		465,000		307,000	20,000			792,000
2.622	Cedars of Tuam Water (SSI)	10,000			1,494,000		1,504,000		508,000		996,000				1,504,000
2.624	Beddis Water (SSI)	231,000			53,000		284,000				210,000	74,000			284,000
2.626	Fulford Water (SSI)	113,000			-		113,000				102,000	11,000			113,000
2.628	Cedar Lane Water (SSI)				117,000		117,000				92,000	25,000			117,000
2.630	Magic Lake Estates Water (Pender)				140,000		140,000					140,000			140,000
2.640	Lyall Harbour Boot Cove Water (Saturna)				340,000		340,000		340,000						340,000
2.642	Skana Water (Mayne)	694,120			35,000		729,120		182,262		546,858				729,120
2.650	Port Renfrew Water	10,000			100,000		110,000				100,000	10,000			110,000
2.665	Sticks Allison Water (Galiano)				-		-								-
2.667	Surfside Park Estates (Mayne)	20,000			15,000		35,000					35,000			35,000
2.670	Regional Water Supply	1,925,000	843,000	2,740,000	28,450,000	830,000	34,788,000	11,645,000	14,100,000	843,000	7,200,000		1,000,000		34,788,000
2.680	JDF Water Distribution	265,000	855,000	40,000	11,510,000		12,670,000	7,095,000	4,700,000	855,000		20,000			12,670,000
2.682	Seagirt Water System				-		-								-
2.691	Wilderness Mountain Water Service				-		-								-
3.701	Millstream Site Remediation				-		-								-
3.705	SSI Septage / Composting				344,158		344,158				303,462	7,500		33,196	344,158
3.718	Saanich Peninsula Wastewater	1,120,000			1,225,000		2,345,000		1,450,000	170,000		725,000			2,345,000
3.798C	Debt - Core Area Wastewater Treatment Program				33,902,000		33,902,000	12,577,000	19,205,000	1,120,000		1,000,000			33,902,000
3.810	Ganges Sewer Utility (SSI)				58,000		58,000				25,000	33,000			58,000
3.820	Malview Sewer Utility (SSI)				41,000		41,000				32,000	9,000			41,000
3.830	Magic Lake Sewer Utility (Pender)	60,000			2,475,629		2,535,629	1,622,629			853,000	60,000			2,535,629
3.850	Port Renfrew Sewer				15,000		15,000					15,000			15,000
TOTAL		10,051,481	3,412,000	18,992,500	129,102,631	6,465,000	168,023,612	35,597,175	83,113,262	7,871,400	15,936,960	23,246,619	2,258,196		168,023,612

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2025

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.011	Board Expenditures	96,500					96,500			96,500					96,500
1.014	Chief Administrative Officer	3,791					3,791			3,791					3,791
1.015	Real Estate	-					-			-					-
1.016	Human Resources	3,222					3,222			3,222					3,222
1.017	Finance	133,991					133,991	100,000		33,991					133,991
1.018	Health & Capital Planning Strategies	-					-			-					-
1.022	Information Technology	1,991,000	70,000				2,061,000	1,939,000		122,000					2,061,000
1.024	GM - Planning & Protective Services	-					-			-					-
1.025	Corporate Emergency	-					-			-					-
1.027	Aboriginal Initiatives	-					-			-					-
1.105	Facilities Management	10,000	50,000				60,000			60,000					60,000
1.106	Facilities and Risk	-		200,000	125,000		325,000			-		325,000			325,000
1.107	Corporate Satellite Facilities	-					-			-					-
1.109	JDF Admin. Expenditures	-					-			-					-
1.110	SGI Admin. Expenditures	-					-			-					-
1.111	SSI Admin. Expenditures	4,000	50,000				54,000			54,000					54,000
1.118	Corporate Communications	5,401					5,401			5,401					5,401
1.123	Family Court Building			10,000			10,000			-		10,000			10,000
1.137	Galiano Island Community Use Building	-					-			-					-
1.141	SSI Public Library	-					-			-					-
1.226	Health Facilities - VIHA	-		955,000	75,000		1,030,000			-		370,000	660,000		1,030,000
1.235	SGI Small Craft Harbour Facilities				125,000		125,000			-		125,000			125,000
1.236	SSI Small Craft Harbour (Fernwood Dock)						-			-					-
1.238A	Community Transit (SSI)				40,000		40,000				5,000	35,000			40,000
1.238B	Community Transportation (SSI)				30,000		30,000					30,000			30,000
1.280	Regional Parks	60,900	270,000	480,000	4,751,734	5,000,000	10,562,634		5,000,000	330,900	2,645,410	2,586,324			10,562,634
1.290	Royal Theatre	450,000		2,187,000			2,637,000	112,000			680,000	790,000	1,055,000		2,637,000
1.295	McPherson Theatre	-		300,000			300,000			-		300,000			300,000
1.297	Arts Grants and Development	-					-			-					-
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478				792,961
1.310	Land Banking and Housing	4,000		14,500,000			14,504,000		14,500,000	4,000					14,504,000
1.313	Animal Care Services	5,000	25,000				30,000			30,000					30,000
1.318	Building Inspection	4,500					4,500			4,500					4,500
1.323	ByLaw Services	-					-			-					-
1.324	Regional Planning Services	4,000					4,000			4,000					4,000
1.325	Community Planning	3,250					3,250			3,250					3,250
1.335	Geo-Spatial Referencing	30,000					30,000			30,000					30,000
1.350	Willis Point Fire	6,000					6,000			6,000					6,000
1.352	South Galiano Fire	10,200	85,000				95,200			10,200		85,000			95,200
1.353	Otter Point Fire	15,000		40,000			55,000			15,000		40,000			55,000
1.356	Pender Island Fire	105,000					105,000			105,000					105,000
1.357	East Sooke Fire	19,512					19,512			19,512					19,512
1.358	Port Renfrew Fire	-					-			-					-
1.359	North Galiano Fire	150,000					150,000			150,000					150,000
1.360	Shirley Fire Department	-					-			-					-
1.371	SSI Emergency Program	-					-			-					-
1.372	Emergency Planning Coordination	-					-			-					-
1.373	SGI Emergency Program	-					-			-					-
1.375	Hazardous Material Incident Response	10,000					10,000			10,000					10,000
1.377	JDF Search and Rescue	-					-			-					-
1.405	JDF EA Community Parks & Recreation						-			-					-
1.40X	SEAPARC	155,500		409,000	200,000	500,000	1,264,500		500,000	125,500		639,000			1,264,500
1.44x	Panorama Recreation	541,662		250,000			791,662			406,662		385,000			791,662
1.455	SSI Community Parks	20,000	130,000		70,000		220,000			60,000	105,000	55,000			220,000
1.458	SSI Community Recreation	10,000					10,000			5,000		5,000			10,000
1.459	SSI Park Land & Rec Programs	50,000		140,000		50,000	240,000			30,000	35,000	175,000			240,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2025

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.465	Saturna Island Community Parks				6,000		6,000					6,000			6,000
1.475	Mayne Island Community Parks	-		-	20,000		20,000				-	20,000			20,000
1.485	Pender Island Community Parks				85,000		85,000					85,000			85,000
1.495	Galiano Community Parks	1,000			4,000		5,000					4,000			5,000
1.521	Environmental Resource Management	355,000		-	5,475,000		5,830,000	225,000	2,650,000	355,000		2,600,000			5,830,000
1.523	Port Renfrew Refuse Disposal				-		-					-			-
1.575	Environmental Administration Services	6,000					6,000			6,000					6,000
1.576	Environmental Engineering Services	40,000	45,000				85,000			85,000					85,000
1.577	IW - Environmental Operations	125,000	676,000				801,000			801,000		-			801,000
1.578	Environmental Protection	81,000	140,000				221,000			221,000					221,000
1.911	911 Call Answer	-					-			-					-
2.610	Saanich Peninsula Water Supply	300,000			6,474,000		6,774,000		5,550,000	80,000		1,144,000			6,774,000
2.620	Highland Water (SSI)				-		-								-
2.621	Highland & Fernwood Water (SSI)				372,000		372,000				300,000	72,000			372,000
2.622	Cedars of Tuam Water (SSI)				25,000		25,000				20,000	5,000			25,000
2.624	Beddis Water (SSI)				2,443,000		2,443,000		2,180,000		150,000	113,000			2,443,000
2.626	Fulford Water (SSI)	165,000			25,000		190,000				150,000	40,000			190,000
2.628	Cedar Lane Water (SSI)				128,000		128,000		68,000		60,000	-			128,000
2.630	Magic Lake Estates Water (Pender)				22,000		22,000					22,000			22,000
2.640	Lyall Harbour Boot Cove Water (Saturna)				350,000		350,000		350,000			-			350,000
2.642	Skana Water (Mayne)				-		-					-			-
2.650	Port Renfrew Water	260,000			1,838,918		2,098,918		991,306		1,082,612	25,000			2,098,918
2.665	Sticks Allison Water (Galiano)				-		-					-			-
2.667	Surfside Park Estates (Mayne)				500,000		500,000		500,000			-			500,000
2.670	Regional Water Supply	1,525,000	630,000	1,390,000	37,975,000	525,000	42,045,000	16,915,000	21,200,000	630,000	2,300,000			1,000,000	42,045,000
2.680	JDF Water Distribution	165,000	905,000	40,000	8,355,000		9,465,000	7,940,000	600,000	905,000		20,000		-	9,465,000
2.682	Seagirt Water System				-		-					-			-
2.691	Wilderness Mountain Water Service				-		-					-			-
3.701	Millstream Site Remediation				-		-					-			-
3.705	SSI Septage / Composting				-		-					-			-
3.718	Saanich Peninsula Wastewater	1,100,000			900,000		2,000,000		1,750,000	150,000		100,000			2,000,000
3.798C	Debt - Core Area Wastewater Treatment Program				19,050,000		19,050,000		17,650,000	400,000		1,000,000			19,050,000
3.810	Ganges Sewer Utility (SSI)				1,680,000		1,680,000		1,330,000		140,000	210,000			1,680,000
3.820	Malview Sewer Utility (SSI)				-		-					-			-
3.830	Magic Lake Sewer Utility (Pender)				-		-					-			-
3.850	Port Renfrew Sewer				150,000		150,000		150,000			-			150,000
TOTAL		8,818,390	3,076,000	20,901,000	91,294,652	6,075,000	130,165,042	27,442,483	74,969,306	5,362,429	8,254,500	11,421,324	2,715,000		130,165,042

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2026

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.011	Board Expenditures	215,000					215,000			215,000					215,000
1.014	Chief Administrative Officer	5,402					5,402			5,402					5,402
1.015	Real Estate	1,090					1,090			1,090					1,090
1.016	Human Resources	3,222					3,222			3,222					3,222
1.017	Finance	131,312					131,312	100,000		31,312					131,312
1.018	Health & Capital Planning Strategies	3,222					3,222			3,222					3,222
1.022	Information Technology	2,120,650					2,120,650	2,059,000		61,650					2,120,650
1.024	GM - Planning & Protective Services	2,088					2,088			2,088					2,088
1.025	Corporate Emergency	-					-			-					-
1.027	Aboriginal Initiatives	1,611					1,611			1,611					1,611
1.105	Facilities Management	10,000					10,000			10,000					10,000
1.106	Facilities and Risk			135,000			135,000					135,000			135,000
1.107	Corporate Satellite Facilities														
1.109	JDF Admin. Expenditures	2,000					2,000			2,000					2,000
1.110	SJI Admin. Expenditures	4,000					4,000			4,000					4,000
1.111	SSI Admin. Expenditures	9,400					9,400			9,400					9,400
1.118	Corporate Communications	2,701					2,701			2,701					2,701
1.123	Family Court Building														
1.137	Galiano Island Community Use Building														
1.141	SSI Public Library														
1.226	Health Facilities - VIHA			937,500			937,500					737,500	200,000		937,500
1.235	SJI Small Craft Harbour Facilities				50,000		50,000					50,000			50,000
1.236	SSI Small Craft Harbour (Fernwood Dock)														
1.238A	Community Transit (SSI)				40,000		40,000				5,000	35,000			40,000
1.238B	Community Transportation (SSI)				96,000		96,000				60,000	36,000			96,000
1.280	Regional Parks	71,600	305,000		7,801,894	5,000,000	13,178,494	260,000	5,000,000	376,600	5,165,890	2,376,004			13,178,494
1.290	Royal Theatre			93,000			93,000					93,000			93,000
1.295	McPherson Theatre			238,000			238,000					238,000			238,000
1.297	Arts Grants and Development														
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478				792,961
1.310	Land Banking and Housing	4,000					4,000			4,000					4,000
1.313	Animal Care Services	5,000	25,000				30,000			30,000					30,000
1.318	Building Inspection	6,000	50,000				56,000			56,000					56,000
1.323	ByLaw Services														
1.324	Regional Planning Services	8,000					8,000			8,000					8,000
1.325	Community Planning														
1.335	Geo-Spatial Referencing														
1.350	Willis Point Fire	6,000					6,000			6,000					6,000
1.352	South Galiano Fire	10,800	85,000				95,800			95,800					95,800
1.353	Otter Point Fire	20,000		40,000			60,000			20,000		40,000			60,000
1.356	Pender Island Fire	18,000					18,000			18,000					18,000
1.357	East Sooke Fire	41,578					41,578			41,578					41,578
1.358	Port Renfrew Fire														
1.359	North Galiano Fire														
1.360	Shirley Fire Department														
1.371	SSI Emergency Program														
1.372	Emergency Planning Coordination														
1.373	SJI Emergency Program														
1.375	Hazardous Material Incident Response														
1.377	JDF Search and Rescue														
1.405	JDF EA Community Parks & Recreation														
1.40X	SEAPARC	1,597,500		227,500	28,000		1,853,000			92,500	1,250,000	510,500			1,853,000
1.44x	Panorama Recreation	436,630		310,000			746,630			436,630		310,000			746,630
1.455	SSI Community Parks	15,000			5,095,000		5,110,000		5,000,000	15,000	50,000	45,000			5,110,000
1.458	SSI Community Recreation	5,000			5,000		10,000			5,000		5,000			10,000
1.459	SSI Park Land & Rec Programs	40,000		8,070,000		50,000	8,160,000		8,000,000	40,000	25,000	95,000			8,160,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2026

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.465	Saturna Island Community Parks				-		-								-
1.475	Mayne Island Community Parks	4,000					4,000						4,000		4,000
1.485	Pender Island Community Parks				80,000		80,000						80,000		80,000
1.495	Galiano Community Parks				4,900		4,900						4,900		4,900
1.521	Environmental Resource Management	385,000			1,950,000		2,335,000	200,000	300,000	385,000			1,450,000		2,335,000
1.523	Port Renfrew Refuse Disposal						-								-
1.575	Environmental Administration Services	6,000					6,000			6,000					6,000
1.576	Environmental Engineering Services	40,000	45,000				85,000			85,000					85,000
1.577	IW - Environmental Operations	125,000	630,000				755,000			755,000					755,000
1.578	Environmental Protection	77,000	55,000				132,000			132,000					132,000
1.911	911 Call Answer						-								-
2.610	Saanich Peninsula Water Supply	300,000			4,810,000		5,110,000		4,500,000	80,000			530,000		5,110,000
2.620	Highland Water (SSI)						-								-
2.621	Highland & Fernwood Water (SSI)				2,215,000		2,215,000		2,215,000						2,215,000
2.622	Cedars of Tuam Water (SSI)				435,000		435,000		415,000				20,000		435,000
2.624	Beddis Water (SSI)				2,090,000		2,090,000		2,000,000				90,000		2,090,000
2.626	Fulford Water (SSI)				1,450,000		1,450,000		1,450,000						1,450,000
2.628	Cedar Lane Water (SSI)			35,000	320,000		355,000		290,000				65,000		355,000
2.630	Magic Lake Estates Water (Pender)				145,000		145,000						145,000		145,000
2.640	Lyall Harbour Boot Cove Water (Saturna)						-								-
2.642	Skana Water (Mayne)						-								-
2.650	Port Renfrew Water	10,000					10,000						10,000		10,000
2.665	Sticks Allison Water (Galiano)						-								-
2.667	Surfside Park Estates (Mayne)				1,500,000		1,500,000		1,500,000						1,500,000
2.670	Regional Water Supply	1,880,000	775,000	40,000	47,375,000	290,000	50,360,000	18,595,000	27,390,000	775,000	3,600,000				50,360,000
2.680	JDF Water Distribution	165,000	774,000	40,000	7,705,000		8,684,000	7,890,000		774,000			20,000		8,684,000
2.682	Seagirt Water System						-								-
2.691	Wilderness Mountain Water Service						-								-
3.701	Millstream Site Remediation						-								-
3.705	SSI Septage / Composting				50,000		50,000				40,000		10,000		50,000
3.718	Saanich Peninsula Wastewater	350,000			150,000		500,000		250,000	150,000			100,000		500,000
3.798C	Debt - Core Area Wastewater Treatment Program				8,400,000		8,400,000		7,000,000	400,000			1,000,000		8,400,000
3.810	Ganges Sewer Utility (SSI)						-								-
3.820	Maliview Sewer Utility (SSI)						-								-
3.830	Magic Lake Sewer Utility (Pender)						-								-
3.850	Port Renfrew Sewer				1,350,000		1,350,000		1,350,000						1,350,000
TOTAL		8,931,767	2,744,000	10,166,000	93,145,794	5,340,000	120,327,561	29,315,483	66,660,000	5,139,806	10,777,368	8,234,904	200,000	120,327,561	

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2027

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	
1.011	Board Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-
1.014	Chief Administrative Officer	10,852	-	-	-	-	10,852	-	-	10,852	-	-	-	10,852
1.015	Real Estate	-	-	-	-	-	-	-	-	-	-	-	-	-
1.016	Human Resources	4,833	-	-	-	-	4,833	-	-	4,833	-	-	-	4,833
1.017	Finance	57,110	-	-	-	-	57,110	25,000	-	32,110	-	-	-	57,110
1.018	Health & Capital Planning Strategies	2,180	-	-	-	-	2,180	-	-	2,180	-	-	-	2,180
1.022	Information Technology	295,000	-	-	-	-	295,000	245,000	-	50,000	-	-	-	295,000
1.024	GM - Planning & Protective Services	1,090	-	-	-	-	1,090	-	-	1,090	-	-	-	1,090
1.025	Corporate Emergency	-	-	-	-	-	-	-	-	-	-	-	-	-
1.027	Aboriginal Initiatives	4,881	-	-	-	-	4,881	-	-	4,881	-	-	-	4,881
1.105	Facilities Management	10,000	-	-	-	-	10,000	-	-	10,000	-	-	-	10,000
1.106	Facilities and Risk	-	-	100,000	-	-	100,000	-	-	-	-	100,000	-	100,000
1.107	Corporate Satellite Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-
1.109	JDF Admin. Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-
1.110	SJI Admin. Expenditures	2,000	-	-	-	-	2,000	-	-	2,000	-	-	-	2,000
1.111	SSI Admin. Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-
1.118	Corporate Communications	4,881	-	-	-	-	4,881	-	-	4,881	-	-	-	4,881
1.123	Family Court Building	-	-	-	-	-	-	-	-	-	-	-	-	-
1.137	Galiano Island Community Use Building	-	-	-	-	-	-	-	-	-	-	-	-	-
1.141	SSI Public Library	-	-	-	-	-	-	-	-	-	-	-	-	-
1.226	Health Facilities - VIHA	-	-	-	-	-	-	-	-	-	-	-	-	-
1.235	SJI Small Craft Harbour Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-
1.236	SSI Small Craft Harbour (Fernwood Dock)	-	-	-	-	-	-	-	-	-	-	-	-	-
1.238A	Community Transit (SSI)	-	-	-	40,000	-	40,000	-	-	-	5,000	35,000	-	40,000
1.238B	Community Transportation (SSI)	-	-	-	106,000	-	106,000	-	-	-	60,000	46,000	-	106,000
1.280	Regional Parks	54,300	120,000	45,000	6,095,000	5,000,000	11,314,300	-	5,000,000	174,300	3,070,000	3,070,000	-	11,314,300
1.290	Royal Theatre	-	-	-	-	-	-	-	-	-	-	-	-	-
1.295	McPherson Theatre	-	-	-	-	-	-	-	-	-	-	-	-	-
1.297	Arts Grants and Development	-	-	-	-	-	-	-	-	-	-	-	-	-
1.309	Climate Action and Adaptation	164,023	-	-	-	-	164,023	43,745	-	-	120,278	-	-	164,023
1.310	Land Banking and Housing	4,000	-	-	-	-	4,000	-	-	4,000	-	-	-	4,000
1.313	Animal Care Services	5,000	25,000	-	-	-	30,000	-	-	30,000	-	-	-	30,000
1.318	Building Inspection	6,000	-	-	-	-	6,000	-	-	6,000	-	-	-	6,000
1.323	ByLaw Services	-	-	-	-	-	-	-	-	-	-	-	-	-
1.324	Regional Planning Services	3,000	-	-	-	-	3,000	-	-	3,000	-	-	-	3,000
1.325	Community Planning	2,700	-	-	-	-	2,700	-	-	2,700	-	-	-	2,700
1.335	Geo-Spatial Referencing	-	-	-	-	-	-	-	-	-	-	-	-	-
1.350	Willis Point Fire	12,000	-	16,500	-	-	28,500	-	-	12,000	-	16,500	-	28,500
1.352	South Galiano Fire	9,700	-	-	-	-	9,700	-	-	9,700	-	-	-	9,700
1.353	Otter Point Fire	20,000	-	40,000	-	-	60,000	-	-	20,000	-	40,000	-	60,000
1.356	Pender Island Fire	23,000	-	-	-	-	23,000	-	-	23,000	-	-	-	23,000
1.357	East Sooke Fire	18,850	-	-	-	-	18,850	-	-	18,850	-	-	-	18,850
1.358	Port Renfrew Fire	-	-	-	-	-	-	-	-	-	-	-	-	-
1.359	North Galiano Fire	-	-	-	-	-	-	-	-	-	-	-	-	-
1.360	Shirley Fire Department	-	-	-	-	-	-	-	-	-	-	-	-	-
1.371	SSI Emergency Program	-	-	-	-	-	-	-	-	-	-	-	-	-
1.372	Emergency Planning Coordination	-	70,000	-	-	-	70,000	-	-	70,000	-	-	-	70,000
1.373	SJI Emergency Program	-	-	-	-	-	-	-	-	-	-	-	-	-
1.375	Hazardous Material Incident Response	20,000	300,000	-	-	-	320,000	-	-	320,000	-	-	-	320,000
1.377	JDF Search and Rescue	-	-	-	-	-	-	-	-	-	-	-	-	-
1.405	JDF EA Community Parks & Recreation	-	-	-	-	-	-	-	-	-	-	-	-	-
1.40X	SEAPARC	58,500	-	336,500	-	-	395,000	-	-	58,500	-	336,500	-	395,000
1.44x	Panorama Recreation	-	349,100	-	335,000	-	684,100	-	-	349,100	-	335,000	-	684,100
1.455	SSI Community Parks	15,000	20,000	-	40,000	-	75,000	-	-	15,000	30,000	30,000	-	75,000
1.458	SSI Community Recreation	10,000	-	-	-	-	10,000	-	-	5,000	-	5,000	-	10,000
1.459	SSI Park Land & Rec Programs	40,000	-	2,630,000	-	-	2,670,000	-	-	40,000	2,525,000	105,000	-	2,670,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2027

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.465	Saturna Island Community Parks				-		-								-
1.475	Mayne Island Community Parks	-		-			-								-
1.485	Pender Island Community Parks				50,000		50,000							50,000	50,000
1.495	Galiano Community Parks	-			32,000		32,000							32,000	32,000
1.521	Environmental Resource Management	385,000			1,500,000		1,885,000			385,000				1,500,000	1,885,000
1.523	Port Renfrew Refuse Disposal						-								-
1.575	Environmental Administration Services	-					-								-
1.576	Environmental Engineering Services	40,000					40,000			40,000					40,000
1.577	IW - Environmental Operations	125,000	615,000				740,000			740,000					740,000
1.578	Environmental Protection	97,000					97,000			97,000					97,000
1.911	911 Call Answer	-					-								-
2.610	Saanich Peninsula Water Supply	100,000			610,000		710,000			300,000	80,000			330,000	710,000
2.620	Highland Water (SSI)						-								-
2.621	Highland & Fernwood Water (SSI)				2,215,000		2,215,000			2,215,000					2,215,000
2.622	Cedars of Tuam Water (SSI)				415,000		415,000			415,000					415,000
2.624	Beddis Water (SSI)				2,422,000		2,422,000			2,422,000					2,422,000
2.626	Fulford Water (SSI)				1,450,000		1,450,000			1,450,000					1,450,000
2.628	Cedar Lane Water (SSI)				290,000		290,000			290,000					290,000
2.630	Magic Lake Estates Water (Pender)				75,000		75,000							75,000	75,000
2.640	Lyall Harbour Boot Cove Water (Saturna)						-								-
2.642	Skana Water (Mayne)						-								-
2.650	Port Renfrew Water	10,000			200,000		210,000			200,000				10,000	210,000
2.665	Sticks Allison Water (Galiano)						-								-
2.667	Surfside Park Estates (Mayne)						-								-
2.670	Regional Water Supply	1,260,000	855,000	40,000	34,305,000	220,000	36,680,000	19,825,000	10,000,000	855,000	6,000,000				36,680,000
2.680	JDF Water Distribution	170,000	710,000	40,000	6,355,000		7,275,000	6,545,000		710,000			20,000		7,275,000
2.682	Seagirt Water System						-								-
2.691	Wilderness Mountain Water Service						-								-
3.701	Millstream Site Remediation						-								-
3.705	SSI Septage / Composting						-								-
3.718	Saanich Peninsula Wastewater	250,000			1,450,000		1,700,000			1,250,000	150,000			300,000	1,700,000
3.798C	Debt - Core Area Wastewater Treatment Program				3,600,000		3,600,000			2,200,000	400,000			1,000,000	3,600,000
3.810	Ganges Sewer Utility (SSI)						-								-
3.820	Malview Sewer Utility (SSI)						-								-
3.830	Magic Lake Sewer Utility (Pender)						-								-
3.850	Port Renfrew Sewer				400,000		400,000			400,000					400,000
TOTAL		3,295,900	3,064,100	3,248,000	61,985,000	5,220,000	76,813,000	26,683,745	26,142,000	4,740,977	11,810,278	7,436,000	-	-	76,813,000



Making a difference...together

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 05, 2023**

SUBJECT Municipal Finance Authority 2023 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4562 and 4563

ISSUE SUMMARY

Approval of the security issuing Bylaw No. 4562 and 4563 for borrowings by the Capital Regional District (CRD) and for borrowings by the District of Saanich.

BACKGROUND

Under Sections 410 and 411 of the *Local Government Act*, the CRD must adopt a security issuing bylaw to provide for the issue of debt for all or any part of the debt authorized under loan authorization bylaws for its own borrowings and on behalf of municipalities requesting debt.

Debt issuance is undertaken twice annually by the Municipal Finance Authority (MFA). The process requires the CRD Board to adopt separate security issuing bylaws for each borrower. The approved bylaws are then submitted to the Ministry of Municipal Affairs for approval.

The CRD is requesting the issue of securities as follows in Table 1 below:

TABLE 1: Capital Regional District Financial Plan Borrowing – (\$ Millions)

Security Issuing Bylaw No.	Service	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4562	Environmental Resource Management	4515	\$36.00	\$0.00	\$36.00	15	\$7.45	Solid Waste capital projects
	Core Area Wastewater	4374	\$22.70	\$0.00	\$22.70	15	\$10.47	Core Area capital projects
	Juan de Fuca Water Distribution	4379	\$14.80	\$0.00	\$14.80	15	\$6.00	Juan de Fuca Capital Projects
	TOTAL		\$73.50	\$0.00	\$73.50		\$23.92	

Pursuant to Section 182 of the *Community Charter*, municipality borrowing under a loan authorization bylaw must be undertaken by the applicable regional district on behalf of the municipality. Pursuant to Section 410 of the *Local Government Act*, the regional district will finance the municipalities loan authorization bylaw approved under the *Community Charter*. For

municipalities, the requisite loan authorization bylaws, provincial certificates of approval and municipal resolutions for the proposed security issuing bylaws are in place.

Municipal requests for the fall MFA issue have been submitted by the District of Saanich. The requests are outlined in Table 2 below.

TABLE 2: Municipal Borrowings – (\$ Millions)

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4563	District of Saanich	9632	\$1.3000	\$0.0000	\$1.3000	15	\$1.3000	Sewer Capital Program
		9633	\$2.2000	\$0.3500	\$1.8500	15	\$1.8500	Drainage Capital Program
		9709	\$2.1000	\$1.6000	\$0.5000	15	\$0.5000	Drainage Capital Program
		9710	\$3.9294	\$2.0800	\$1.8494	15	\$1.8494	Transportation Capital Program
		9711	\$0.9500	\$0.6250	\$0.3250	15	\$0.3250	Parks Capital Program
		9768	\$2.1000	\$0.0000	\$2.1000	15	\$0.8000	Drainage Capital Program
		9769	\$3.5000	\$0.0000	\$3.5000	15	\$3.5000	Transportation Capital Program
		9770	\$0.9000	\$0.0000	\$0.9000	15	\$0.2000	Parks Capital Program
		9541	\$4.0404	\$0.0000	\$4.0404	30	\$1.9254	Land Acquisition
	TOTAL		\$21.0198	\$4.6550	\$16.3648		\$12.2498	

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4562, Security Issuing Bylaw No. 2, 2023, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4562 be adopted.
3. That Bylaw No. 4563, Security Issuing Bylaw No. 3, 2023, be introduced and read a first, second, and third time; and
4. That Bylaw No. 4563 be adopted.

Alternative 2

That adoption of Bylaw No. 4562 and 4563 be deferred back to staff for amendments.

IMPLICATIONS

Financial Implications

The CRD funds capital projects through various sources including long-term borrowing. Debt is one financing tool utilized to spread the cost of capital over time. Financial implications for borrowings are included within the approved financial plan bylaw for the respective years.

The Environmental Resource Management service is borrowing for two new capital plan items, the first being the Cell 4 Liner installation with a borrowing of \$6.7 million, which is \$0.5 million less than the approved capital plan due to delays in design and tendering. The other is \$0.750 million is for construction related to the Gravity Retaining Wall. The total planned borrowing for this project is \$2.0 million, with the remaining \$1.25 million issue anticipated in 2024.

The Core Area Wastewater service plans to finance their capital plan items through the long-term borrowing request included in this issue; however, they intend to borrow around \$8.6 million less than initially projected in the approved financial plan. This is due to the deferment of certain capital projects.

The Juan de Fuca Water Distribution service is borrowing funds for capital plan items. However, they intend to borrow around \$3 million less than previously projected, mainly because of the deferral of some capital projects that were initially scheduled for 2023. The deferrals include the Coppermine Pump Station and specific segments of the A/C Replacement Program, which are now scheduled to complete in 2024.

For the municipal borrowings, the amounts owed and due are the responsibility of the District of Saanich. However, both the liabilities and amounts due from municipalities are reflected in the accounts and financial statements of the CRD. There is no funding impact to the CRD; the CRD invoices and received funds from the municipalities and then the CRD remits payments to the MFA.

Borrowing Terms

Each borrowing request will be funded by the MFA as part of the fall issue, with proceeds expected to be received in the period between October to December. The amortization period of each loan is stipulated in the respective loan authorization bylaw, which are based on the period established during the public approval process. The rate and initial term will be determined by the MFA at the time of issuance. As of 2021, the period with which rates will be locked in will no longer follow the general 10-year initial term, with 5-year renewal terms thereafter. Depending on market conditions at the time of issuance, the MFA may use longer initial and renewal periods under certain market conditions.

The MFA provides current indicative market interest rates as an estimate of potential rates for the upcoming issue. The indicative rates as of June 14, 2023 are:

Loan Amortization	MFABC – Indicative Rates
5 years	4.16%
10 years	4.20%
15 years	4.53%
20 years	4.56%
25 years	4.56%
30 years	4.56%

CONCLUSION

The CRD, through security issuing bylaws, is enabled to borrow from the MFA for both regional district and municipal borrowings. For municipalities, the requisite loan authorization bylaws, provincial certificates of approval and municipal resolutions for the proposed security issuing bylaws are in place. The borrowing costs are funded by the requesting CRD service or the Municipality. Approval of these bylaws is recommended to permit participation in the MFA Fall 2023 Debt Issuance.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4562, Security Issuing Bylaw No. 2, 2023, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4562 be adopted.
3. That Bylaw No. 4563, Security Issuing Bylaw No. 3, 2023, be introduced and read a first, second, and third time; and
4. That Bylaw No. 4563 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4562, Security Issuing Bylaw No. 2, 2023
Appendix B: Bylaw No. 4563, Security Issuing Bylaw No. 3, 2023

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4562

**A BYLAW TO AUTHORIZE ENTERING INTO AN AGREEMENT RESPECTING FINANCING
BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE
MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA**

WHEREAS:

- A. The Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;
- B. Under the provisions of section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;
- C. The table contained in this bylaw is to provide clarity and information for the purposes of this bylaw;
- D. The Board of the Capital Regional District (the "Regional District") hereby requests that such financing shall be undertaken through the Authority.

NOW THEREFORE the Board of the Regional District in open meeting assembled enacts as follows:

- 1. The Authority is hereby requested and authorized to finance from time to time the undertakings, as further described in the Loan Authorization Table below, at the sole cost and on behalf of the Regional District up to, but not exceeding Twenty-Three Million, Nine Hundred and Twenty Thousand Dollars (\$23,920,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$23,920,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

Security Issuing Bylaw No.	Service	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4562	Environmental Resource Management	4515	\$36.00	\$0.00	\$36.00	15	\$7.45	Solid Waste capital projects
	Core Area Wastewater	4374	\$22.70	\$0.00	\$22.70	15	\$10.47	Core Area capital projects
	Juan de Fuca Water Distribution	4379	\$14.80	\$0.00	\$14.80	15	\$6.00	Juan de Fuca Capital Projects
	TOTAL		\$73.50	\$0.00	\$73.50		\$23.92	

2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.

7. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Regional District Loan Authorization Bylaw Nos. 4515, 4374 and 4379 if the anticipated revenues accruing to the Regional District from the operation of the "Solid Waste Disposal Local Service Establishment Bylaw No. 1,1991", "Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995" and "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997" services are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Board of the Regional District shall make due provision to discharge such liability.
9. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Security Issuing Bylaw No. 2, 2023".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

Schedule "A" to Bylaw # ____

CANADA

PROVINCE OF BRITISH COLUMBIA

AGREEMENT

Regional District of _____

The Regional District of _____ (the "Regional District") he promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of _____ DOLLARS (\$_____) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20____.

IN TESTIMONY WHEREOF and under the authority of Bylaw # _____ cited as "_____",
this Agreement is sealed with the Corporate Seal of the Regional District of _____ and signed by the Chair and Treasurer thereof.

Chair

Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4563

**A BYLAW TO AUTHORIZE THE ENTERING INTO AN AGREEMENT RESPECTING
FINANCING BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE
MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA**

WHEREAS

- A. The Municipal Finance Authority of British Columbia (the “Authority”) may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;
- B. The District of Saanich is a member municipality of the Capital Regional District (the “Regional District”);
- C. The Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;
- D. Under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;
- E. The tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;
- F. The Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority.

NOW THEREFORE the Regional Board of the Capital Regional District in open meeting assembled enacts as follows:

1. The Regional Board hereby consents to financing the debt of District of Saanich and further described in the Municipal Loan Authorization Bylaws table, in the amount of Twelve Million Two Hundred Forty-Nine Thousand and Eight Hundred Dollars (\$12,249,800) in accordance with the following terms.

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4563	District of Saanich	9632	\$1.3000	\$0.0000	\$1.3000	15	\$1.3000	Sewer Capital Program
		9633	\$2.2000	\$0.3500	\$1.8500	15	\$1.8500	Drainage Capital Program
		9709	\$2.1000	\$1.6000	\$0.5000	15	\$0.5000	Drainage Capital Program
		9710	\$3.9294	\$2.0800	\$1.8494	15	\$1.8494	Transportation Capital Program
		9711	\$0.9500	\$0.6250	\$0.3250	15	\$0.3250	Parks Capital Program
		9768	\$2.1000	\$0.0000	\$2.1000	15	\$0.8000	Drainage Capital Program
		9769	\$3.5000	\$0.0000	\$3.5000	15	\$3.5000	Transportation Capital Program
		9770	\$0.9000	\$0.0000	\$0.9000	15	\$0.2000	Parks Capital Program
		9541	\$4.0404	\$0.0000	\$4.0404	30	\$1.9254	Land Acquisition
	TOTAL		\$21.0198	\$4.6550	\$16.3648		\$12.2498	

- The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of the District of Saanich up to, but not exceeding Twelve Million Two Hundred Forty-Nine Thousand and Eight Hundred Dollars (\$12,249,800) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents

so borrowed shall not exceed Twelve Million Two Hundred Forty-Nine Thousand and Eight Hundred Dollars (\$12,249,800)) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the District of Saanich Loan Authorization Bylaw # 9632, 9633, 9709, 9710, 9711, 9768, 9769, 9770 and 9541 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

Schedule "A" to Bylaw # _____

CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT

Regional District of _____

The Regional District of _____ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of _____ DOLLARS (\$_____) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20____.

IN TESTIMONY WHEREOF and under the authority of Bylaw # _____ cited as "_____",
this Agreement is sealed with the Corporate Seal of the Regional District of _____ and signed by the Chair and Treasurer thereof.

Chair

Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$



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**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 05, 2023**

SUBJECT **Bylaw No. 4559: Temporary Borrowing (Regional Parks Land Acquisition)
Bylaw No. 1, 2023**

ISSUE SUMMARY

Approval of a Temporary Borrowing Bylaw authorizing short-term funds for projects included in the approved five-year capital plan for the Regional Parks Land Acquisition.

BACKGROUND

At its meeting of February 8, 2023, the Capital Regional District (CRD) Board adopted Loan Authorization Bylaw No. 4506 intended to fund Land Acquisitions within the Regional Parks Service. A temporary borrowing bylaw is necessary when there is a requirement for short-term financing of capital expenditures prior to the issuance of long-term debt.

Temporary borrowing bylaws authorize interim financing through the Municipal Finance Authority (MFA). The proposed temporary borrowing bylaw No. 4559 authorizes temporary borrowing against Bylaw No. 4506 Regional Parks Loan Authorization Bylaw No. 1, 2022.

The following temporary borrowing bylaw is proposed:

Service Area	Action	Purpose	Bylaw
1.280A	Temporary Borrowing Bylaw No.1	Short-term funding land acquisition arising from the approved capital plan	4559 Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4559, Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023, be introduced and read a first, second and third time; and
2. That Bylaw No. 4559 be adopted.

Alternative 2

That Bylaw No. 4559 be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The proposed temporary borrowing bylaw will give the CRD access to interim financing according to the terms specified in Loan Authorization Bylaw No. 4506. Temporary borrowing will not exceed the difference between the total \$25,000,000 authorized by the loan authorization bylaw and the amount previously borrowed under this authority. The use of the temporary borrowing will be based on the timing of approved capital expenditures. The associated financing costs will be monthly variable interest-only payments. Currently, MFA’s short-term borrowing rate is 5.06% (variable rate as of May 31, 2023). Financial implications for borrowings are included within the approved financial plan bylaw for the respective years.

The temporary borrowing will be converted to long-term borrowing at terms stated in the loan authorization bylaw and timed with the spring or fall long term debt issues by MFA. Before long term debt issuance can be exercised, a security issuing bylaw will be brought forward for approval.

CONCLUSION

Temporary borrowing authority, through the approval of the Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 4559, is required to access interim financing to fund the acquisition of Regional Park land. Timely access to borrowed funds is critical to meeting the approved five-year capital program. All temporary borrowings will be either repaid within five years or converted to long-term debt up to the maximum stated in the approved Loan Authorization Bylaw No. 4506.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4559, Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023, be introduced and read a first, second and third time; and
2. That Bylaw No. 4559 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4559, Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4559

**A BYLAW TO AUTHORIZE TEMPORARY BORROWINGS
FOR THE PURPOSE OF ACQUIRING LAND FOR REGIONAL PARKS**

WHEREAS:

- A. It is provided by Section 409 of the *Local Government Act* that the Board may where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;
- B. The Board has adopted Bylaw No. 4506, "Regional Parks Loan Authorization Bylaw No. 1, 2022", in the amount of Twenty-Five Million Thousand Dollars (\$25,000,000).
- C. The issuance of the said Security Issuing bylaw has been temporarily deferred.

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled, enacts as follows:

- 1. The Board is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of Twenty-Five Million Dollars (\$25,000,000) as the same may be required, at the prevailing interest rate.
- 2. The money so borrowed shall be used solely for the purpose set out in the said Bylaw No. 4506.
- 3. The proceeds from the Security Issuing bylaw, or so much thereof as may be necessary, shall be used to repay the money so borrowed.
- 4. This Bylaw may be cited as the "Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023".

READ A FIRST TIME THIS	day of	,	2023
READ A SECOND TIME THIS	day of	,	2023
READ A THIRD TIME THIS	day of	,	2023
ADOPTED THIS	day of	,	2023

CHAIR

CORPORATE OFFICER



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REPORT TO THE FINANCE COMMITTEE MEETING OF WEDNESDAY, JULY 5, 2023

SUBJECT **Bylaw No. 4557: Capital Regional District Recreation Services and Facilities Fees and Charges 2023-2024**

ISSUE SUMMARY

To update the Capital Regional District (CRD) recreation services and facilities fees and charges schedules for 2023-2024.

BACKGROUND

The CRD charges fees for access to recreation services and facilities. Fee schedules are currently in place for the following recreation facilities: Panorama, SEAPARC, Salt Spring Island (SSI) Parks and Recreation, Juan de Fuca Electoral Area Community Parks and Port Renfrew Community Recreation Centre. Bylaw No. 4557 updates the annual fees and charges schedules (Appendix A).

Recreation fees and charges are reviewed and adjusted annually, or as required, to ensure that the cost for access to recreation services remains in line with service plan objectives and that they recover an appropriate portion of operating costs and funding for maintenance and asset investment. The overarching goal is to set reasonably affordable fees and charges that remain competitive within the marketplace.

ALTERNATIVES

Alternative 1

That the Finance Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4557, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 17, 2023", be introduced and read a first, second and third time;
2. That Bylaw No. 4557 be adopted.

Alternative 2

That the proposed fees and charges be referred back to staff for further information.

IMPLICATIONS

This bylaw is required to provide the necessary authority before these services can collect updated fees and charges from patrons using these facilities. Please refer to Appendix B for a list of revisions included in the bylaw. The proposed fees and charges have been recommended by the respective Commissions.

CONCLUSION

The proposed fees and charges bylaw includes the fee schedules as approved by the respective Parks and Recreation Commissions for the 2023-2024 season.

RECOMMENDATION

That the Finance Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4557, “Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 17, 2023”, be introduced and read a first, second and third time;
2. That Bylaw No. 4557 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS:

Appendix A: Bylaw No. 4557, “Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 17, 2023”

Appendix B: List of Revisions

APPENDIX A: Bylaw No. 4557

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4557

**A BYLAW TO AMEND BYLAW NO. 3623
TO UPDATE THE RECREATION SERVICES AND FACILITIES FEES FOR 2023-2024**

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 3623, the "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009" is amended as follows:

a) As of September 1, 2023, by deleting Schedules "A" through "E" in their entirety and replacing them with the attached Schedules "A" through "E":

Schedule "A" – Panorama Recreation Centre;

Schedule "B" – SEAPARC (Sooke and Juan de Fuca Electoral Area) Recreation Centre;

Schedule "C" – Salt Spring Island (SSI) Parks and Recreation;

Schedule "D" – Juan de Fuca (JDF) Electoral Area Parks and Recreation; and

Schedule "E" – Port Renfrew Community Recreation Centre.

2. This Bylaw may be cited as "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 17, 2023".

READ A FIRST TIME THIS DAY OF 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2023

ADOPTED THIS DAY OF 2023

CHAIR

CORPORATE OFFICER

SCHEDULE “A”**PANORAMA RECREATION CENTRE FEES AND CHARGES**
Effective September 1, 2023

DROP- IN FEES (swim, skate, weight room, aerobic classes) Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	\$ 7.00
	10x	\$ 63.00
	25x	\$ 148.75
	50x	\$ 280.00
Term Passes (19+)	1 month	\$ 60.00
	12 month	\$ 390.50
	Continuous Pass-Month 1	\$ 60.00
	Continuous Pass-Monthly	\$ 32.50
Senior (60 plus)	Single Admission	\$ 5.75
	10x	\$ 51.75
	25x	\$ 122.25
	50x	\$ 230.00
Senior (90 plus)	Lifetime Membership	Free
Children and Youth (6 – 18)	Single Admission	\$ 3.75
	10x	\$ 33.75
	25x	\$ 79.75
	50x	\$ 150.00
	12 month	\$ 85.00
	With Valid Parent Adult Annual Pass	Free
Family (Max. 5; 2 adults & 3 youth or 1 adult & 4 youth)	Single Admission	\$ 14.00
	12 month	\$ 781.00
	Continuous Pass-Month 1	\$ 120.00
	Continuous Pass-Monthly	\$ 65.00

Other Drop-in Fees inclusive of tax		
Yoga	Single Admission	\$ 13.00

Greenglade fees inclusive of tax		
Pottery	Single Admission	\$ 9.00
	10x	\$ 81.00
	10x (youth)	\$ 75.90
	25x	\$ 191.25
	25x (youth)	\$ 180.40
	6 Month	\$ 252.00
	1 Year	\$ 399.00

RACQUET SPORTS (fees Inclusive of tax)	
<i>Rates per hour unless otherwise noted*</i>	
Outdoor Convertible Court (JSMSC)	\$ 6.25
Outdoor Basketball Court (JSMSC)	\$ 12.50
Outdoor Multi Sport Complex	\$ 25.00
Outdoor Tennis	\$ 6.25
Tennis – Prime	\$ 28.75
Tennis – Economy	\$ 26.75
Tennis – Non-Prime	\$ 16.50
Squash – Prime (45 minutes)	\$ 16.00
Squash – Non-Prime (45 minutes)	\$ 12.75
<i>Rates per day</i>	
Complex – Off Season	\$ 1,729.75
Complex – In Season	\$ 2,420.50
Complex – Off Season Commercial	\$ 2,420.50
Complex – In Season Commercial	\$ 2,891.75
*See Panorama Recreation brochure for the definition of prime, non-prime and economy. Off Season is defined as being between May 1 st and September 30 th . Off Season court rental per hour fees at 50% (excluding outdoor courts)	

AQUATICS (fees inclusive of tax)	
<i>Rates per hour</i>	
Pool Rental – Youth	\$ 123.50
Pool Rental – Adult	\$ 166.50
Pool Rental – Commercial	\$ 187.50
Pool Rental – Lifeguard/Instructor (additional staff) **	\$ 40.50
Lane Rental – Youth	\$ 15.75
Lane Rental – Adult	\$ 23.00
Lane Rental – Commercial	\$ 26.50
**Lifeguard/Instructor is additional charge at times outside of normal operating hours and where additional staff is needed. Max participants = 35 (additional lifeguard charges apply to larger groups). Pool Rentals do not include slide use. Slide use will require an additional 2 lifeguards.	

ARENA FACILITY (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Ice – Adult Prime*	\$ 238.75
Ice – Adult Non-Prime	\$ 193.00
Ice – Adult Midnight**	\$ 125.75
Ice – Youth Prime	\$ 130.00
Ice – Youth Non-Prime	\$ 109.25
Junior B Game/Practice ****	\$ 141.00
Ice – Commercial (Tournament rate e.g. Pacific Cup, Salsa)****	\$ 252.00
Dry Floor – Adult	\$ 78.25
Dry Floor – Adult League	\$ 76.00
Dry Floor – Youth	\$ 50.75
Dry Floor – Youth League	\$ 48.50
Dry Floor – Commercial (Trade Show)	\$ 80.50
Skate Rental	\$ 3.75
Skate Sharpening	\$ 5.75
Skate Sharpening 10x	\$ 51.75
Arena Staff	\$ 40.50
<i>Rates per day</i>	
Complex – Ice Season Commercial (per day)	\$ 2,976.75
Complex – Dry Floor Commercial (per day)	\$ 1,207.25
<p>* See the Peninsula Recreation Commission Ice Allocation Policy for the definition of prime time. ** Adult Midnight is charged between 12:00am and 5:00am Monday to Friday ***Commercial rate may vary depending on market demand (fee is charged for both Prime and Non-Prime times) ****Additional \$25 per hour to be charged if Panther's do not supply security</p>	

PANORAMA ROOM RENTAL (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Boardroom – Youth	\$ 23.75
Boardroom – Adult	\$ 30.75
Boardroom – Commercial and Birthday Party	\$ 36.50
Island Room – Youth	\$ 22.50
Island Room – Adult	\$ 29.25
Island Room – Commercial and Birthday Party	\$ 38.50
Fitness Studio – Youth	\$ 32.00
Fitness Studio – Adult	\$ 47.50
Fitness Studio – Commercial and Birthday Party	\$ 57.25
Spin Room - Youth	\$ 30.75
Spin Room - Adult	\$ 46.25
Spin Room – Commercial and Birthday Party	\$ 53.00
Lobby/Concourse	\$ 13.25
Poolside Room - Youth	\$ 19.25
Poolside Room – Adult	\$ 29.25
Poolside Room – Commercial and Birthday Party	\$ 38.50
ARC Room – Youth	\$ 19.25
ARC Room – Adult	\$ 29.25
ARC Room – Commercial and Birthday Party	\$ 38.50
Parking Lot - Commercial	Negotiated
Parking Lot per zone/day	\$ 78.50

CENTRAL SAANICH CULTURAL CENTRE (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Cultural Centre Room A – Youth	\$ 30.75
Cultural Centre Room A – Adult	\$ 38.50
Cultural Centre Room A – Commercial *	\$ 47.50
Cultural Centre Room B – Youth	\$ 28.75
Cultural Centre Room B – Adult	\$ 36.50
Cultural Centre Room B – Commercial *	\$ 45.25
*Bookings 3 days or more, 1 st 8 hours at commercial rate, remaining days at adult rate	

GREENGLADE COMMUNITY CENTRE (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Classroom – Youth	\$ 26.00
Classroom – Adult	\$ 32.00
Classroom – Commercial and Birthday Party *	\$ 47.50
Fitness/Dance Studio (Rm 4) - Youth	\$ 32.00
Fitness/Dance Studio (Rm 4) - Adult	\$ 39.75
Fitness/Dance Studio (Rm 4) - Commercial/Birthday Party	\$ 57.25
Gymnasium – Youth	\$ 39.75
Gymnasium – Adult	\$ 47.50
Gymnasium – Commercial and Birthday Party	\$ 77.25
Gymnasium – Court Rental Fee (Pickleball, Badminton)	\$ 18.00
Teen Lounge	\$ 46.25
Staff Supervision	\$ 38.50
Playing Field	\$ 16.50
*Bookings 3 days or more, 1 st 8 hours at commercial rate, remaining days at adult rate	

NORTH SAANICH MIDDLE SCHOOL (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted*</i>	
Science Classroom – Youth*	\$ 26.00
Science Classroom – Adult*	\$ 32.00
Science Classroom – Commercial*	\$ 47.50
Multipurpose – Youth***	\$ 76.00
Multipurpose – Adult***	\$ 87.00
Multipurpose – Commercial***	\$ 133.50
Gymnasium – Youth**	\$ 55.25
Gymnasium – Adult**	\$ 68.25
Gymnasium – Commercial and Birthday Party**	\$ 104.75
Staff Supervision	\$ 38.50
* Home Ec. Room used for Panorama Recreation Centre Programs	
** Half Gymnasium rental is half the regular fee	
*** One third of Multipurpose rental is one third the regular fee	

MISCELLANEOUS (fees inclusive of tax)	
<i>Rates per day unless otherwise noted*</i>	
Table Rental Fee	\$ 3.25
Chair Rental Fee	\$ 0.75
Fitness/aquatic fitness staff	\$ 49.50/hr
Maintenance staff	\$ 49.50/hr
Event Power (special events/tournament)	Negotiated
Dumpster (special events/tournament)	Negotiated
Damage Deposit – Major Event/Tournament	20% of contract
Facility rental for commercial film rental	Negotiated

MISCELLANEOUS ADMINISTRATION (Inclusive of tax)	
NSF Cheque/Declined Credit Card Fee	\$ 25.00
Card Replacement	\$ 10.50
Loonie Admission	\$ 1.00
Toonie Admission	\$ 2.00
Locker (small/medium)	\$ 0.25
Locker (large)	\$ 0.50

ADVERTISING FEES	
BROCHURE ADVERTISING (fees inclusive of tax)	
Banner Ad (2 x 7.25)	\$ 257.25
Banner Ad (2 x 7.25) three brochures (20% discount)	\$ 645.75
Banner Ad (4 x 7.25)	\$ 425.25
Banner Ad (4 x 7.25) three brochures (20% discount)	\$ 1,055.25
Front/Back Inside Cover (full gloss 9.5 x 7.25)	\$ 1,128.75
Front/Back Inside Cover (full gloss 9.5 x 7.25) three brochures	\$ 2,798.25
Back Cover (full gloss 9.5 x 7.25)	\$ 1,338.75
Back Cover (full gloss 9.5 x 7.25) three brochures	\$ 3,360.00
Inside Full Page	\$ 840.00
Design Fee (per hour)	\$ 78.75
FACILITY ADVERTISING (fees inclusive of tax)	
Rink Board A (per year)	Negotiated
Wall Board A (per year)	Negotiated
Rink Board B (per year)	Negotiated
Wall Board B (per year)	Negotiated
Electronic Road Sign	Daily
	Weekly
Aquatic Wall Board	Negotiated
Tennis Wall Board	Negotiated
LCD Display	Negotiated
Panther's Arena B Advertising Exclusivity	Negotiated
Arena B Screen	Negotiated
Hanging Banner (per year)	Negotiated
Title Sponsor of Event	Negotiated

SPECIAL EVENTS (fees inclusive of tax)	
Slider & Handler- Community/Non-Profit*	\$ 55.25
Slider & Handler- Commercial*	\$ 82.75
Staff-Face Painting & Games-Community/Non-Profit*	\$ 33.75
Staff-Face Painting & Games-Commercial*	\$ 49.50
Mini-Inflatable & 1 Staff-Community/Non-Profit*	\$ 54.00
Mini-Inflatable & 1 Staff-Commercial*	\$ 81.00
Inflatable & 3 Staff-Community/Non-Profit**	\$ 270.00
Inflatable & 3 Staff-Commercial**	\$ 405.25
*Minimum 1 hour event & 2 hour callout	
**Minimum 2 hour event & 3 hour callout	
PARTNERSHIPS (fees inclusive of tax)	
Military Participant Fee	\$ 236.25
Partners of Panorama	Negotiated

SCHEDULE “B”**SEAPARC RECREATION FEES AND CHARGES
Effective September 1, 2023**

DROP- IN FEES (swim, skate, weight room, aerobic classes)		
Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	\$ 6.75
	10x	\$ 60.75
	1 month	\$ 67.50
	3 month	\$ 150.00
	12 month	\$ 410.00
Senior (60+)	Single Admission	\$ 5.00
	10x	\$ 45.00
	1 month	\$ 50.00
	3 month	\$ 150.00
	12 month	\$ 410.00
Student (19+)	Single Admission	\$ 5.00
	10x	\$ 45.00
	1 month	\$ 50.00
	3 month	\$ 150.00
	12 month	\$ 410.00
Youth (13 – 18)	Single Admission	\$ 3.75
	10x	\$ 33.75
	1 month	\$ 37.50
	3 month	\$ 90.00
	12 month	\$ 240.00
Child (5 – 12)	Single Admission	\$ 3.25
	10x	\$ 29.25
	1 month	\$ 32.50
	3 month	\$ 75.00
	12 month	\$ 204.00
Family (Maximum 5)	Single Admission	\$13.50
	10x	\$ 121.50
	1 month	\$ 135.00
	12 month	\$ 820.00
Commercial Access	Single Admission	\$ 20.00
Preschool Age (4 and Under)	Single Admission	\$ 0.00

MISCELLANOUS ADMINISTRATION (Includes applicable tax)	
Administration Fee Annual Pass	\$ 25.00
NSF Cheque / Declined Credit Card Fee	\$ 25.00
Card Replacement/Refund	\$ 5.00
Late Withdrawal Fee	\$ 10.00
Towel Rental	\$ 3.00
Shower Fee	\$ 3.00
Toonie Admission	\$ 2.00
POOL FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Pool Rental (includes 2 guards)	\$ 157.00
Pool Rental Guard/Instructor (additional staff)	\$ 38.50
Lane Rental – Adult / Commercial	\$ 26.00
Lane Rental – Youth	\$ 13.50
*Lifeguard/Instructor addition charge required to accommodate the number of patrons. 2 lifeguards is maximum for 40 patrons	
ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Ice - Adult Prime	\$ 230.00
Ice - Adult Non-Prime	\$ 192.00
Ice – Youth Prime Rate	\$ 127.00
Ice – Youth Non-Prime	\$ 109.00
Ice – Youth Early Morning Resident	\$ 55.00
Ice – Youth Early Morning Non Resident	\$ 109.00
SD 62 School Use	\$ 84.50
Dry Floor – Adult Non Profit	\$ 77.25
Dry Floor – Youth Resident	\$ 40.00
Dry Floor – Commercial	\$ 113.00
Arena Staff	\$ 38.50
Arena Office Space – fee per month	\$ 347.00
RATES PER DAY FOR THE FOLLOWING ITEMS:	
Complex – Dry Floor Non Profit (per day)	\$ 1,236.00
Complex – Dry Floor Non Profit (Move In/Out)	\$ 618.00
Complex – Dry Floor Commercial (per day)	\$ 1,818.00
Complex – Dry Floor Commercial (Move In/Out)	\$ 909.50
Concession – Non Profit (per day)	\$ 25.00
Concession – Commercial (per day)	\$ 150.00
As per Fees & Charges Policy: Prime Time Rate: 4pm-10pm weekdays: 8am-10pm weekends Early Morning Rate: 12am-8am Non-Resident: Less than 75% of members living in SEAPARC service area	

ARENA SKATE SHOP FEES (Includes applicable tax)	
Skate Rental	\$ 3.50
Skate Rental – Family Rate (Maximum 5)	\$ 7.00
Skate Sharpening	\$ 5.00
Skate Sharpening 10x	\$ 45.00
SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)	
Boardroom	\$ 21.00
Boardroom – Local Non-Profit	\$ 0.00
Multipurpose Room – Half Room	\$ 33.00
Multipurpose Room – Full Room	\$ 66.00
Parking Lot (daily rate per ¼ of parking lot)	\$ 75.00
Facility Rental for Commercial Film Rental	Negotiated
Fitness Instructor	\$ 49.50
Maintenance Staff	\$ 49.50
Table Rental (per booking)	\$ 3.00
Chair Rental (per booking)	\$ 1.00
SEAPARC STAN JONES FIELD (Subject to applicable tax)	
Adult Per Game	\$ 27.00
Youth Per Game	\$ 12.50
Commercial / Community Event	Negotiated
SUNRIVER SPORT BOX FACILITY (Rates per hour; Subject to applicable tax)	
Youth	\$ 15.00
Adult	\$ 30.00
Commercial	\$ 60.00
GOLF COURSE GREEN FEES AND RENTALS (Includes applicable tax)	
Adult	\$ 16.50
Adult 10x	\$ 148.50
Adult – season pass	\$ 475.00
Senior (60+)	\$ 15.00
Senior (60+) 10x	\$ 135.00
Youth (8-16)	\$ 10.50
Youth 10x	\$ 94.50
Youth – season pass	\$ 225.00
Family (Max 4 incl. 2 adults)	\$ 43.00
Extra Round	\$ 10.00
Pull Cart Rental	\$ 5.00
Club Rental	\$ 7.00
Golf Tournament Fee	Negotiated
FACILITY ADVERTISING (Subject to applicable tax)	
Rink Board (per year)	\$ 618.00
Zamboni Ad (per year)	\$ 1,030.00
Brochure Advertising	Negotiated

SCHEDULE "C"**SALT SPRING ISLAND PARKS AND RECREATION FEES AND CHARGES
Effective September 1, 2023**

INDOOR POOL - General Admission Fees (Subject to applicable tax) ("Everyone Welcome", Lap Swim)					
Class of Person	Single	10 x Pass (get 10 for 9)	20 x Pass (get 20 for 17)	1 Month Pass	Annual Pass
Adult (19 yrs and older)	\$ 6.30	\$ 56.70	\$ 107.10	\$ 62.90	\$ 428.90
Youth (13-18 yrs or valid student card)	\$ 4.70	\$ 42.30	\$ 80.00	\$ 47.20	\$ 321.70
Child (5-12 yrs)	\$ 3.80	\$ 34.20	\$ 64.60	\$ 37.75	\$ 257.35
Tot (4 yrs and under)	No Charge	No Charge	No Charge	No Charge	No Charge
Family (max 5 people)	\$ 12.60	\$ 113.40	\$ 214.20	\$ 125.20	\$ 853.70
Aquatic Fitness	\$ 7.85	\$ 70.65	\$ 133.45	\$ 70.90	\$ 601.50
Single Admission rates will apply for use of whirlpool or showers only. Single Admission rates apply to each entry per day.					

INDOOR POOL – Rental Rates – (Subject to applicable tax)		
Class of Organization	Per Lane/Hour	Entire Facility
Commercial	\$ 24.75	* \$ 148.50
Adult Non-Profit	\$ 18.55	* \$ 111.30
Youth Non-Profit	\$ 14.85	* \$ 89.10
Lifeguard/Instructor (additional staff)**	\$ 32.55	
** Lifeguard/Instructor is additional charge outside of regular operating hours or where additional staff is needed.		

FACILITIES (Subject to applicable tax)			
Permit Fee (per hour) unless otherwise noted			
Facility	Non- Profit		Commercial
	Youth	Adult	
Tennis Courts (per court)	No Charge	No Charge	\$ 6.90
Tennis Courts (Per Tournament)	\$ 26.90	\$ 26.90	See Park Use Fees
Ball Diamonds	No Charge	No Charge	
Ball Diamonds (per Tournament)	\$ 26.90	\$ 26.90	
Main Field – Portlock	No Charge	No Charge	
Side Field – Portlock	No Charge	No Charge	
Main or Side Field – Portlock (Per Tournament)	\$ 26.90	\$ 26.90	
Jogging Track	No Charge	No Charge	
Meeting Room	\$ 16.15	\$ 20.20	\$ 26.90
Dance Room	\$21.00	\$ 26.25	\$ 35.00
Gym Rental Day fee based on five hours of use	\$ 49.70/hr \$ 248.50/ day (After School Group \$ 25.00	\$ 62.10/hr \$ 310.50/day	\$ 82.80/hr \$4 14.00/day
Classroom Monthly (Large/Small)	\$ 372.60 / \$ 341.55	\$ 465.75 / \$ 426.95	\$ 621.00 / \$ 569.25
Storage Room Monthly (Large/Small)	\$ 93.15 / \$ 46.55	\$ 116.45 / \$ 58.20	\$ 155.25 / \$77.60

PARK USE (Subject to applicable tax)			
	Non-Profit		Permit Fee (per day) Unless otherwise noted
	Youth	Adult	
Commercial Filming – minimal set up, less than 5 days			\$ 324.75
Commercial Filming – Elaborate set up, less than 10 days			\$ 532.50
Commercial Service or Activity			\$ 224.10 per day \$ 560.15 per week
Commercial Temporary One-Time Use			\$ 112.00 / hr
Research Activity – such as specimen collection, surveys, inventories, monitoring plots			\$ 33.65
Weddings –			\$ 258.75
Special Event or Activity Day fee based on five hours of use	\$ 9.70 / hour \$ 48.50 / day	\$ 12.10 / hour \$ 60.50 / day	\$ 16.15 / hour \$ 80.75 / day
Gazebo and Picnic Shelters Day fee based on five hours of use	\$ 7.05 / hour \$ 35.75 / day	\$ 8.90 / hour \$ 44.50 / day	\$ 11.75 / hour \$ 59.50 / day

MISCELLANEOUS FEES (Subject to applicable tax)		
Tent Rental		\$ 45.20
Road Sign at Portlock (commercial)		\$ 28.00 / weekly
Clean Up Fee		\$ 42.25 / hour
Maintenance Staff		\$ 42.25 / hour
Table Rental (per table)		\$ 11.55 / day
Chair Rental (per chair)		\$ 2.25 / day
Refund Fee (No charge to leave credit on account)		\$ 5.00 (non-taxable)
NSF Cheque Fee/Declined Credit Card		\$ 20.00 (non-taxable)
Membership Card Replacement		\$ 5.00 (non-taxable)
Locker (Small/Medium)		\$ 0.25 (non-taxable)
Locker (Large)		\$ 0.50 (non-taxable)
Damage Deposit (Major Event/Tournament)		20% of Contract

SATURDAY MARKET IN THE PARK		
PERMITS (subject to applicable tax)	2023 Jan 1 – Dec 31	2024 Jan 1 – Dec 31
Seasonal	\$ 218.50 per season	\$ 229.40 per season
Day	\$ 7.70 per day	\$ 8.10 per day
Not-for-Profit	\$ 1.15 per season	\$ 1.20 per season
Youth Vendor	\$ 1.15 per season	\$ 1.20 per season
Busker	\$ 1.15 per season	\$ 1.20 per season
Off-Season	\$ 63.00 per off-season	\$ 66.15 per off-season
LINEAR CHARGES FOR TABLE DISPLAY SPACE (subject to applicable tax) (Maximum 8 feet frontage, unless grandfathered)	2023 Jan 1 – Dec 31	2024 Jan 1 – Dec 31
Seasonal	\$ 2.90 frontage foot / day	\$ 3.05 frontage foot / day
Day	\$ 2.90 frontage foot / day	\$ 3.05 frontage foot / day
OTHER (Subject to applicable tax)		
Power	\$ 33.00 per off-season where available	\$ 34.65 per off-season where available
Wash Station/Water	\$ 46.30 per season	\$ 48.60 per season

SCHEDULE “D”

**JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION
FEES AND CHARGES
Effective September 1, 2023**

Special Events or Activities

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (Subject to applicable tax)
For events or activities such as a festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators.	\$30.00/permit
Frequent Users:5 or more events/year	\$120.00/permit
For children’s parties.	\$30.00/permit
For private event such as weddings or birthdays with 10 or more participants.	\$100.00/permit

SCHEDULE “E”**PORT RENFREW COMMUNITY RECREATION CENTRE
FEES AND CHARGES****Effective September 1, 2023**

Dance Hall (Subject to applicable tax)	
Events up to 100 people	\$ 200.00 day/night
Events with greater than 100 people	Negotiated
Set-up Fee	\$ 50.00
Clean-up Fee (minimum 4 hours)	\$ 25.00/hr
Damage deposit – events up to 100 people	\$100.00
Damage deposit – events greater than 100 people	\$ 500.00
Meeting Room (Subject to applicable tax)	
Rate per hour (4 hour minimum)	\$ 25.00/hr
Fee for use of kitchen	\$ 50.00
Offices (Subject to applicable tax)	
Monthly lease	Negotiated



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Appendix B

List of Revisions

Below is a summary of the changes to fees and charges for recreation services and facilities, starting September 1, 2023. The changes have been considered and recommended by the respective service's commission and summarized as follows.

Panorama Recreation Centre: The primary goal in the review of the Panorama recreation fees and charges is to find the balance between fiscal accountability, access to recreation services and the marketplace. Panorama Recreation operations continue to recover from impacts of the COVID-19 pandemic. Staff have considered this and the impact on the community when reviewing the fees and charges and are recommending a 2.5 to 5% increase to most fees, including admissions, passes and facility rental fees. Single visit admission fees have remained at their current rate since at least 2015, and there were limited increases to other fees and charges in 2020-2022 due to ongoing impacts from the COVID-19 pandemic.

The recommended increase accounts for increases in wage, operating cost, inflation and a return to a 50% user pay ratio, while supporting community health and wellness.

The proposed changes are listed below:

1. *Increase to single admission, per visit and timed passes*

A review of regional admissions and pass fees was completed, and Panorama Recreation's admission rates are competitive in the region. Panorama Recreation's admission rates are comparable to Oak Bay, lower than Saanich and West Shore Parks & Recreation and higher than Victoria and Esquimalt. The proposed 2.5 to 5% increase would not change Panorama Recreation's current position as third highest in the region.

2. *Implementation of new continuous pass*

The proposed continuous pass will provide increased flexibility for pass holders and reduce the administration associated with pass cancellation and hold requests.

3. *Implementation of new family pass*

The proposed family pass will align the family pass fee structure with the current family single admission rate, which is based on the price of two adult admissions.

4. *Increase to youth pass rates*

Youth access to the weight room increased 245% in 2022 when compared to 2019. Staff have identified the need to schedule additional weight room supervision due to increased youth presence in the space, particularly on weekend evenings. The proposed 23% increase from \$69 to \$85 per year would offset some additional staffing costs. Comparatively, youth passes in the region are priced between \$154 and \$247 per year.

5. *Increase to staffing rates*

A 10% increase is proposed to cover the increase in staffing costs through 2024, resulting from the ratification of the new Collective Agreement after the setting of the 2022-23 fees and charges. The Collective Agreement increases are \$0.025 plus 3.24% in 2022, 4% in 2023 and 3% in 2024.

6. *Increase to pool, arena, court and other facility rental rates*

Proposed rate increase of 5% (commercial tournament ice of 10%), for facility rentals are due to increasing staffing and maintenance costs and alignment with rental fees across Greater Victoria. Due to the continued high demand for facility rentals across all areas, commission understands the market can tolerate the increase.

7. *End Employee Wellness program*

Staff are recommending the sale of third party Employee Wellness programs be discontinued for operational reasons.

SEAPARC: The primary goal in review of SEAPARC recreation fees and charges is to find the balance between fiscal accountability, access to recreation services and the marketplace.

Fees and charges have remained relatively unchanged since 2020, with passes, admissions and facility rental rates maintained through the COVID-19 pandemic. Over the past three years, wages, operating costs and inflation have all impacted the cost to operate facilities and deliver programs and services. Post pandemic, membership pass sales and admissions have increased over the past year and are projected to continue to do so through 2023. Staff have considered this balance of increasing revenues and escalating costs and are recommending 2% to 5% increase to most fees.

The main changes are:

1. *Increase to single admission, per visit and timed passes*

Admission and pass rates have not been increased since 2020 despite increased staff wages and operating costs. The proposed increases place our rates slightly below the regional average.

2. *Reduction of child and youth annual pass rates*

While most pass rates are close to the regional average, the child and youth pass rates are among the highest in the region. Staff propose a reduction to these pass rates to encourage regular physical activity for children and youth.

3. *Addition of a three-month pass*

This new pass option provides a discount over purchasing a one-month pass. This provides an option for cost-savings for patrons who may not be able to commit to an annual pass but want a longer-term pass option.

4. *Adjustment to facility and arena rental rates*

Arena prime time rate definitions are adjusted to align with the prime time hours in the Fees and Charges Policy. To ensure limited impact on Sooke Minor Hockey and other youth user groups, some rates have remained the same. Other arena ice rates are increased 2-3% for fees to remain in alignment around the region.

Dryfloor, Pool and Room Rental rates – approximate 4% increase.

5. *New fees*

Addition of fees for concession rental, parking lot use, table/chair rentals, staff rates and Capital Regional District (CRD) admin fees.

6. *Removal of fitness room rental*

As this space forms part of the weight room for community when not in use for SEAPARC fitness classes, it is removed as a rental space.

7. *Adjustment of sport box rental rates*

Rental rates for the sport box have been increased by 100%. The rationale is that the rental rates for exclusive use should somewhat align with similar spaces, such as the arena dryfloor. The other consideration is that a private rental of the space means that the rest of the community is unable to use the sport box and, therefore, the cost should ensure that there is a stronger cost recovery for SEAPARC when those bookings occur.

8. *Implement fee for Stan Jones ball field for youth games*

To align with youth rental rates for other SEAPARC facilities of similar nature, as well as other municipal ball fields, staff propose introducing a fee of \$12.50 per youth game at the ball field. The principles of the SEAPARC fees and charges policy include facility equity – that user groups using Commission facilities can expect to pay the same proportionate amount regardless of the activity.

9. *Addition of youth season pass for golf*

The youth season pass has been provided to the community for the past two years. The current price is \$225, which will remain unchanged for the 2024 golf season

10. *Increase in golf fees*

Given increased costs of materials, fuel and staff, there is an average increase of 4% proposed to existing golf course green fees for the 2024 golf season. Staff are also proposing the addition of senior rates for one-time visits and 10 punch passes.

Salt Spring Island Parks and Recreation: As part of the annual review of fees and charges, Parks and Recreation Commission (PARC) conducts an analysis of, including but not limited to, market averages of like facilities and to establish base rates for admission and rental fees and applies formulas to allow for subsidies for local non-profit organizations and different age groups.

The main changes are:

1. *Adjustment to adult and commercial rates*

Propose a 3.5% increase for adult and commercial rates to establish a base rate and apply the pricing formula for admissions, facility bookings and rentals.

2. *Standard formula for rate subsidy*

Where applicable the following formulas in pool admission fees are applied:

- Adult (19 years and older) rate set a 100% of the established pool admission fee
- Youth (13-18 years) subsidization: pay 75% of adult rate
- Child (5-12 years) subsidization: pay 60% of adult rate
- Tot (0-4 years) subsidization: pay 0% of the admission cost
- Family (max 5) subsidization: pay 200% of adult rate

Where applicable use the following formulas in establishing rental fees:

- Commercial rate set at 100% of the established facility rental fee
- Adult non profit: pay 75% of the facility rental fee
- Youth non profit subsidization: pay 60% of the facility rental fee

3. *Saturday Market*

Should the Saturday Market remain under the operation and management of the CRD in 2024 staff are recommending a 5% increase to market fees.

Juan De Fuca Electoral Area Parks and Recreation: no fee changes

Port Renfrew Community Recreation Centre: no fee changes



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**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 05, 2023**

SUBJECT **Modernizing the Bylaws of the Royal Theatre and McPherson Playhouse Services – Bylaws No. 4560 and 4561**

ISSUE SUMMARY

The Royal and McPherson Theatres Services Advisory Committee has directed staff to draft amending bylaws (Bylaws No. 4560 and 4561) for the Royal Theatre and McPherson Playhouse services that would update the establishing bylaws to current standards and provide greater budgeting flexibility starting as early as 2024.

BACKGROUND

On June 7, 2023, Royal and McPherson Theatres Services Advisory Committee (RMTSAC) reviewed a staff report with policy options and directed staff to:

- Draft an amending bylaw to the Royal Theatre Service (Bylaw No. 2587) that will:
 - Change the maximum requisition to the greater of \$580,000 or \$0.0059 per \$1,000 assessment;
 - Update the apportionment method of 50% population and 50% converted land values from the inter-municipal formula of property values to the property assessment information provided by BC Assessment; and
 - Remove restrictions on grant allocation to operating and capital purposes.
- Draft an amending bylaw to the McPherson Playhouse Service (Bylaw No. 2685) that will:
 - Change the maximum requisition to the greater of \$750,000 or \$0.020 per \$1,000 assessment;
 - Add an apportionment method of 50% population and 50% assessed property values, based on the information provided by BC Assessment; and
 - Remove restrictions on grant allocation to operating and capital purposes.
- Bring a staff report with these amending bylaws to the July 2023 meeting of the Finance Committee with a recommendation that these bylaws are advanced to the Capital Regional District (CRD) Board.

This review process began in response to a letter (April 19, 2023) from the Royal and McPherson Theatres Society (RMTS), which requested a change to maximum funding levels “to provide budgeting flexibility that can better address the needs of the Royal Theatre and McPherson Playhouse, community partners, artists and audiences”.

A similar process to modernize these bylaws was undertaken in 2019-20. In 2019, RMTSAC noted that the value of funding received by the theatres through their respective bylaws had eroded over the past 20 years and that the ability to adjust funding levels would be desirable. RMTSAC initiated a process to update the maximum amounts in these bylaws, allowing the potential maximum to rise with growth in property assessments, modernizing the cost apportionment, and removing restrictions on operating and capital allocations in the grant amount. Amending bylaws were drafted for both services (Bylaw No. 4299 and Bylaw No. 4300), reviewed by Finance Committee, and received first, second, and third readings by the CRD Board.

In 2020, the process was suspended, and the amending bylaws were withdrawn due to the onset of COVID-19, mixed response from participating jurisdictions in the council consent process and the activation of a process exploring options for a new full regional arts facilities service. CRD staff met with staff from participating jurisdictions. Their feedback has been incorporated into this current iteration of bylaw amendments to modernize these services.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4560, Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2023, be read a first, second, and third time.
2. That Bylaw No. 4561, McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 1, 2023, be read a first, second, and third time.
3. That staff be directed to commence a council consent approval process with the relevant participants of each amending bylaw (Bylaw No. 4560 – Oak Bay, Saanich, Victoria; Bylaw No. 4561 – Victoria).

Alternative 2

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

IMPLICATIONS

Financial Implications

Through two sub-regional services, the CRD provides a total of \$1,330,000 in operating and capital funding for the Royal Theatre and McPherson Playhouse (Table 1). The Royal Theatre is owned by the CRD and the McPherson Playhouse is owned by the City of Victoria. Both facilities are managed by a non-profit organization, the RMTS.

Table 1. Fixed Maximum Amounts of CRD Funding for Royal Theatre and McPherson Playhouse

Performing Arts Facility	Operating Funding	Capital Funding	Participants
Royal Theatre	\$100,000	\$480,000	Oak Bay, Saanich, Victoria
McPherson Playhouse	\$350,000	\$400,000	Victoria

There is clear rationale for the proposed modernization of these bylaws, namely:

- The current bylaws specify fixed maximum amounts for grant contributions that have remained unchanged since 1998 and 1999 respectively. The purchasing power of these contributions has decreased considerably over time while the costs of operating these facilities have increased.
- In the Royal Theatre establishing bylaw, cost apportionment is calculated through the outdated inter-municipal formula, which is based on the defunct Municipal Act, and is no longer used in any other CRD bylaw.
- In the McPherson Playhouse establishing bylaw, there is no cost apportionment formula. By adding a formula, prospective participants can receive estimates on how much it would cost to join the service and conduct cost-benefit analysis.
- The restrictions on capital and operating are not best practices and would not be included in any new establishing bylaw.

On May 8, 2023, CRD staff met with RMTS staff to coordinate bylaw policy options with funding options for 2024. It was agreed to maintain 2024 funding within the limit of a 3.5% increase and to draft the starting point of the ad valorem clause in the amending bylaw to align with that funding option.

The starting point of the ad valorem clauses in these amending bylaws allows (but does not require) an increase of 3.5% to the current funding levels in 2024, based on the 2024 financial planning guidelines. This translates to a possible lift of \$20,300 for the Royal Theatre and \$26,250 for the McPherson Playhouse in 2024.

The bylaw cannot contain a clause that the maximum level for grant contributions continues to rise according to inflation or a fixed percentage increase in future years.

In the budgeting process, RMTS could make a request for a lift to its funding level to the RMTSAC based on operational and capital needs and opportunities. Staff would provide financial analysis to RMTSAC, which would make a budget recommendation, and that recommendation would be passed along to the Finance Committee and CRD Board for consideration in the provisional and final budgets. The budgeting process provides the primary cost containment mechanism for service participants. This legislation would allow for more options to be considered during that budgeting process.

Service Delivery Implications

RMTS, the operator of the Royal Theatre and McPherson Playhouse, has identified multiple benefits linked to the modernization of these bylaws. These changes could enable the operator:

- To address the increased cost pressures resulting from inflation;
- To preserve the long-term sustainability of these facilities;
- To maintain current service levels; and
- To respond to changing needs of artists, local arts organizations and audiences.

Alignment with Board and Corporate Priorities

On April 12, 2023, the CRD Board approved the new CRD Corporate Plan 2024-27, which includes goal 10b-2 to “[s]cale up regional support for performing arts facilities within the region”. Modernizing the bylaws related to the Royal Theatre and McPherson Playhouse – the two largest and most impactful performing arts facilities in the region – would advance this goal.

CONCLUSION

At the direction of the Royal and McPherson Theatres Services Advisory Committee, new amending bylaws have been drafted for the Royal Theatre Service and McPherson Playhouse Service. The proposed changes would modernize the establishing bylaws and enable greater budgeting flexibility over time.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4560, Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2023, be read a first, second, and third time.
2. That Bylaw No. 4561, McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 1, 2023, be read a first, second, and third time.
3. That staff be directed to commence a council consent approval process with the relevant participants of each amending bylaw (Bylaw No. 4560 – Oak Bay, Saanich, Victoria; Bylaw No. 4561 – Victoria).

Submitted by:	Chris Gilpin, MPA, Manager Arts & Culture
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4560, Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2023
- Appendix B: Establishing Bylaw No. 2587 Royal Theatre (Redlined)
- Appendix C: Bylaw No. 4561, McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 1, 2023
- Appendix D: Establishing Bylaw No. 2685 for McPherson Playhouse (Redlined)

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4560**

**A BYLAW TO AMEND BYLAW NO. 2587, ROYAL THEATRE
LOCAL SERVICE AREA ESTABLISHMENT BYLAW NO. 1, 1998**

WHEREAS:

- A. Under Bylaw No. 2587, "Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998", the Regional Board established a service for the purpose of purchasing, maintaining, equipping, operating, and selling the Royal Theatre;
- B. The Board wishes to amend Bylaw No. 2587 to modernize the bylaw and provide greater budgeting flexibility to ensure the Royal Theatre can be maintained, equipped, and operated in a way that promotes the long-term sustainability and usefulness of the facility; and
- C. Pursuant to section 349 of the *Local Government Act (LGA)*, an establishing bylaw may be amended with the consent of at least 2/3 of the participants and, pursuant to section 346 of the *LGA*, a municipal council may give consent on behalf of a municipal participating area.

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 2587, "Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998", is hereby amended as follows:

- (a) By deleting Sections 4, 5 and 6 in their entirety and substituting the following:

Cost Recovery

4. The annual cost of providing the service shall be recovered pursuant to Section 378 of the *Local Government Act* by one or more of the following:
 - a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*] of Part 11 of the *Local Government Act*;
 - b) fees and charges imposed under Section 397 of the *Local Government Act*;
 - c) revenues raised by other means authorized under the *Local Government Act* or another Act; or
 - d) revenues received by agreement, enterprise, gift, grant or otherwise.

Maximum Requisition

5. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is the greater of:
 - a) five hundred and eighty thousand (\$580,000); or
 - b) an amount equal to the amount that could be raised by a property value tax rate of \$0.00590 per One Thousand Dollars (\$1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the service.

Apportionment

6. a) The annual costs for the service, net of grants and other revenues, shall be apportioned among the participating areas, as follows:
 - i. fifty (50) per cent of the costs on the basis of the population of the participating areas; and
 - ii. fifty (50) per cent of the costs on the converted value of land and improvements in the participating areas.
- b) Population, for the purpose of this section, is the population estimate as determined annually by the Regional Planning department of the Capital Regional District.

(b) By deleting the paragraph under the heading "Grants in Lieu of Taxes" and substituting the following:

7. For the purpose of Section 389 of the *Local Government Act* funds paid to the Regional District in respect of the service will be held to the credit of the participant making the payment.

(c) By deleting Section 8 in its entirety and substituting the following:

Committee and Operation

8. a) The Board of the Regional District may maintain, operate, equip and sell the Royal Theatre in accordance with the applicable provisions of the *Local Government Act*.
- b) The Board of the Regional District may by bylaw provide for the establishment of a committee for the purpose of managing the administration and operation of the Royal Theatre and may, in relation to the committee, delegate the powers of the Regional Board under section 263 of the *Local Government Act*.



Making a difference...together

BYLAW NO. 2587

**ROYAL THEATRE LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 1, 1998**

**Consolidated for Public Convenience
(This bylaw is for reference purposes only)**

ORIGINALLY ADOPTED MARCH 27, 1998
(Consolidated with Proposed Amending Bylaw 4560)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL
DISTRICT BYLAW NO. 2587

**A BYLAW TO ESTABLISH THE OPERATION OF THE
ROYAL THEATRE AS A LOCAL SERVICE**

WHEREAS by Letters Patent, Division XI, dated February 15, 1974, as amended by further Supplementary Letters Patent, the Capital Regional District was granted the function of purchasing, maintaining, equipping, operating and selling the Royal Theatre in Victoria, British Columbia and, pursuant to that authority, sold the Royal Theatre to the City of Victoria, the District of Saanich and the District of Oak Bay.

AND WHEREAS the Board of the Capital Regional District wishes to reacquire the Royal Theatre from the City of Victoria, the District of Saanich and the District of Oak Bay and to exercise the function granted to it by the Letters Patent in accordance with Part 21 of the *Municipal Act* subject to all the terms and conditions contained in the Letters Patent and including all the powers granted by the Letters Patent;

AND WHEREAS the Board of the Capital Regional District wishes to proceed under section 775 of the *Municipal Act* and establish the service as a local service by bylaw under sections 775(4) and 806 of the *Municipal Act*;

AND WHEREAS the Board of the Capital Regional District has obtained the consent of the Councils of the City of Victoria, the District of Saanich and the District of Oak Bay.

NOW THEREFORE the Regional Board of the Capital Regional District in open meeting assembled enacts as follows:

Local Service

1. The function of purchasing, maintaining, equipping, operating and selling the Royal Theatre in Victoria, British Columbia granted to the Capital Regional District by Letters Patent, Division XI, is hereby converted to a local service for pleasure, recreation and community use and includes, without limitation, all facilities and concessions associated with the Royal Theatre and a parking lot.

Boundaries

2. The boundaries of the service area shall be the boundaries of the City of Victoria, the District of Saanich and the District of Oak Bay.

Participating Area

3. The City of Victoria, the District of Saanich and the District of Oak Bay are the

participating areas for this local service.

Cost Recovery

~~4. The annual costs for the local service, net of grants and other revenues shall be recovered by one or more of the following:~~

- ~~(a) the requisition of money under section 822 of the *Municipal Act* to be collected by a property value tax to be levied and collected under section 824(1) of the *Municipal Act*,~~
- ~~(b) the imposition of a parcel tax imposed under section 824(2) of the *Municipal Act*, and~~
- ~~(c) the imposition of fees and other charges that may be fixed by separate bylaw.~~

Maximum Requisition

~~5. The maximum amount that may be requisitioned under section 816(1) of the *Municipal Act* for the annual cost of the local service will be:~~

- ~~(a) for capital expenditures including but not limited to, the renovation, reconstruction or rebuilding of a performing arts theatre, machinery and equipment, reserve fund transfers and annual debt servicing payments. the maximum amount will be Four Hundred and Eighty Thousand (480,000) Dollars.~~
- ~~(b) for annual operating expenditures which may also include expenditures of a nature referred to in a) above, the maximum amount will be One Hundred Thousand (100,000) Dollars.~~

Apportionment

~~6.(1) In this section the following definitions apply:~~

~~**population** means the population for each municipality most recently published by the Province of British Columbia, Ministry of Finance and Corporate Affairs~~

~~**grantable crown land** means land and improvements owned by the crown or an agent of the crown in the previous year if the municipality received a grant in lieu of taxes for that land and improvements in the year before the current year and where the grant in lieu of taxes was equal to the property tax that would have been payable under section 331(1)(a), (b) and (c) if the land and improvements were not Crown Land~~

~~**grantable crown land value** means for grantable crown land owned by:~~

- ~~(a) the Province of British Columbia, excluding land owned by the British Columbia Hydro and Power Authority, the previous year's assessed value under the *Assessment Act*~~

- ~~(b) the British Columbia Hydro and Power Authority, the assessed value under the *Assessment Act*, 2 years previous to the current year~~
- ~~(c) the Government of Canada, the value of land and improvements, 2 years previous to the current year~~

~~**net taxable value of land and improvements** means the prior year's net taxable value of land and improvements for general municipal purposes under the *Assessment Act*~~

~~**converted value of land and improvements** means, within each municipality, the net taxable value of land and improvements multiplied by the percentages listed below for each property class added to the grantable crown land values multiplied by the percentages listed below for each property class:~~

Class of Property	Multiple
1	10 %
2	35 %
3	40 %
4	34 %
5	34 %
6	24.5%
7	30 %
8	10 %
9	10 %

~~6.(2) The amount of the annual operating and capital costs recovered by requisition shall be apportioned among the participants on the basis of:~~

- ~~(a) 50% on the basis of the converted value of land and improvements as defined above.~~
- ~~(b) 50% on the basis of population as defined above~~

Grants in Lieu of Taxes

~~For the purpose of 814 (4), (5) and (6) of the *Municipal Act* funds paid to the Regional District in respect of the local service will be held to the credit of the participant making the payment.~~

Committee and Operation

~~8.(1) Despite sections 2 and 16 of the Letters Patent, the Board of the Regional District may maintain, operate, equip and sell the Royal Theatre in accordance with the applicable provisions of the *Municipal Act*.~~

~~8.(2) Despite sections 5 to 15 of the Letters Patent, the Board of the Regional District may by bylaw provide for the establishment of a committee for the purpose of managing the administration and operation of the Royal Theatre and may, in relation to the committee, exercise the powers of the Regional Board under section 795(2) of the *Municipal Act*.~~

Cost Recovery

4. The annual cost of providing the service shall be recovered pursuant to Section 378 of the *Local Government Act* by one or more of the following:
- a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*] of Part 11 of the *Local Government Act*;
 - b) fees and charges imposed under Section 397 of the *Local Government Act*;
 - c) revenues raised by other means authorized under the *Local Government Act* or another Act; or
 - d) revenues received by agreement, enterprise, gift, grant or otherwise.

(Bylaw 4560)

Maximum Requisition

5. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is the greater of:
- a) five hundred and eighty thousand (\$580,000); or
 - b) an amount equal to the amount that could be raised by a property value tax rate of \$0.00590 per One Thousand Dollars (\$1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the service.

(Bylaw 4560)

Apportionment

6. a) The annual costs for the service, net of grants and other revenues, shall be apportioned among the participating areas, as follows:
- (i) fifty (50) per cent of the costs on the basis of the population of the participating areas; and
 - (ii) fifty (50) per cent of the costs on the converted value of land and improvements in the participating areas.
- b) Population, for the purpose of this section, is the population estimate as determined annually by the Regional Planning department of the Capital Regional District.

(Bylaw 4560)

Grants in Lieu of Taxes

7. For the purpose of Section 389 of the *Local Government Act* funds paid to the Regional District in respect of the service will be held to the credit of the participant making the payment.

(Bylaw 4560)

Committee and Operation

8. a) The Board of the Regional District may maintain, operate, equip and sell the Royal Theatre in accordance with the applicable provisions of the *Local Government Act*.
- b) The Board of the Regional District may by bylaw provide for the establishment of a committee for the purpose of managing the administration and operation of the Royal Theatre and may, in relation to the committee, delegate the powers of the Regional Board under section 263 of the *Local Government Act*.

(Bylaw 4560)

Citation

9. This Bylaw may be cited as "Royal Theatre Local Service Area Establishment Bylaw No 1, 1998".

READ A FIRST TIME THIS	11th	day of	February	1998
READ A SECOND TIME THIS	11th	day of	February	1998
READ A THIRD TIME THIS	11th	day of	February	1998
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	6th	day of	March	1998
ADOPTED THIS	25th	day of	March	1998

CHAIR

CORPORATE OFFICER

Filed with the Inspector of Municipalities this 27th day of March 1998

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4561**

**A BYLAW TO AMEND BYLAW NO. 2685, MCPHERSON PLAYHOUSE
LOCAL SERVICE AREA ESTABLISHMENT BYLAW NO. 1, 1999**

WHEREAS:

- A. Under Bylaw No. 2685, "McPherson Playhouse Local Service Area Establishment Bylaw No. 1", 1999, the Regional Board established a local service for the purpose of purchasing, maintaining, equipping, and operating the McPherson Playhouse;
- B. The Board wishes to amend Bylaw No. 2685 to modernize the bylaw and provide greater budgeting flexibility to ensure the McPherson Playhouse can be maintained, equipped, and operated in a way that promotes the long-term sustainability and usefulness of the facility; and
- C. Pursuant to section 349 of the *Local Government Act (LGA)*, an establishing bylaw may be amended with the consent of at least 2/3 of the participants and, pursuant to section 346 of the *LGA*, a municipal council may give consent on behalf of a municipal participating area.

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 2685, "McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999", is hereby amended as follows:

(a) By deleting Sections 4, 5, 6 and 7 in their entirety and substituting the following:

Cost Recovery

- 4. The annual cost of providing the Local Service shall be recovered pursuant to Section 378 of the *Local Government Act* by one or more of the following:
 - a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*] of Part 11 of the *Local Government Act*;
 - b) fees and charges imposed under Section 397 of the *Local Government Act*;
 - c) revenues raised by other means authorized under the *Local Government Act* or another Act;
 - d) revenues received by agreement, enterprise, gift, grant or otherwise.

Maximum Requisition

- 5. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Local Service is the greater of:
 - a) seven hundred and fifty thousand (\$750,000); or
 - b) an amount equal to the amount that could be raised by a property value tax rate of \$0.020 per One Thousand Dollars (\$1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Local Service.

Apportionment

- 6. a) If there is more than one participating area, then the annual costs for the Local Service, net of grants and other revenues, shall be apportioned among the participating areas, as follows:
 - i. fifty (50) per cent of the costs on the basis of the population of the participating areas; and
 - ii. fifty (50) per cent of the costs on the converted value of land and improvements in the participating areas.
- b) Population, for the purpose of this section, is the population estimate as determined annually by the Regional Planning department of the Capital Regional District.

Committee and Operation

- 7. a) The Board of the Regional District may maintain, operate and equip the McPherson Playhouse in accordance with the applicable provisions of the *Local Government Act*.
- b) The Board of the Regional District may by bylaw provide for the establishment of a committee for the purpose of managing the administration and operation of the McPherson Playhouse and may, in relation to the committee, delegate the powers of the Regional Board under section 263 of the *Local Government Act*.

2. This bylaw may be cited for all purposes as "McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 1, 2023".

READ A FIRST TIME THIS	th	day of	2023
READ A SECOND TIME THIS	th	day of	2023
READ A THIRD TIME THIS	th	day of	2023
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	2023
APPROVED BY AT LEAST TWO-THIRDS OF PARTICIPANTS THIS	th	day of	2023
ADOPTED THIS	th	day of	2023

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS _____ day of _____ 2023.



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BYLAW NO. 2685

**MCPHERSON PLAYHOUSE LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 1, 1999**

**Consolidated for Public Convenience
(This bylaw is for reference purposes only)**

ORIGINALLY ADOPTED MARCH 10, 1999
(Consolidated with Proposed Amending Bylaw 4561)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

**CAPITAL REGIONAL
DISTRICT BYLAW NO. 2685**

**A BYLAW TO ESTABLISH THE OPERATION OF THE
MCPHERSON PLAYHOUSE AS A LOCAL SERVICE**

WHEREAS:

- A. A Regional District may, by bylaw, establish a local service under Section 798 (1)(f) of the *Municipal Act* to provide services for pleasure, recreation and other community use;
- B. The Regional Board of the Capital Regional District wishes to establish a local service for the purpose of purchasing, maintaining, equipping and operating the McPherson Playhouse in Victoria, British Columbia;
- C. The approval of the Inspector of Municipalities is required under Section 807 (1)(a) of the *Municipal Act*;
- D. The Regional Board has obtained the consent of the Council of the City of Victoria as required under Sections 807(2)(a)(ii) and 810(1) and (2) of the *Municipal Act*;

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled, ENACTS AS FOLLOWS:

Local Service

- 1. The Capital Regional District hereby establishes a local service for pleasure, recreation and community use, and includes, without limitation, the McPherson Playhouse and all facilities and concessions associated with the McPherson Playhouse.

Boundaries

- 2. The boundaries of the local Service Area shall be coterminous with the boundaries of the City of Victoria.

Participating Area

- 3. Only the City of Victoria is a participating area for this Local Service.

Cost Recovery

- ~~4. The annual costs for the local service, net of grants and other revenues shall be recovered by one or more of the following:~~

- ~~(a) the requisition of money under section 822 of the *Municipal Act* to be collected by a property value tax to be levied and collected under section 824(1) of the *Municipal Act*;~~
- ~~(b) the requisition of money under Section 822 of the *Municipal Act* to collected by the imposition of a parcel tax imposed under section 824(2) of the *Municipal Act*; and~~
- ~~(c) the imposition of fees and other charges that may be fixed by separate bylaw.~~

Maximum Requisition

- ~~5. The maximum amount that may be requisitioned under section 816(1) of the *Municipal Act* for the annual cost of the local service will be:
 - ~~(a) for capital expenditures including but not limited to, the renovation, reconstruction or rebuilding of a performing arts theatre, machinery and equipment, reserve fund transfers and annual debt servicing payments. The maximum amount will be Four Hundred Thousand (400,000) Dollars.~~
 - ~~(b) for annual operating expenditures which may also include expenditures of a nature referred to in a) above, the maximum amount will be Three Hundred Fifty Thousand (350,000) Dollars.~~~~

Apportionment

- ~~6. No apportionment of costs is necessary because there is only one participating area.~~

Committee and Operation

- ~~7. The Board of the Regional District will establish a committee for the purpose of managing the administration and operation of the McPherson Playhouse under Sections 798(9) and 616 of the *Municipal Act*.~~

Cost Recovery

- 4. The annual cost of providing the Local Service shall be recovered pursuant to Section 378 of the *Local Government Act* by one or more of the following:
 - a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*] of Part 11 of the *Local Government Act*;
 - b) fees and charges imposed under Section 397 of the *Local Government Act*;
 - c) revenues raised by other means authorized under the *Local Government Act* or another Act; or
 - d) revenues received by agreement, enterprise, gift, grant or otherwise.

(Bylaw 4561)

Maximum Requisition

5. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Local Service is the greater of:
- a) seven hundred and fifty thousand (\$750,000); or
 - b) an amount equal to the amount that could be raised by a property value tax rate of \$0.020 per One Thousand Dollars (\$1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Local Service.

(Bylaw 4561)

Apportionment

6. a) If there is more than one participating area, then the annual costs for the Local Service, net of grants and other revenues, shall be apportioned among the participating areas, as follows:
- (i) fifty (50) per cent of the costs on the basis of the population of the participating areas; and
 - (ii) fifty (50) per cent of the costs on the converted value of land and improvements in the participating areas.
- b) Population, for the purpose of this section, is the population estimate as determined annually by the Regional Planning department of the Capital Regional District.

(Bylaw 4561)

Committee and Operation

7. a) The Board of the Regional District may maintain, operate and equip the McPherson Playhouse in accordance with the applicable provisions of the *Local Government Act*.
- b) The Board of the Regional District may by bylaw provide for the establishment of a committee for the purpose of managing the administration and operation of the McPherson Playhouse and may, in relation to the committee, delegate the powers of the Regional Board under section 263 of the *Local Government Act*.

(Bylaw 4561)

Citation

7. This Bylaw may be cited as "McPherson Playhouse Local Service Area

Establishment Bylaw No. 1, 1999".

READ A FIRST TIME THIS	27th	day of	January	1999
READ A SECOND TIME THIS	27th	day of	January	1999
READ A THIRD TIME THIS	27th	day of	January	1999
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	5th	day of	March	1999
ADOPTED THIS	10th	day of	March	1999

CHAIR

CORPORATE OFFICER

Filed with the Inspector of Municipalities this 15th day of March 1999



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**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 05, 2023**

SUBJECT Capital Region Emergency Service Telecommunications Inc. (CREST) Service Agreement

ISSUE SUMMARY

The service funding agreement between the Capital Regional District (CRD) and CREST expired on December 31, 2021. Additional funding exceeding call answer levy (CAL) revenue requires a new service funding agreement.

BACKGROUND

Service Authority Bylaws and Agreements

The CRD has the authority within **Bylaw No. 2891**, “Capital Regional District Service of Emergency Communications Service Establishment Bylaw No. 1, 2001”, to provide an emergency communication service or to make a financial contribution towards the cost of an emergency communication service operated by another person or organization.

The CRD under **Bylaw No. 2893**, “CREST Members’ Agreement Bylaw No. 1, 2001”, entered into a membership agreement with CREST, together with the other partners. Each member, including 13 municipalities, the Provincial Government and other public agencies hold a single share except the CRD, where the regional district holds three, representing three Electoral Areas within the capital region. Each member appoints a representative to the CRD Board of Directors equal to the number of shares held. For the CRD, the appointees represent each Electoral Area and are not required to be the Electoral Area Director(s).

Within the Member Agreement, the CRD financial contribution (“CRD Charge”) is capped at the net fees collected from consumers with active land phone lines each month in the region under **Bylaw No. 2911**, “Emergency Communications Charge Bylaw No. 1, 2001”. Currently the rate is set at 66 cents per line per month, commonly referred to as the Call Answer Levy (CAL). CREST revenue requirements over and above the CRD Charge are recovered from members by way of cost sharing. CAL revenues vary by year and have been trending down since 2013. The decline in phone line revenue creates a difference in CREST’s revenue requirements.

A discretionary subsidy contribution over and above the CAL was granted by the CRD Board from 2017 through 2021; the terms and conditions of the subsidy contribution have been set out in the “Emergency Communications Service Agreement” (Service Agreement), an agreement between the CRD and CREST.

Since the expiration of the Service Agreement, the CRD contribution to CREST has been in accordance with the existing aforementioned bylaws in place, as there has been no authority for the CRD to provide a contribution above the CAL.

Agreement Renewal

At the December 8, 2021 CRD Board meeting, the Board approved a recommendation from the Planning and Protective Services Committee:

That the Chief Administrative Officer be authorized to enter into a new regional service agreement with CREST to provide general emergency radio communications services, with annual contributions limited to inflationary adjustments.

In the process of negotiating and preparing a new Service Agreement, an agreement was drafted that incorporated financial constraints including annual Consumer Price Index adjustments to a base fee, an upper limit on annual operational expense increases at 3%, and revised financial reporting and disclosure requirements.

As a result of subsequent discussions between the CRD and CREST staff, in March 2022 the CRD Board approved a recommendation from the Finance Committee:

That the Chief Administrative Officer be authorized to enter into a service agreement as attached (Revised 2022 Service Agreement) to provide general emergency radio communications services.

The revised agreement, attached as Appendix B, included an upper limit on inflation of 3% reflecting financial constraints set by the CRD Board at the time through the annual financial planning process. Additionally, upon request, CREST would be required to provide financial information in alignment with the Financial Information Act. Finally, that CREST be required to present annually to the CRD Board.

CREST did not agree to the terms of the (revised) Service Agreement as approved by the CRD Board. Negotiations and discussions have continued between Chairs of both organizations (through the spring/summer 2022) and more recently between staff where a further revised Service Agreement has been drafted and agreed to in principle between CRD and CREST staff. The following changes to the March 2022 draft agreement are being proposed:

Table 1: Service Agreement Concordance of Changes

Section	July 2023																					
2. Term	Extend term of the agreement from five (5) years to six (6) years																					
3. Services	Revise sub-section 3.2 and 3.3, 3.1 and 3.4 remain unchanged																					
3.2	Each year, at least once annually on a date determined by mutually agreeable to both CREST and the CRD, CREST will present to the CRD Board on CREST's annual operational and financial plans, including on performance against strategic plan and project plans, and other organizational and financial matters requested by CRD.																					
3.3	Upon request from the CRD, and as per the 'Financial Statements' requirements of the Members' Agreement , CREST will provide financial information in the form of annual audited financial statements, annual budget and five-year financial plan. in alignment with the provisions of the Financial Information Act as if the Act applied to CREST as a regional district service (e.g. schedules of remuneration for board directors and staff >\$75,000) in relation to the regional district service.																					
4. Payment Matters	Revise sub-section 4.1(i), remove sub-sections 4.1(ii), (iii), and (iv)																					
	<ul style="list-style-type: none"> 4.1(i) add that the service payment will be increased annually over the base year (2021) by a percentage increase equal to the following schedule: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="background-color: #d9e1f2;">Year</th> <th style="background-color: #d9e1f2;">Rate Per Agreement</th> <th style="background-color: #d9e1f2;">Amount Per Agreement</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>2.0%</td> <td>\$1,749,540</td> </tr> <tr> <td>2023</td> <td>3.8%</td> <td>\$1,816,023</td> </tr> <tr> <td>2024</td> <td>4.9%</td> <td>\$1,905,008</td> </tr> <tr> <td>2025</td> <td>4.9%</td> <td>\$1,998,353</td> </tr> <tr> <td>2026</td> <td>4.9%</td> <td>\$2,096,272</td> </tr> <tr> <td>2027</td> <td>2.9%</td> <td>\$2,157,064</td> </tr> </tbody> </table> 4.1(ii), (iii) and (iv) are removed as the terms related to CPI are no longer relevant 	Year	Rate Per Agreement	Amount Per Agreement	2022	2.0%	\$1,749,540	2023	3.8%	\$1,816,023	2024	4.9%	\$1,905,008	2025	4.9%	\$1,998,353	2026	4.9%	\$2,096,272	2027	2.9%	\$2,157,064
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The CRD Board resolution approved on March 9, 2022 will need to be rescinded and Board approval of the 2022 to 2027 Emergency Communications Service Agreement included in Appendix C is being recommended.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That the March 9, 2022 Board resolution pertaining to the approved Service Agreement be rescinded;
2. That the Chief Administrative Officer be authorized to enter into a further revised Service Agreement to provide emergency communications services, as attached at Appendix C; and,
3. That Staff be directed to amend the Financial Plan to reflect the increased service agreement payments for 2022 to 2027.

Alternative 2

The Finance Committee recommends to the Capital Regional District Board:

1. That the Chief Administrative Officer be directed to enter into the Service Agreement as approved March 9, 2022 to provide emergency communications services.

Alternative 3

The Finance Committee recommends to the Capital Regional District Board:

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

IMPLICATIONS

Service Delivery Implications

The CRD has the authority within Bylaw No. 2891, “Capital Regional District Service of Emergency Communications Service Establishment Bylaw No. 1, 2001” to make a financial contribution towards the cost of an emergency communication service operated by another person or organization. Additionally, the CRD under Bylaw No. 2893, “CREST Members’ Agreement Bylaw No. 1, 2001”, entered into a membership agreement on behalf of the three electoral areas with CREST to receive emergency communication services. Other members are the 13 regional municipalities, the Provincial Government, and other public agencies such as BC Transit.

Under alternative 1, the Service Agreement as included in Appendix C, will result in continuance of CRD contributions to CREST and in turn, the required operations of an emergency communications service on behalf of the CRD. Service levels and operational oversight are provided by and approved by the CREST Board annually through their planning approval processes.

The more recent Service Agreement negotiations were based on:

- The CRD’s need to ensure the annual contribution percentage increases for the CRD were the same as the other member agency contribution annual percentage increases; this is now the case for proposed 2024-2027 increases.
- An acknowledgment that CREST is facing increasing annual operational and capital costs.
- Forecast decline in CAL revenue and forecast Service Agreement (subsidy) revenue to balance CREST five year financial plan.
- The CRD’s need for improved financial and service delivery reporting.

Alternative 2, results in service payment escalation tied to inflation with a 3% cap reducing the payments through 2023-2026 of the 2022-2027 six-year term. This would most likely result in an equivalent increase in memberships fees to maintain required operations of CREST and potentially, if not covered by membership fees, result in a CREST service level adjustment.

Financial Implications

Service payments, as contained within the agreement in Alternative 1, are set to escalate each year based on specified percentage rates. Based on this schedule of payments, the service payments will continue to be higher than the originally intended cap which was previously equal to the CAL revenue and higher than the agreement under Alternative 2. The voluntary subsidy contribution over and above the CAL was granted from 2017 through 2021 by way of the service agreement. Currently, the rate per line per month is set at 66 cents. The CRD contribution amount over and above the CAL revenue collected is optional and within full discretion of the CRD Board.

With the CAL revenue expected to continue to decline, the voluntary subsidy will grow as a share of the total service payment. Table 2 shows the subsidy \$ and % under the previous service agreement and under Alternative 1 for 2022 and 2023.

Table 2: Alternative 1 – Service Agreement Payments vs. Projected CAL Revenue

	2017	2018	2019	2020	2021	2022	2023
\$ Service Payment (\$M)	1.58	1.62	1.65	1.68	1.72	1.75	1.82
\$ Call Answer Levy (\$M)	1.33	1.31	1.29	1.26	1.11	1.09	1.09
\$ Subsidy (\$M)	0.25	0.30	0.36	0.42	0.60	0.66	0.73
% Subsidy	16%	19%	22%	25%	35%	38%	40%

For comparison, under Alternative 2, the subsidy in 2023 would be reduced to \$0.71M and 39%.

Additionally, under Alternative 1, a difference from the approved financial plan by year would be as shown in table 3 below:

Table 3: 2022-2027 Financial Plan Amendment by Year

Year	\$ Amount per Plan	\$ Amount per Agreement	\$ Financial Plan Amendment
2022	\$1,749,540	\$1,749,540	-
2023	\$1,784,531	\$1,816,023	\$31,492
2024	\$1,820,221	\$1,905,008	\$84,787
2025	\$1,856,626	\$1,998,353	\$141,727
2026	\$1,893,758	\$2,096,272	\$202,514
2027	\$1,931,634	\$2,157,064	\$225,430
Total	\$11,036,310	\$11,722,260	\$685,950

Upon completion of the service agreement, the 2023 to 2027 CRD Financial Plan will require amendment to reflect the agreement. The net difference for 2023 can no longer be an amendment to revenue, so will result in a deficit within the service. As required by legislation a deficit within a service will be included in the immediate next year plan for revenue purposes. The anticipated deficit is \$31,492.

Additionally, upon completion of the agreement, amounts withheld since 2022 will be released. Without a service agreement in place, payments to CREST were aligned and capped to the CAL based on applicable bylaw and member agreement. For 2022, CRD remitted \$1,166,360 versus the approved 2022 budget of \$1,749,540, withholding the voluntary subsidy of \$583,180 or 33%.

CONCLUSION

The service agreement between the CRD and CREST was set to expire on Dec 31, 2021, and requires renewal. The CRD has the authority within Bylaw No. 2891, “Capital Regional District Service of Emergency Communications Service Establishment Bylaw No. 1, 2001”, to provide an emergency communication service or to make a financial contribution towards the cost of an emergency communication service operated by another person or organization. CREST, under agreement with the CRD, is delivering this service to users within the regional district. Renewal of the service agreement will result in continuance of CRD contributions to CREST, and in turn, the required operations of an emergency communications service on behalf of the CRD.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That the March 9, 2022 Board resolution pertaining to the approved Service Agreement be rescinded;
2. That the Chief Administrative Officer be authorized to enter into a further revised Service Agreement to provide emergency communications services, as attached at Appendix C; and
3. That Staff be directed to amend the Financial Plan to reflect the increased service agreement payments for 2022 to 2027.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Acting Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Staff Report: December 8, 2021 CRD Board CREST
- Appendix B: Staff Report: March 9, 2022 CRD Board CREST
- Appendix C: Service Agreement 2022-2027 (with tracked changes)



Making a difference...together

**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 17, 2021**

SUBJECT Capital Region Emergency Service Telecommunications Inc. (CREST) Service Agreement Renewal

ISSUE SUMMARY

The service agreement between the Capital Regional District (CRD) and Capital Region Emergency Service Telecommunications Inc. (CREST) is set to expire on Dec 31, 2021, and requires renewal.

BACKGROUND

The CRD has the authority within Bylaw No. 2891, "Capital Regional District Service of Emergency Communications Service Establishment Bylaw No. 1, 2001", to provide an emergency communication service or to make a financial contribution towards the cost of an emergency communication service operated by another person or organization. CREST, under agreement with the CRD, is delivering this service to users within the regional district.

The CRD under Bylaw No. 2893, "CREST Members' Agreement Bylaw No. 1, 2001", entered into a membership agreement with CREST, together with the other partners. Each member, including municipalities, the Provincial Government, and other public agencies hold a single share except the CRD, where the regional district holds three, one for each Electoral Area (EA). The list of members is included in Appendix D.

Each member appoints a representative to the CREST Board of Directors equal to the number of shares held. For the CRD, the appointees represent each EA and are not required to be the elected official. The CREST Board approves the annual operating and capital budgets, appoints the CREST General Manager and approves all other permanent positions.

Within the Member agreement, the "CRD Charge" is capped at the net fees collected under Bylaw No. 2911, Emergency Communications Charge Bylaw No. 1, 2001". The bylaw establishes a fee charged to consumers with active phone lines each month in the region. Currently the rate is set at 66 cents per land phone line per month, commonly referred to as the Call Answer Levy (CAL). Revenue requirements over and above the "CRD Charge" are recovered from members by way of cost sharing. A graphical summary of agreements and the cost sharing methodology is included in Appendix A.

The CRD is billed for the member share of costs for the Electoral Areas and recovers the costs by raising requisition directly from each EA under Bylaw No. 2891.

CAL Revenues vary by year and have been trending down since 2013. The decline in land phone line revenue creates a difference in CREST's revenue requirements. To balance, the CRD has been requisitioning costs over and above the CAL. Historical contributions are included in Appendix B.

Up until 2014, the CRD contribution to CREST equaled net fees collected from the CAL. In 2015 the contribution to CREST exceeded net fees collected and has since been funded regionally, cost apportioned by population.

The expected value of a 5 year renewal agreement exceeds the delegated authority limit to the Chief Administrative Officer.

ALTERNATIVES

Alternative 1

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

That the Chief Administrative Officer be authorized to enter into a new regional service agreement with CREST to provide general emergency radio communications services, with annual contributions limited to inflationary adjustments.

Alternative 2

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

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

IMPLICATIONS

Service Delivery Implications

Renewal of the service agreement (Appendix C) will result in continuance of CRD contributions to CREST and in turn, the required operations of an emergency communications service on behalf of the CRD. Service levels and operational oversight are provided by and approved by the CREST Board annually through their planning approval processes.

Legislative Implications

The review by staff identified the fees and charges collected under Bylaw No. 2911 have been lower than the revenue requested by CREST for a number of years and is now trending significantly lower. A review of the service establishment bylaw, fees and charges bylaw and accompanying membership agreement is recommended and will be included in service planning in future years.

Financial Implications

In 2020, CRD contributions equalled 21.6% or \$1,681,602 of total CREST revenue, compared to \$1,262,187 of CAL revenue collected from telephone land lines, resulting in a regional contribution of \$419,415. The 2021 planned contributions under the expiring agreement are \$1,715,234 (a growth of 2% from prior year). With renewal of the service agreement, beginning in 2022, the annual contribution will be adjusted to actual CPI measured within the calendar year by BC Stats.

As included in the 2022 Provisional Plan, CAL revenues are anticipated to be \$1,191,596. Based on renewal of the current agreement with inflation adjustments, the CREST contribution would be

\$1,749,539. The resulting difference is \$557,943. While the annual CRD contribution grows by CPI, the funding difference between CAL and the total CREST contribution grows at a higher rate due to reductions in telephone land line levies. The resulting difference grew by 19.8% in 2021 and 11.0% in 2022.

CONCLUSION

The service agreement between the Capital Regional District (CRD) and Capital Region Emergency Service Telecommunications Inc. (CREST) is set to expire on Dec 31, 2021, and requires renewal. The CRD has the authority within Bylaw No. 2891, "Capital Regional District Service of Emergency Communications Service Establishment Bylaw No. 1, 2001", to provide an emergency communication service or to make a financial contribution towards the cost of an emergency communication service operated by another person or organization. CREST, under agreement with the CRD, is delivering this service to users within the regional district. Renewal of the service agreement will result in continuance of CRD contributions to CREST and in turn, the required operations of an emergency communications service on behalf of the CRD.

RECOMMENDATION

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

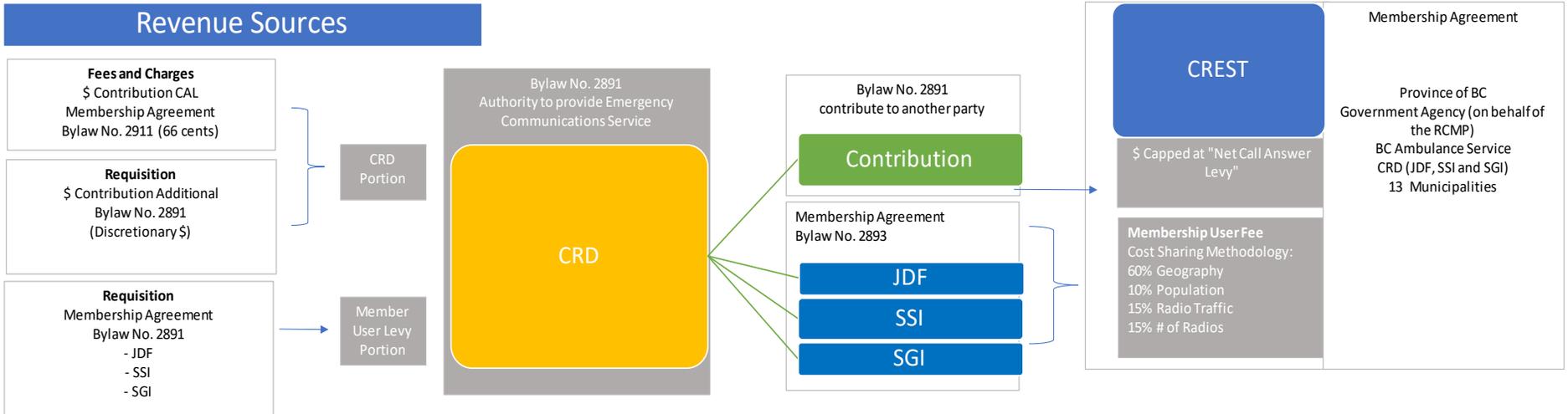
That the Chief Administrative Officer be authorized to enter into a new regional service agreement with CREST to provide general emergency radio communications services, with annual contributions limited to inflationary adjustments.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: CREST Relationship Diagram
- Appendix B: Historical Payments to CREST
- Appendix C: Service Agreement between CRD and CREST
- Appendix D: Membership Agreement

CREST Relationship Diagram



Historical Payments to CREST

Year	Member User Levy			CRD Portion		
	JDF	SGI	SSI	CRD Fees and Charges (net Call Answer)	Additional Contribution	Total CRD Payment
2021	110,982	175,447	139,694	1,113,625	601,609	1,715,234
2020	97,172	157,497	86,785	1,262,187	419,415	1,681,602
2019	95,534	154,659	82,983	1,290,424	358,206	1,648,630
2018	93,388	151,186	81,119	1,313,265	303,035	1,616,300
2017	94,117	148,690	83,204	1,334,624	250,266	1,584,890
2016	92,374	145,374	80,428	1,403,593	16,851	1,420,444
2015	88,552	141,971	78,185	1,372,21	22,529	1,394,746
2014	84,817	138,521	75,819	1,330,917	-	1,330,917
2013	83,790	135,422	72,941	1,386,937	-	1,386,937
2012	83,209	133,387	68,281	1,541,858	-	1,541,858
2011	83,264	132,445	60,902	1,409,460	-	1,409,460

EMERGENCY COMMUNICATIONS SERVICE AGREEMENT

(the "Agreement")

THIS AGREEMENT dated for reference the ____ day of ____ 20__

BETWEEN:

CAPITAL REGIONAL EMERGENCY SERVICE TELECOMMUNICATIONS INC.
110 2944 W Shore Pkwy
Victoria, BC
V9B 0B2
("CREST")

OF THE FIRST PART

AND:

CAPITAL REGIONAL DISTRICT
625 Fisgard Street,
Victoria, BC
V8W 2S6
("CRD")

OF THE SECOND PART

WHEREAS the CRD Board has adopted Bylaw No. 2891, the Capital Regional District Emergency Communications Service Establishment Bylaw No. 01, 2001 to establish a service of emergency communications in the service area, including contributing to the cost of an emergency communications service operated by a third party;

AND WHEREAS CREST is a non-profit corporation established under the *Emergency Communications Corporations Act*, to provide a unified system of inter-municipal radio and electronic communication services;

AND WHEREAS the CRD Board has also adopted Bylaw No. 2893, the CREST Members' Agreement Bylaw No. 1, 2001 authorizing the CRD to hold three shares in CREST and appoint three Directors annually to the CREST Board;

NOW THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements set forth in this Agreement, and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged) the CRD has requested CREST provide the Services defined herein and the CREST has agreed to provide those Services in accordance with the Agreement, as follows:

1. INTERPRETATION

In this Agreement, the following terms have the following meanings:

- (a) "**Service Payment**" means the net monies raised and collected as user fees by the CRD pursuant to Emergency Communications Charge Bylaw No. 01, 2001 (as

amended, re-enacted or replaced) available for disbursement to CREST, and additional payments as determined by the CRD Board.

- (b) **“Service Area”** means the Service Area established under Bylaw No. 2891 “Capital Regional District Emergency Communications Service Establishment Bylaw No. 01, 2001”.

2. TERM

- 2.1 The Term of this Agreement will be for a period of five (5) years commencing on January 1, 2022, and continuing until December 31, 2026, unless sooner terminated pursuant to section 5.

3. SERVICES

- 3.1 In consideration of the CRD making the payments required under this Agreement and performing its other obligations under this Agreement, CREST will provide and maintain a radio communications system to provide emergency communications and related services for municipalities and the CRD as members of CREST (the **“Services”**).

3.2 Inability to Provide Service

Despite any other provision of the Agreement, the CRD acknowledges that CREST is not obliged to provide these Services where its systems are not operational by reason of acts of God, strike, lockout, or other labour dispute, acts of war, terrorism, sabotage or any other causes beyond the reasonable control and not the result of the fault or neglect of CREST.

4. PAYMENT MATTERS

4.1 Payment Amounts

- (i) The CRD will make an annual contribution to CREST (the “Annual Contribution”) in monthly installments. In 2022 the annual contribution amount will be \$1,715,234 based on the 2021 Board approved contribution (One million, seven hundred and fifteen thousand, two hundred and thirty-four dollars) (the “Base Year Fee”) representing the service payment and an additional contribution.
- (ii) Commencing in 2022, and for each year of the Term thereafter, the Annual Contribution will be adjusted in accordance with the percentage change in the All Items Consumer Price Index for Victoria, British Columbia, published by Statistics Canada (the “CPI”) as calculated in accordance with this section. The Base Year Fee will be multiplied by the yearly percentage change in the CPI since 2021 (the “CPI Adjustment”) and will be added to the Base Year Fee to determine the Annual Contribution for that year.

(iii) If the CPI Adjustment is a negative change for any year in the Term, the Annual Contribution for that year will be the Base Year Fee.

(iv) Any monthly contribution due in the calendar year prior to the annual release of the CPI will be made in the amount of the previous year's monthly installment, and will be reconciled in the monthly payments due for the remainder of that year.

4.2 Taxes

Any sales, use or goods and services taxes arising with respect to the Services will be paid by the CRD.

4.3 Services as Exempt Supply

The parties have determined, acting in good faith, that the Services are an exempt supply under the Excise Tax Act (Canada).

5. TERMINATION

5.1 Termination Rights

(i) This Agreement will terminate at the end of the term set out in section 2.1

(ii) CREST will have the right to terminate this Agreement for cause if:

a. The CRD fails to pay any amount under the Agreement when due, or

b. The CRD commits any material breach of its obligations under this Agreement (other than pursuant to subsection 5.1(ii)(a) above) that is not cured to the satisfaction of CREST, acting reasonably, within 120 (one hundred twenty) days after written notice to the CRD describing the material breach in reasonable detail.

(iii) The CRD will have the right to terminate this Agreement immediately for cause if CREST commits any material breach of its obligations under this Agreement that is not cured to the satisfaction of the CRD, acting reasonably, within 120 (one hundred twenty) days after written notice to CREST describing the breach in reasonable detail.

5.2 Obligation Upon Termination

Unless the parties enter into a new Agreement, the parties will cooperate fully with each other to provide for an orderly transition of the Services to a successor service

provider. CREST will continue to provide Services and to be paid for such Services during the period of transition to a successor provider to a maximum of 120 (one hundred twenty) days after the effective date of termination.

6. PROTECTION OF PRIVACY

- 6.1 Each party will abide by applicable laws relating to the collection, use and disclosure of personal information or information to which the *Freedom of Information and Protection of Privacy Act* (British Columbia) applies.

7. DISPUTE RESOLUTION

7.1 Process

If there is any dispute arising out of or relating to this Agreement, then the parties will use reasonable good faith efforts to resolve such dispute, first by direct negotiation and then, if that is not successful, by mediation with a neutral third party mediator acceptable to both parties. Each party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the parties. Any dispute arising out of or relating to this Agreement that is not settled by agreement between the parties within a reasonable time will, on agreement of both parties, be settled by binding arbitration by a single arbitrator. The location of any arbitration proceeding will be in Victoria, British Columbia. The arbitration will be governed by the *Arbitration Act* (British Columbia). The arbitrator will be selected and the arbitration conducted in accordance with the British Columbia Domestic Arbitration Rules ("Rules"), except that the provisions of this Agreement will prevail over the Rules. The parties will share equally in the fees and expenses of the arbitrator and the cost of the facilities used for the arbitration hearing, but will otherwise each bear their respective costs incurred in connection with the arbitration including each parties own legal fees. The parties will use their best efforts to ensure that an arbitrator is selected promptly and that the arbitration hearing is conducted no later than two (2) months after the arbitrator is selected.

7.2 Award Final

The award of the arbitrator will be final and binding on each party. Judgment upon the award may be entered in any court of competent jurisdiction.

8. GENERAL PROVISIONS

8.1 No Third Party Beneficiaries

Nothing contained in this Agreement will create a duty or liability on the part of CREST, the CRD or their respective directors, officers, members, public officials, employees or agents to any member of the public. There are no third party beneficiaries to this Agreement.

8.2 Notices

Any notice required under the terms of this Agreement must be in writing. Any such notice will be deemed delivered:

- (a) on the day of delivery in person;
- (b) ten (10) days after date of deposit by prepaid registered mail, or upon confirmation receipt;
- (c) on confirmation of delivery by courier;
- (d) on the date sent by electronic mail if receipt is confirmed in writing by other party to whom it is directed, set forth below:

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 2S6
Email: _____

-And-

CREST
110 2944 W Shore Parkway
Victoria, BC V9B 0B2
Email: _____

-Or- to such other address or contact person as that party may notify the other in accordance with this section.

8.3 Assignment

The CRD will not have the right to assign, transfer (whether directly or indirectly) or otherwise dispose of any of its interest in all or any part of this Agreement, whether gratuitously or for consideration, without the prior written consent of CREST and any attempt to do so will be void. CREST will have the right at any time to assign, transfer or otherwise dispose of the whole of this Agreement to any subsidiary or affiliate company, provided that the CRD approves the assignment in writing, not to be unreasonably withheld, and the subsidiary or affiliate company assumes all of the obligations of CREST under this Agreement.

8.4 Benefit

This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.

8.5 Entire Agreement

This Agreement constitutes the entire agreement of the parties relating to the Services and supersedes any previous agreement with respect to the Services whether written or verbal.

8.6 Severability

If any provision of this Agreement is held to be unenforceable then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.

8.7 Waiver

The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.

8.8 Relationship of Parties

This Agreement will not create nor will it be interpreted as creating any association, partnership or any agency relationship between the parties.

8.9 Governing Law

This Agreement is governed by, and if interpreted and construed in accordance with the laws applicable in British Columbia.

8.10 Counterpart

This Agreement may be executed in any number of counterparts. Each executed counterpart shall be deemed to be an original. All executed counterparts taken together shall constitute one agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date first written above.

CAPITAL REGIONAL DISTRICT by its)
authorized signatories:)
)
_____)
Name)
)
)
_____)
Name)

)
)
CAPITAL REGION EMERGENCY)
SERVICE TELECOMMUNICATIONS INC.)
by its authorized signatories:)
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Name)
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Name)

**MEMBERS' AGREEMENT
(First Amendment and Restatement)**

**CAPITAL REGION EMERGENCY SERVICES TELECOMMUNICATIONS
(CREST)
INCORPORATED**

**MEMBERS' AGREEMENT
(First Amendment and Restatement)**

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- Schedule B – Agreement to be Bound
- Schedule C – Cost Sharing Formula for Company Services
- Schedule D – List of Shareholders
- Schedule E – List of Members

MEMBERS' AGREEMENT
(First Amendment and Restatement)

This amended and restated Members' Agreement is made effective _____,
200__.

AMONG:

All Members of the Company from time to time

AND:

Capital Region Emergency Service Telecommunications
(CREST) Incorporated, a company duly incorporated under the
laws of the Province of British Columbia

(the "**Company**")

WHEREAS:

- A. The Company was incorporated under the *Company Act* (British Columbia) for the Purpose (as hereinafter defined);
- B. The Shareholders entered into a Members' Agreement dated April 1, 2001, as amended, (the "**Original Agreement**") to govern their relationship as Members and Shareholders and their respective rights and obligations in their capacity as Members and Shareholders with respect to the operating activities and business dealings of the Company;
- C. As a result of the recognition of the Company under the *Business Corporations Act* and to reflect the current status of the Shareholders, the parties wish to make certain amendments to the Original Agreement; and
- D. The parties wish to enter into this Agreement to amend and restate the terms of the Original Agreement:

NOW THEREFORE in consideration of the mutual covenants herein contained and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto), the parties to this Agreement covenant and agree, each with the other, as follows:

1. INTERPRETATION

1.1 DEFINITIONS

Where used in this Agreement, the following words and terms shall have the meanings indicated below:

- 1.1.1 “**Additional Purpose**” has the meaning set forth in Section 2.1.1.2 hereof;
- 1.1.2 “**Agreement**” means this agreement and all Schedules attached hereto;
- 1.1.3 “**Articles**” means the articles of the Company as deposited in the Company’s records office under the *Business Corporations Act*, as amended from time to time;
- 1.1.4 “**Authorized Board Expenditure Amount**” means expenditures that total, in the aggregate for a fiscal year of the Company, less than (i) \$400,000 or (ii) such higher amount approved by the Members pursuant to Section 2.4.6 hereof;
- 1.1.5 “**Authorized Capital Budget**” means, at any time, the annual capital budget of the Company for such time that has received all necessary approvals under Section 6.4.2 hereof;
- 1.1.6 “**Authorized Operating Budget**” means, at any time, the annual operating budget of the Company for such time that has received all necessary approvals under Section 6.3.2 hereof;
- 1.1.7 “**BCAS**” means the Emergency Health Services Commission responsible for operating the British Columbia Ambulance Service under the *Health Emergency Act* (British Columbia);
- 1.1.8 “**Board**” means the board of directors of the Company as constituted from time to time;
- 1.1.9 “**Business Corporations Act**” means the *Business Corporations Act* (British Columbia) as from time to time enacted and all amendments thereto and includes the regulations made pursuant thereto;
- 1.1.10 “**Company Services**” means the holding, management and allocation of radio spectra; the provision of radio communications; the management and maintenance of radio systems and related infrastructure and equipment; the provision of emergency disaster communications; the provision of emergency response communications; the provision of emergency management information systems; and the maintenance of management information systems and other technology related to the delivery of emergency services, and any other services permitted by the ECC Act from time to time;
- 1.1.11 “**Confidential Information**” means information having a strategic, economic, or operational value that is not generally known regarding the business, affairs, and operations of the Company or any of the Members whether determined by the ECC Act or otherwise to be property of a Member, and any information whether oral, written or otherwise which is considered of a strategic or confidential nature or which may be withheld from disclosure under applicable privacy laws;

- 1.1.12 “**Contracted User**” means a Person that is not a Member or Potential Member and that enters into a Services Agreement with the Company, for so long as that agreement remains in effect;
- 1.1.13 “**Cost Sharing Formula**” means the cost sharing formula for Company Services set out in Schedule C attached hereto, as amended or replaced from time to time in the manner permitted by this Agreement;
- 1.1.14 “**CRD**” means the Capital Regional District;
- 1.1.15 “**CREST System**” means the wide area radio system operated by the Company, including all rights, properties, infrastructure and equipment related thereto;
- 1.1.16 “**ECC Act**” means the *Emergency Communications Corporations Act* (British Columbia) as from time to time enacted and all amendments thereto and includes the regulations made pursuant thereto;
- 1.1.17 “**Emergency Services Agency**” has the same meaning as set out in the ECC Act;
- 1.1.18 “**Federal Government**” means Her Majesty the Queen in Right of Canada;
- 1.1.19 “**Fund Balance**” means the balance of surplus accumulated from operations by the Company at any particular time that is unrestricted as to its future use;
- 1.1.20 “**General Manager**” means the general manager appointed for the Company from time to time;
- 1.1.21 “**Government Agency**” means an agent of, or a corporation that is wholly owned by, the Provincial Government, the Federal Government, a Municipality or a Regional District;
- 1.1.22 “**Inflation Rate**” means the increase in the Consumer Price Index - All Items for the City of Victoria, British Columbia during the preceding 12-month period ending on September 30 of the applicable year;
- 1.1.23 “**Local Government Act**” means the *Local Government Act* (British Columbia) as from time to time enacted and all amendments thereto and includes the regulations made pursuant thereto;
- 1.1.24 “**Members**” means, collectively, the Shareholders, the RCMP and any Potential Member that becomes a Member in accordance with Section 3.3, for as long as such Shareholder, the RCMP or Potential Member that becomes a Member holds Shares in the Company or as long as its Special User Agreement remains in effect, as applicable, with the current Members on the date of this Agreement as set out in Schedule E hereto;
- 1.1.25 “**Municipality**” means a municipality established pursuant to the *Local Government Act* within the Territory;

- 1.1.26 “**Notice of Articles**” means the notice of articles of the Company as filed with the Registrar of Companies under the *Business Corporations Act*, as amended from time to time;
- 1.1.27 “**Person**” includes a corporation, partnership, party, Municipality, Regional District, Emergency Services Agency, Government Agency, Provincial Government and Federal Government;
- 1.1.28 “**Policing Agreements**” means the agreements between the Federal Government and the Provincial Government pursuant to which the services of the RCMP are provided to Municipalities and areas of provincial jurisdiction;
- 1.1.29 “**Potential Members**” means any Municipality, Regional District or Emergency Services Agency within the Territory, the Provincial Government, the Federal Government and any Government Agency;
- 1.1.30 “**Primary Purpose**” has the meaning set forth in Section 2.1.1.1 hereof;
- 1.1.31 “**Provincial Government**” means Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister responsible for the *Police Act* (British Columbia);
- 1.1.32 “**Purpose**” means the Additional Purpose and the Primary Purpose as set forth in Section 2.1 hereof;
- 1.1.33 “**Rates**” means the rates assessed by the Company against the Members and payable by them under this Agreement for operating expenses and capital expenditures relating to the Company and the Company Services, as determined pursuant to the Cost Sharing Formula then in effect;
- 1.1.34 “**RCMP**” means Royal Canadian Mounted Police;
- 1.1.35 “**Regional District**” means a regional district under the *Local Government Act*;
- 1.1.36 “**Reserve Fund**” means the amount accumulated and designated for transfer to operations to fund expenditures not provided for in an Authorized Operating Budget or Authorized Capital Budget;
- 1.1.37 “**Services Agreement**” means an agreement between the Company and one or more Contracted Users by which the Company agrees to provide some or all of the Company Services, as such agreement is amended or replaced from time to time;
- 1.1.38 “**Shareholder**” means those Persons who hold Shares of the Company from time to time, as recorded in the Company’s minute book, with the current Shareholders on the date of this Agreement as set out in Schedule D hereto;

1.1.39 “**Special User Agreement**” means an agreement between a federal Government Agency, including the RCMP, and the Company, as amended from time to time; and

1.1.40 “**Territory**” means the geographic area within which a Company Service is or is capable of being provided by the CREST System to a Member or to any Person contracting with the Company at a particular point in time.

1.2 QUANTITY AND GENDER

In this Agreement, the singular number shall include the plural number and vice versa, and any gender herein used shall be deemed to include the feminine, masculine, or neuter gender.

1.3 HEADINGS AND CAPTIONS

The headings and captions of articles, sections, and paragraphs in this Agreement have been inserted for convenience of reference only and such headings and captions are not a part hereof and shall not be deemed in any manner to modify, explain, enlarge, or restrict any of the provisions hereof.

1.4 SEVERABILITY

If any provision of this Agreement shall be held invalid, illegal, or unenforceable in any jurisdiction, such provision shall be severed from this Agreement in such jurisdiction and the validity, legality, and enforceability of the remaining provisions hereof shall not be affected or impaired thereby.

1.5 ACCOUNTING TERMINOLOGY AND PRINCIPLES

All accounting terms not specifically defined herein shall be construed in accordance with the Handbooks of the Canadian Institute of Chartered Accountants and its Public Sector Accounting Board (PSAB) as appropriate, and financial reporting shall be in accordance with Canadian generally accepted accounting principles (GAAP).

1.6 RECITALS AND SCHEDULES

The recitals set forth in this Agreement are true and correct and are deemed to be a part of this Agreement and the Schedules identified below (and any other supplementary schedules, appendices, or exhibits referred to in such Schedules) are hereby incorporated by reference and made a part of this Agreement as fully as if they were set forth in full. The Schedules are identified as follows:

- Schedule A – Articles of the Company
- Schedule B – Agreement to be Bound
- Schedule C – Cost Sharing Formula for Company Services
- Schedule D – List of Shareholders
- Schedule E – List of Members

2. THE COMPANY

2.1 PURPOSE OF THE COMPANY

2.1.1 The Company has been incorporated for, and will be operated for the following:

2.1.1.1 the provision of emergency communications and related services to its Members (the “**Primary Purpose**”); and

2.1.1.2

(a) the provision of communication and related services, for public safety and public service, to Municipalities, Regional Districts, Emergency Services Agencies, the Provincial Government, the Federal Government, Governmental Agencies, BCAS and the RCMP, whether or not they are Members; and

(b) any other purpose prescribed by regulation under the ECC Act for the Company from time to time;

(collectively, the “**Additional Purpose**”), all in the interests of civic improvement and for the benefit of the public residing within the Territory.

2.1.2 Pursuant to the Purpose, the Company shall provide Company Services to its Members; provide related administrative and technical services; own, hold or lease and manage any property and equipment forming part of the CREST System; and provide technical and other related services and expertise of the Company to other persons.

2.2 ARTICLES OF THE COMPANY

The Articles of the Company are in the form appended as Schedule A hereto.

2.3 SHARE STRUCTURE

The share capital of the Company consists of 500 common shares without par value.

2.4 VOTES BY MEMBERS ON EXTRAORDINARY ITEMS

In addition to any approvals required by the Shareholders pursuant to the *Business Corporations Act* or the Articles, the Company shall not undertake any of the following without the prior approval of at least two-thirds of the Members:

2.4.1 the winding up or dissolution of the Company under Article 9 hereof;

2.4.2 the admission of Members and the allotment of Shares to such Members;

- 2.4.3 any amendment to Section 4.2 hereof relating to the nomination or election of directors;
- 2.4.4 any amendment to the Purpose;
- 2.4.5 the approval of:
 - 2.4.5.1 any annual operating budget for the Company under Section 6.3.2 hereof or any annual capital budget for the Company under Section 6.4.2 hereof; or
 - 2.4.5.2 any amendment to an Authorized Operating Budget under Section 6.3.3 hereof or any amendment to an Authorized Capital Budget under Section 6.4.3 hereof,that will increase the total Rates charged to Members by more than two times the Inflation Rate from those charged in the previous year's Authorized Operating Budget or Authorized Capital Budget, as applicable;
- 2.4.6 any increase in the Authorized Board Expenditure Amount;
- 2.4.7 any expenditure that is not provided for in an Authorized Operating Budget or an Authorized Capital Budget and that exceeds the Authorized Board Expenditure Amount;
- 2.4.8 the approval of all contracts for services to be provided to the Company that require payments thereunder for any fiscal year of the Company that exceed the Authorized Board Expenditure Amount;
- 2.4.9 any transfer to operations from Fund Balance or the Reserve Fund that exceeds the Authorized Board Expenditure Amount;
- 2.4.10 any borrowings of the Company that exceed the Authorized Board Expenditure Amount; and
- 2.4.11 any amendment to the Cost Sharing Formula, provided that such two-thirds approval must include the affirmative vote of those Members who would be obligated to pay not less than 50% of the costs of Company Services in accordance with the amended Cost Sharing Formula.

2.5 ACQUISITION OF AND HOLDING OF SPECTRA

- 2.5.1 Subject to the applicable federal legislation, a Member hereby assigns or transfers to the Company or consents to the assignment or transfer to the Company of all licences and authorities for radio spectra held by the Member that are related to the Company Services which the Company provides to the Member, such assignment or transfer to be effective at such time as required by the Company.

2.5.2 The Company hereby declares that it holds or will hold all radio spectra acquired by it, whether as acquired as contemplated in Section 2.5.1 hereof or otherwise, to be used for the benefit of Members and other Persons as contemplated herein.

2.5.3 If the Company is to be dissolved for any reason, the Company will use its best efforts at its own expense to restore to each Member, licences and authorities for radio spectra comparable to those assigned to or transferred to the Company by each Member, subject to applicable federal legislation.

2.6 USE OF RADIO SPECTRA

The Board may establish rules and regulations for the use of the radio spectra held by the Company.

2.7 OWNERSHIP OF EQUIPMENT

The Members acknowledge that all equipment forming part of the CREST System shall be owned by the Company including all equipment assigned for the exclusive use by a particular Member, and that the Board may establish rules for the use and holding of such equipment.

2.8 AGREEMENT NOT TO USE PROPERTY

Each Member that is a Municipality or a Regional District hereby agrees that in the event of an emergency, disaster or other similar occurrence within its jurisdiction, it will not use any powers or authorities which it may have, by statute or otherwise, to acquire and use, in any manner other than as specifically set forth in this Agreement, any of the property and assets of the Company.

3. SHAREHOLDERS, MEMBERS, ADDITIONAL MEMBERS AND CONTRACTED USERS

3.1 CURRENT SHAREHOLDERS

The Shareholders as at the date of this Agreement are listed in Schedule D hereto.

3.2 CURRENT MEMBERS

The Members as at the date of this Agreement are listed in Schedule E hereto.

3.3 ADDITIONAL MEMBERS

3.3.1 The Board may issue one or more shares of the Company (each, a “**Share**”) to a Potential Member, if the Board determines that the Potential Member has a role in fulfilling the Purpose and that the provision of the Company Services to that Potential Member would be for the benefit of the public, provided that:

3.3.1.1 the CREST System and the Company have sufficient capacity to provide the Company Services to the Potential Member without any significant impairment to the Company Services then being provided to the Members;

3.3.1.2 the Potential Member enters into and agrees to be bound by the terms of this Agreement by execution of an agreement substantially in the form of Schedule B hereto; and

3.3.1.3 the Potential Member pays the applicable subscription price for such Share,

and upon the issue of Share hereunder, that Potential Member shall become a Member and a Shareholder.

3.3.2 The Board may admit a Potential Member that is a federal Government Agency as a Member if that Potential Member is prohibited by law from holding a Share and if the Board determines that the Potential Member has a role in fulfilling the Purpose and that the provision of the Company Services to that Potential Member would be for the benefit of the public, provided that:

3.3.2.1 the CREST System and the Company have sufficient capacity to provide the Company Services to the Potential Member without any significant impairment to the Company Services then being provided to the Members; and

3.3.2.2 the Potential Member enters into and agrees to be bound by the terms of this Agreement by execution of a Special User Agreement in a form acceptable to the Company,

and upon the execution of the Special User Agreement by both the Potential Member and the Company, that Potential Member shall become a Member.

3.3.3 All Shares shall be issued at a price of \$10.00 each.

3.3.4 If a Member that executed a Special User Agreement subsequently becomes a Shareholder under Section 3.3.1, then that Special User Agreement shall terminate effective upon the date that the Member becomes a Shareholder, and that Member hereby agrees to execute and deliver all documents necessary or desirable in the opinion of the Company in order to give effect to such termination.

3.4 EFFECT OF BEING A MEMBER

Upon a Member acquiring a Share or executing a Special User Agreement, that Member shall have agreed to use the Company for the Company Services and to fulfill its financial obligations with respect to those Company Services, when those Company Services can be provided by the Company.

3.5 CONTRACTED USERS

Subject to Sections 4.10.9 and 4.11.3 hereof, the Company may enter into a Services Agreement with one or more Contracted Users if:

- 3.5.1 the Contracted User(s) has a role in fulfilling the Purpose;
- 3.5.2 the provision of the Company Service or Services to that Contracted User(s) would be for the benefit of the public; and
- 3.5.3 the Board determines that the Company has sufficient capacity to provide the Company Service(s) being requested by the Contracted User(s) without any significant impairment to the Company Services then being provided to Members, and anticipated to be provided to Members during the term of the Services Agreement.

At a minimum, the Services Agreement should provide for full recovery of any incremental costs incurred by the Company in providing the Contracted Service(s).

4. BOARD OF DIRECTORS

4.1 COMPOSITION OF BOARD

The Company shall have a Board comprised of not less than three nor more than twenty-five directors, with the actual number of directors as determined by the Shareholders as hereinafter provided.

4.2 NOMINATION AND ELECTION OF DIRECTORS

4.2.1 Each Member on the date of this Agreement shall be entitled to nominate as a director one individual for each share in the Company held by it, provided that:

4.2.1.1 the CRD must nominate one individual to represent each of:

- (a) Southern Gulf Islands Electoral Area,
- (b) Salt Spring Island Electoral Area, and
- (c) Juan de Fuca Electoral Area;

4.2.1.2 the individual nominated as a director by BC Transit from time to time must be approved by the Provincial Government; and

4.2.1.3 the individual nominated as a director by the RCMP or by the Government Agency on behalf of the RCMP, as applicable, from time to time must be approved by the Police Service Branch of the Provincial Government.

4.2.2 No Potential Member that becomes a Member after the date of this Agreement shall have the right under this Agreement to nominate an individual for election as a director, except as otherwise authorized by the Board.

4.2.3 The Shareholders agree to vote their Shares to elect as directors the individuals nominated pursuant to Sections 4.2.1 and 4.2.2.

4.3 VACANCIES ON BOARD

Any vacancies on the Board created by an individual nominated under Section 4.2.1 shall be filled by an individual nominated by the Member that nominated the individual who is no longer a director.

4.4 NO RESTRICTIONS ON AFFILIATION TO MEMBERS

Directors may be appointed or elected officials from a Member or may be individuals with no affiliation to a Member.

4.5 REMUNERATION FOR DIRECTORS

Directors shall be entitled to fees for acting as a director of the Company, as determined in an Authorized Operating Budget. All directors may be paid reasonable expenses thereof incurred when acting as directors.

4.6 QUORUM AT DIRECTORS' MEETINGS

The quorum for all meetings of the Board shall consist of a majority of the directors. Meetings of the Board shall be held in accordance with the Articles of the Company and as herein provided.

4.7 EXECUTIVE MEMBER OF THE BOARD

The General Manager of the Company shall be an executive member of the Board and as such shall be entitled to be present at all meetings of the Board and to take part in all discussions at meetings of the Board but shall not have any right to vote at any such meeting. The Secretary of the Company shall send notice of all meetings of the Board to such executive member, including all materials provided to the directors, at the same time and in the same manner as notice is provided to such directors.

4.8 REMOVAL OF DIRECTOR

The Members shall not otherwise vote to remove a director unless the Member that nominated such director agrees to such director's removal.

4.9 MEETINGS OF THE BOARD

4.9.1 At least four meetings of the Board shall be held in each calendar year, such meetings to be held on a quarterly basis. Meetings of the Board may also be

called by the Chair of the Board, by the Chair's initiative or if requested by the General Manager. If the General Manager shall request in writing to the Chair of the Board that a meeting of the Board be called, the Chair shall convene a meeting of the Board to be called and held within one month or such other period as is reasonably practicable, of such request; provided however that if such meeting is of a material or emergency nature, the Chair shall convene the meeting of the Board within two weeks of such request.

- 4.9.2 The Chair of the Board shall have a second or casting vote at any meetings of the Board or of the Members.
- 4.9.3 The Secretary of the Company shall give each director and the General Manager, at least 7 days notice of each meeting of the Board and a reasonable description of the matters to be discussed at such meeting, except that failure to receive notice or adequate notice shall not invalidate the proceedings of any meeting if each director gives to the Company, before or after the meeting, a signed waiver of such notice. Notwithstanding the foregoing, notice of any meeting may be waived by consent in writing of all directors.
- 4.9.4 Except as provided in this Section or otherwise by applicable law, all meetings of the Board shall be open to the public. Matters of a confidential nature will be considered by the Board in a separate, closed, or *in camera*, meeting. Any director, including the Chair, will have the right to bring a motion for the Board to consider a matter at an *in camera* meeting.

4.10 BOARD DUTIES

The Board will, subject to the terms of this Agreement, supervise the general management of the business and affairs of the Company to ensure compliance with the Purpose and otherwise, with the authority to overview the general management of the Company, and supervise and give direction to the General Manager in accordance with the Articles, the *Business Corporations Act*, the ECC Act and this Agreement. Notwithstanding the generality of the foregoing, the Board shall be responsible for the following:

- 4.10.1 the appointment of the General Manager and the approval of the contract of employment for the General Manager, including terms and conditions of employment, provided that any contract shall provide for earlier termination by the Board and shall be renewable at the discretion of the Board;
- 4.10.2 the establishment of the duties and authority of the General Manager;
- 4.10.3 subject to Section 2.4.5 hereof, as applicable, the approval of the Authorized Operating Budget, as provided in Section 6.3;
- 4.10.4 subject to Section 2.4.5 hereof, as applicable, the approval of the Authorized Capital Budget, as provided in Section 6.4;

- 4.10.5 subject to Section 2.4 hereof, as applicable, the approval of any transfer to operations from the Fund Balance or the Reserve Fund;
- 4.10.6 the approval of the establishment of a base number of permanent positions within the Company and any increase to that base number of permanent positions thereafter;
- 4.10.7 subject to Section 2.4.5 hereof, as applicable, the establishment of Rates substantially in accordance with the Cost Sharing Formula;
- 4.10.8 the determination and approval of all long term operating and capital plans and related borrowings of the Company;
- 4.10.9 the approval of all Services Agreements and in this regard the Board shall consider the Purpose and shall comply with the requirements of Sections 3.5 and 4.11.3 hereof; and
- 4.10.10 the approval of the unaudited quarterly financial statements received pursuant to Section 6.2.1 hereof and the audited annual financial statements received pursuant to Section 6.2.2 hereof.

4.11 APPROVALS BY THE BOARD

All decisions taken by the Board shall be deemed to have been approved only if passed by the affirmative vote of a majority of the directors present at the meeting of the Board, except for the following matters which shall be deemed to have been approved only if passed by the affirmative vote of not less than two-thirds of the directors present at the meeting:

- 4.11.1 the issuance of any Shares;
- 4.11.2 the entering into, amendment or termination of any Special User Agreement; and
- 4.11.3 the entering into, amendment or termination of any Services Agreement.

4.12 REFERRAL TO MEMBERS

- 4.12.1 Notwithstanding the terms of Section 4.11 hereof but subject to Section 4.12.4 hereof, if a majority of the directors present at a meeting determine that a matter should be presented to the Members for their approval and determination, such directors may, if they give notice in writing (the “**Notice**”) to the General Manager within two business days after the meeting of directors in which that matter was discussed and voted upon, require that the matter to be presented to the Members at a general meeting called for that purpose.
- 4.12.2 The General Manager shall upon receipt of the Notice advise the Chair of the Board and all directors of the receipt of the Notice and shall forthwith, within two

business days, call a meeting of the Members, such meeting to be held not more than one month after the giving of notice thereof.

4.12.3 If any matter referred to Members pursuant to Section 4.12.1 hereof is not approved by the Members at that meeting, that matter may not again be referred to Members pursuant to the provisions of this Section 4.12 hereof.

4.12.4 No matter that has been submitted to the Members for approval pursuant to Section 2.4 hereof shall be referred to the Members under Section 4.12.1 hereof during the same fiscal year of the Company without the approval of at least two-thirds of the directors present at the meeting at which the referral of that matter is considered.

4.13 REPORTING BY DIRECTORS

A director who is elected pursuant to Section 4.2.1 hereof shall not be subject to any restriction imposed by the Company with respect to any reporting on matters conducted at meetings of the Board to the Member that nominated that director.

5. MANAGEMENT OF THE COMPANY

5.1 OFFICERS

The Company may have such officers as determined by the Board and will have at least four officers including a Chair of the Board, a Vice-Chair of the Board, the General Manager and a Secretary.

5.2 SPECIFIC DUTIES OF OFFICERS

5.2.1 The Chair of the Board, if present, shall chair meetings of the Board and of the Members. The Chair of the Board shall be a member of the Board and shall be elected by the Directors.

5.2.2 The Vice-Chair of Board shall be vested with all the powers and shall perform all the duties of the Chair of the Board in the absence or inability or refusal to act of the Chair. The Vice-Chair shall have such other powers and shall perform such other duties as may from time to time be assigned by the Board. The Vice-Chair of the Board shall be a member of the Board and shall be elected by the Directors.

5.2.3 The General Manager shall be the general manager of the Company. Subject to the general supervision and direction of the Board, the General Manager shall be responsible for the general supervision, management and control of the operations of the Company on a day-to-day basis. The General Manager shall, in fulfilling such duties, operate within the Purpose to provide the Company Services.

5.2.4 Within the constraints of the Authorized Budget and the Authorized Capital Budget, and subject to any determination of the Board or the Members, the

General Manager shall implement the decisions as so determined. Notwithstanding the generality of the foregoing, the General Manager will:

- 5.2.4.1 manage the operations of the Company to meet the requirements of the users within the Purpose;
- 5.2.4.2 be responsible for the hiring and termination of staff for the Company;
- 5.2.4.3 prepare and submit an annual operating budget and a capital budget for the approval by the Board or Members, as the case may be;
- 5.2.4.4 prepare and deliver following approval of the Board, an annual report to the Members and to the Minister under the ECC Act within the time as required thereunder;
- 5.2.4.5 request proposals for delivery of services to the Company, analyze such proposals and submit recommendations on such proposals to the Board for approval, if such approval is required;
- 5.2.4.6 ensure proper record keeping of books and records for the Company as required by law or by the Board; and
- 5.2.4.7 monitor compliance with the Articles, the *Business Corporations Act*, the ECC Act and the Agreement by the Members, the Board and the officers.

The General Manager shall report to the Board, and will be an executive member of the Board as set forth in Section 4.7 hereof.

- 5.2.5 The Secretary shall prepare the agenda for all meetings of the Members and the Board and shall draw up minutes of such meetings and shall be responsible for the safekeeping of the books and records of the Company.

5.3 VACANCY OF OFFICE

Any vacancy of office caused by the resignation, removal, death or incapacity of an officer shall be filled by appointment of the Board.

5.4 SIGNING AUTHORITY

The authorized signing officers of the Company in respect of legal documents or any bank or other financial institution or the opening of any corporate bank accounts shall be as determined by the Board.

5.5 AUDITORS

The Members shall appoint the auditors of the Company from time to time.

5.6 FINANCIAL YEAR END

Until changed by an ordinary resolution of the Shareholders, the financial year-end of the Company shall be December 31.

6. FINANCIAL MATTERS AND RECORDS

6.1 BOOKS AND RECORDS

The Company shall keep books of account and records in accordance with Canadian generally accepted accounting principles and furnish to each Member copies of such accounting reports and financial statements as herein provided.

6.2 FINANCIAL STATEMENTS

The General Manager shall cause to be delivered to each member of the Board and to the Members the following financial statements, prepared in accordance with Canadian generally accepted accounting principles:

- 6.2.1 as soon as available and in any event, within 30 days after the end of each quarter of each fiscal year, an unaudited balance sheet of the Company as of the end of such quarter, the statements of financial activities and fund balances for the quarter then ended and, if applicable, the six-month period or nine-month period of such fiscal year then ended, with projections to year-end compared to the Authorized Operating Budget and Authorized Capital Budget; and
- 6.2.2 as soon as available and in any event, within 120 days after the end of each fiscal year, the audited balance sheet of the Company as of the end of such fiscal year and the statements of financial activities and fund balances and changes in financial position for the fiscal year then ended, all accompanied by an opinion of the Company's auditors.

6.3 AUTHORIZED OPERATING BUDGET

- 6.3.1 Prior to the beginning of each fiscal year and in sufficient time to permit the implementation thereof, the General Manager shall submit to the Board for its review and approval, a proposed annual operating budget for such fiscal year which will show the revenues and expenses for the day to day operations of the Company and the Rates to be charged to Members for the year.
- 6.3.2 The proposed annual operating budget for a fiscal year shall be approved by the Board following the steps in Section 6.3.1 hereof, prior to the commencement of that fiscal year, in any case with such amendments or variations thereto as the Board shall deem appropriate and approve, provided that:
 - 6.3.1.1 the Board shall recognize the Purpose; and

6.3.1.2 no annual operating budget that requires approval by the Members under Section 2.4.5 hereof will be an Authorized Operating Budget until such approval has been obtained.

6.3.3 Subject to Section 2.4.5, the Board may amend an Authorized Operating Budget from time to time.

6.4 AUTHORIZED CAPITAL BUDGET

6.4.1 Prior to the beginning of each fiscal year and in sufficient time to permit the implementation thereof, the General Manager shall submit to the Board for its review and approval, a proposed annual capital budget for such fiscal year which will provide for all capital expenditures to be made for the Company for that year and any long term capital plans or proposed capital expenditures and borrowings for any subsequent years.

6.4.2 The proposed annual capital budget for a fiscal year shall be approved by the Board following the steps in Section 6.4.1 hereof, prior to the commencement of that fiscal year, in any case with such amendments or variations thereto as the Board shall deem appropriate and approve, provided that:

6.4.1.1 the Board shall recognize the Purpose; and

6.4.1.2 no annual capital budget that requires approval by the Members under Section 2.4.5 hereof will be an Authorized Capital Budget until such approval has been obtained.

6.4.2 Subject to Section 2.4.5, the Board may amend an Authorized Capital Budget from time to time.

7. FUNDING BY MEMBERS

7.1 RATES FOR COMPANY SERVICES

The Members hereby agree that the Rates to be assessed by the Company for Company Services against the Members and payable by the Members for Company Services shall be established by the Board substantially in accordance with the Cost Sharing Formula and that no amendment will be made to the Cost Sharing Formula except in the manner provided in Section 2.4.11 hereof.

7.2 OBLIGATION TO PAY

7.2.1 Each Member hereby agrees to pay all Rates assessed and charged to it by the Company. Rates shall be payable quarterly in advance upon invoicing by the Company.

- 7.2.2 Notwithstanding the foregoing, it is understood that the Provincial Government will not pay any amounts except as billed directly by the RCMP for Company Services for all services provided under the Policing Agreements.
- 7.2.3 If a Municipality that is a Member receives its policing services through the RCMP pursuant to a Policing Agreement, then such Member hereby acknowledges that the RCMP may be assessed Rates by the Company to cover Company Services as part of the policing services provided to that Municipality, and that Member agrees to pay to the RCMP all amounts charged by the RCMP in respect of that Municipality.

7.3 APPROPRIATION FOR PROVINCIAL GOVERNMENT

Any obligation of the Provincial Government to pay money under this Agreement is subject to an appropriation being available in the fiscal year of the Provincial Government during which the payment becomes due.

8. RESTRICTIONS ON MEMBERS' TRANSFERS

8.1 RESTRICTIONS ON TRANSFER OF SHARES

- 8.1.1 Each of the Members agrees that it will not sell, transfer, assign, mortgage, pledge, charge, hypothecate, encumber, alienate or otherwise dispose of, create a security interest in, grant an option on, or cease to be the holder of any Shares of the Company, or any right or interest therein at any time now or hereinafter held or owned by or for them (any one of such actions being herein called a "transfer"), except that if a Municipality is amalgamating with another Municipality, then the Shares of the amalgamating Municipalities will be cancelled and one new Share will be issued in the name of the new amalgamated Municipality, upon that new Municipality executing an agreement substantially in the form of Schedule B hereto, or except as otherwise approved by the Board.
- 8.1.2 Any actual, attempted or purported transfer by any Member of all or any part of its Share that does not comply with the provisions of this Agreement shall be void and of no effect.

9. WINDING UP OR DISSOLUTION

9.1 WINDING UP OR DISSOLUTION

If alternate sources are available for all of the services equivalent to the Company Services then being provided to the Members, and if adequate provision is made for the payment of all outstanding debts and liabilities of the Company and the consent of any major lenders to such winding up or dissolution is obtained, if such consent is required under the terms of any lending agreement with the Company, then the Shareholders may resolve under Section 2.4.1 hereof to wind up or dissolve the Company and to dispose of the property, equipment and assets of the Company as provided in this Agreement.

9.2 DISPOSITION OF PROPERTY

In the event of a winding up or dissolution of the Company pursuant to Section 9.1 hereof, the property, equipment and assets owned and leased by the Company shall be disposed of in the following manner and the Members shall vote to dispose of the property, equipment and assets in the following manner.

- 9.2.1 all property, equipment or assets owned or leased by the Company and assigned for the exclusive use of any one Member (the “**Purchasing Party**”) may be purchased from the Company by the Purchasing Party at the fair market value thereof. The General Manager, with the assistance of consultants or otherwise, shall establish a fair market value to such property, equipment or assets and shall advise the Purchasing Party, by written notice, of the fair market value as established. The Purchasing Party may within ten days of receipt of that notice from the General Manager, dispute the fair market value by notice in writing to the General Manager, in which event within five days of that written notice the General Manager and the Purchasing Party shall agree to appoint a valuator, knowledgeable in the valuation of the property, assets or equipment being purchased, to establish the fair market value. The determination of the valuator, which shall be made within 20 days of the appointment of the valuator, will be final and binding on the Company and the Purchasing Party. The costs of any valuation will be borne by the Purchasing Party and the Company, jointly. Any payment made by a Member hereunder shall be applied by the Company to reduce the debt incurred to purchase that equipment;
- 9.2.2 all property, assets and equipment owned or leased by the Company and not purchased under Section 9.2.1 hereof shall be offered by the General Manager, in blocks as determined by the General Manager, to all Shareholders and to all other Members that have executed a Special User Agreement, pursuant to an auction. The General Manager shall have full authority to establish the rules for and operate any such auction;
- 9.2.3 any property, equipment and assets owned or leased by the Company and not disposed for pursuant to Section 9.2.1 or 9.2.2 hereof may be sold or disposed of by the General Manager or such other person as determined by the General Manager; and
- 9.2.4 with regard to the licences and authorities for radio spectra assigned to or transferred to the Company by the Members, Section 2.5.3 hereof shall apply.

9.3 DISTRIBUTION OF MONIES

All monies realized by the Company on the disposition pursuant to Section 9.2 hereof shall:

- 9.3.1 firstly, be used to satisfy all debts and liabilities of the Company; and

9.3.2 secondly, be used to satisfy the requirement under Section 2.5.3 hereof to employ best efforts with regard to restoration of licences and authorities for radio spectra; and

9.3.3 thirdly, be distributed in the manner provided in Article 24.3 of the Articles.

10. WITHDRAWAL BY ANY MEMBER

10.1 WITHDRAWAL BY ANY ONE MEMBER

Any Member may cease to be a Member of the Company by giving prior written notice (the “**Notice**”) of its desire to cease to be a Member, in which event:

10.1.1 the date (the “**Withdrawal Date**”) on which such Member ceases to be a Member (the “**Withdrawing Member**”) shall be the end of the year next following the year in which the Notice is received by the Company;

10.1.2 the Withdrawing Member shall be obligated to pay to the Withdrawal Date, as a Rate, as requested by the Company, the Withdrawing Member’s proportionate share of any long-term capital obligations, including any lease obligations, or repayments thereof committed to by the Company up to the Withdrawal Date;

10.1.3 upon receipt by the Company of the payment required in Section 10.1.2 hereof, the Company will transfer to the Withdrawing Member all user equipment used by that Member that has been paid for by that Member; and

10.1.4 upon receipt by the Company of the payment required in Section 10.1.2 hereof, the Withdrawing Member shall surrender the Share held by it for cancellation and that Member shall cease to be a Member as at the effective date of cancellation.

10.2 SPECTRA ON WITHDRAWAL

Any radio spectra held by the Company at the time of withdrawal shall not be available for use by a Withdrawing Member. However, the Company will use its best efforts at its own expense to restore to a withdrawing Member licences and authorities for radio spectra comparable to those assigned to or transferred to the Company by that withdrawing Member, subject to applicable federal legislation.

11. TERMINATION

11.1 TERMINATION

This Agreement shall terminate upon:

11.1.1 the completion of the winding-up or dissolution of the Company; or

11.1.2 the agreement of all Members, provided that the Members shall not be permitted to agree to terminate the Agreement unless all debts and liabilities of the Company have been provided for and unless permitted under the ECC Act.

12. CONFIDENTIALITY

12.1 NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

The Members acknowledge the provisions of Section 9 of the ECC Act and in particular Subsection 9(4) of the *ECC Act*. The obligations of the Members and the Company under this Article 12 are subject to the applicable provisions of the ECC Act and the *Freedom of Information and Protection of Privacy Act* (British Columbia). The Members shall, and shall ensure that all of their respective officials and employees shall, hold all Confidential Information of any kind or nature acquired in their course of dealing with the Company and with each other in their capacity as Members in confidence and shall use such Confidential Information solely for purposes related to their capacity as Members and in connection with the Purpose. The Members shall not, and shall ensure that their respective employees shall not, disclose any such Confidential Information at any time or otherwise make use of such Confidential Information for any purpose other than as Members.

13. GENERAL

13.1 APPLICABILITY

Except as otherwise expressly provided in this Agreement, this Agreement applies to each Member only so long as the Member is a Shareholder or has a Special User Agreement, as applicable.

13.2 PRECEDENCE

The Members shall be governed by the provisions of the ECC Act, the Notice of Articles, the Articles, the *Business Corporations Act* and this Agreement. In the event of any inconsistency among the provisions of any such documents, to the extent permitted by law and subject to the ECC Act, the provisions of this Agreement will take precedence and bind the parties and in particular the Members agree that the specific provisions of this Agreement shall override those general provisions in the Articles.

13.3 AMENDMENTS

Subject to the provisions of the ECC Act, this Agreement may be amended by approval of Members holding 50% or more of the Shares, except that any amendment to Section 2.4 hereof shall require the approval of at least two-thirds of the Members.

13.4 ASSIGNMENT

This Agreement may not be assigned by any Member except as provided for specifically herein.

13.5 COUNTERPARTS; FACSIMILE

This Agreement may be executed in any number of counterparts with the same effect as if all parties had all signed the same document. All counterparts will be construed together and will constitute one and the same agreement. This Agreement may be executed by the parties and transmitted by facsimile transmission and if so executed and transmitted this Agreement will be for all purposes as effective as if the parties had delivered an executed original Agreement.

13.6 ENTIRE AGREEMENT

This Agreement, including the Schedules hereto and the agreements referred to herein, constitutes the entire agreement between the parties hereto related to their membership in the Company, it being understood that additional agreements may be entered into relating to equipment and use thereof, use and access to information which may be restricted and other matters as required. There are not and shall not be any verbal statements, representations, warranties, undertakings or agreements between the parties and this Agreement may not be amended or modified in any respect except as provided in Section 13.3 hereof.

13.7 ENUREMENT

This Agreement shall enure to the benefit of and be binding on the respective successors, executors, administrators and permitted assigns of each of the Members and of the Company.

13.8 FURTHER ASSURANCES

The Members shall execute such further assurances and other documents and instruments and do such further and other things as may be necessary to implement and carry out the intent of this Agreement. Each Member that is a Shareholder agrees that it will vote and act at all times as a shareholder of the Company and all Members shall in all other respects use their best efforts and take all steps as may be reasonable within their powers so as to cause the Company to act in the manner contemplated by the provisions of this Agreement and so as to implement to their full extent the provisions of this Agreement (including the entering into of agreements by the Company with one or more of the parties hereto or other Persons).

13.9 NO PARTNERSHIP

Nothing in this Agreement shall be deemed in any way or for any purpose to constitute any party a partner of any party hereto in the conduct of any business or otherwise or a member of a joint venture or a joint enterprise with any other party hereto.

13.10 NOTICE

Any notice or other communication permitted or required under this Agreement must be in writing. Any such notice will be deemed delivered: (i) on the day of delivery in

person; (ii) one day after deposit with an overnight courier, fully prepaid; or (iii) if sent by facsimile transmission during regular business hours on a business day, on the date delivered or sent (or, if delivered or sent after normal business hours on a business day or on a non-business day, on the next business day) and must be sent to:

(a) if to the Company:

Capital Region Emergency Service Telecommunications (CREST) Incorporated
108 - 800 Kelly Road, Suite 482
Victoria, BC V9B 6J9

Attention: General Manager
Fax: (250) 995-5711

(b) if to a Member, at the address or fax number for that Member on record with the Company from time to time or, if no address or fax number for that Member is on record with the Company, to the general mailing address or general fax number for that Member made available to the general public,

or at such other reasonable address or fax number at which personal delivery may be effected of which a party may from time to time give notice in accordance with this Section.

13.11 TIME OF THE ESSENCE

Time shall be of the essence of this Agreement and the transactions contemplated hereby.

13.12 WAIVER

No provision of this Agreement shall be deemed to be waived unless such waiver is in writing. Any waiver of any default by any party hereto in the observance or of the performance of any part of this Agreement shall not extend to or be taken in any manner to affect any other default.

13.13 RESTATEMENT OF ORIGINAL AGREEMENT

This Agreement is the first amended and restated version of the Original Agreement. This Agreement reflects a restatement of the Original Agreement, as amended, as at _____, 200__.

13.14 BINDING EFFECT

This Agreement will be binding upon the Company and all of the current Members upon approval by the Minister in accordance with the requirements of the ECC Act.

SCHEDULE A
ARTICLES OF THE COMPANY

SCHEDULE B

AGREEMENT TO BE BOUND

TO: Capital Region Emergency Services Telecommunications (CREST) Incorporated

AND TO: All Members of the Company, as defined pursuant to a Members' Agreement dated _____, 2007 (the "**Members' Agreement**")

WHEREAS:

- A. The Company has been established for the Purpose as set forth in the Members' Agreement;
- B. The undersigned wishes to subscribe for Shares in the Company and become a Shareholder and a Member of the Company; and
- C. The Members' Agreement requires that prior to the issue of Shares to any person, such person must agree to be bound by the terms of the Members' Agreement.

In consideration of the payment of \$2 by the Company to the undersigned and the issue of a Share to the undersigned (the receipt and sufficiency of which is hereby acknowledged) the undersigned hereby agrees that:

- 1. The terms as used herein shall have the meaning as set forth in the Members' Agreement.
- 2. The undersigned hereby subscribes for one Share of the Company.
- 3. The undersigned hereby pays \$10 for the Share.
- 4. So long as the undersigned owns the Share, the undersigned hereby agrees with the Company and all other Members to be bound by the terms and conditions of the Members' Agreement as and from the date hereof, as if it had been an original signatory thereto.
- 5. This Agreement shall bind the undersigned and all successors thereof.
- 6. If the undersigned is a Municipality the undersigned confirms that it has adopted or is adopting a bylaw as contemplated in Section 4(2)(a) of the *ECC Act* and this subscription will only become effective upon the adoption of such a bylaw.

DATED _____.

SCHEDULE C

COST-SHARING FORMULA FOR COMPANY SERVICES

1.0 OVERVIEW OF COST-SHARING FORMULA

- 1.1 The goal of the Cost-Sharing Formula is to allocate among Members all capital, operating and maintenance costs associated with the provision of Company Services by the Company, including overhead and administration costs and all financing costs associated with capital and operating expenditures, but excluding User Equipment.
- 1.2 There are two major cost components of the CREST System:
 - 1.2.1 Infrastructure Costs; and
 - 1.2.2 User Equipment Charges.
- 1.3 Only the Infrastructure Charge is allocated among User Agencies under the Cost-Sharing Formula described in this Schedule.
- 1.4 Any amendment to the allocation language of the Cost Sharing Formula requires the approval of the Members pursuant to Section 2.4.11 of the Members' Agreement.

2.0 DEFINITIONS

- 2.1 Adjusted Coverage Area means the Coverage Area multiplied by the Area Adjustment Factor.
- 2.2 Agreement means the Members' Agreement (First Amendment and Restatement) to which this Schedule is attached, as amended or replaced from time to time.
- 2.3 Area Adjustment Factor means the percentage(s) applied to the Coverage Area for each User Agency to determine the Adjusted Coverage Area, which, until amended by the Members in accordance with the Agreement, is 150% for police services in all jurisdictions, 45% for BC Transit and 100% for all other User Agencies.
- 2.4 Coverage Area means, with respect to each User Agency, the number of square kilometers that are within the jurisdiction of that User Agency.
- 2.5 CRD Charges means the fees and charges collected by the CRD under the Capital Regional District Emergency Communications Charge Bylaw No. 1, 2001, as amended, supplemented or replaced from time to time, and remitted to CREST by the CRD;
- 2.6 Current User Equipment means the User Equipment registered on the CREST System as at the date of this Agreement;

- 2.7 Infrastructure Costs means, for each fiscal year of the Company, the total of all Company expenses provided for in the Authorized Operating Budget and the Authorized Capital Budget including:
- 2.7.1 the capital costs of the CREST System, including capital expenditures, interest on debt obligations and debt reductions net of additions based on financing rates and terms secured by the Company;
 - 2.7.2 the operating and maintenance costs of the CREST System; and
 - 2.7.3 overhead and administration costs of the Company,
- but excluding User Equipment Charges.
- 2.8 Net Infrastructure Charge means, for each fiscal year of the Company, the Infrastructure Costs for that fiscal year, less the amount of (a) any revenues receivable by the Company from Contracted Users during that fiscal year (b) other revenues and (c) net transfers from the Reserve Fund and Fund Balance during that fiscal year.
- 2.9 New Agency means any User Agency that joins the CREST System after the date of the Agreement.
- 2.10 Population Served means, with respect to each User Agency, the number of people resident within the Coverage Area of that User Agency.
- 2.11 Total Adjusted Coverage Area means the sum of all Adjusted Coverage Areas.
- 2.12 Total Number of Radios means the sum of all User Radios registered on the CREST System.
- 2.13 Total Population Served means the sum of the total Population Served.
- 2.14 Total Radio Traffic means the sum of all User Radio Traffic.
- 2.15 User Agency means any single user on the CREST System that is affiliated with a Member, such as an individual police department, fire department, RCMP detachment or municipal public works department. BC Transit and BCAS are each designated as a single User Agency for the purposes of this Schedule.
- 2.16 User Equipment means all User Radios and peripheral equipment owned by CREST and used by a User Agency to interface with the CREST System, such as mobile and portable radio terminals, and data terminals, including batteries.
- 2.17 User Equipment Charges means, for any fiscal year of the Company, the total of all charges by the Company to User Agencies for the use of User Equipment during that fiscal year provided for in the authorized Operating Budget, including amortization of User Equipment capital costs, radio and base station licensing fees, battery replacement costs and other costs not forming part of the Infrastructure Costs for that fiscal year.

- 2.18 User Radios means the number of voice radios (both portable and mobile units) that are registered on the CREST System by each User Agency, excluding User Equipment.
- 2.19 User Radio Traffic means the monthly average minutes of User Radio use by each User Agency.

Capitalized terms used but not defined in this Schedule will have the meanings assigned to them in the Agreement.

3.0 COST DISTRIBUTION FACTORS

- 3.1 There are four factors that are used to calculate each User Agency's share of the Net Infrastructure Charge:
- 3.1.1 the Adjusted Coverage Area for that User Agency;
 - 3.1.2 Population Served by that User Agency;
 - 3.1.3 User Radio Traffic of that User Agency; and
 - 3.1.4 Number of User Radios used by that User Agency.
- 3.2 Sources and definitions of these cost distribution factors are contained in Table 1.
- 3.3 These cost distribution factors for each agency will be updated on an annual basis, as set out in Table 1.
- 3.4 The percentage allocation of these cost distribution factors to each User Agency's Net Infrastructure Charge is set out in Table 2.

4.0 APPLICATION OF SUBSIDIES AND ADJUSTMENTS

- 4.1 After the Company has allocated the Net Infrastructure Charge for a year among all User Agencies, the CRD Charge and any subsidies (or other payments) received by the Company in respect of that year on account of one or more User Agencies shall be applied to reduce the share of the Net Infrastructure Charge payable by those User Agencies.

5.0 USER EQUIPMENT CHARGES

- 5.1 User Equipment Charges relate to User Equipment amortization and operating costs determined as follows:
- 5.1.1 Current User Equipment:**
- 5.1.1.1 Amortization is based on the current inventory of radios and dispatch consoles owned by the Company and allocated to each User Agency, as set out in Table 3.
- 5.1.1.2 Charges are based on the proportionate capital cost to each User Agency, amortized over a period of seven (7) years at a cost of capital of 5% per year.
- 5.1.1.3 No amortization is charged to User Agencies that have purchased or supplied their own radios prior to the date of the Agreement.
- 5.1.2 Replacement User Equipment:**
- 5.1.2.1 As Current User Equipment is replaced or supplemented from time to time, the Company will consult with the User Agencies and the Company will purchase for ownership by the Company and distribution to a User Agency all User Equipment to be used and maintained by that User Agency.
- 5.1.2.2 Each Member will pay to the Company the capital cost of all such User Equipment distributed to its User Agencies, plus any associated financing costs.
- 5.2 License fees for spectrum for both radios and base stations are paid to Industry Canada by the Company on an annual basis. The Company will allocate to each User Agency its share of such fees, based on the Total Number of Radios.
- 5.3 Battery replacement costs are estimated annually and allocated to User Agencies based on the Total Number of Radios registered on the CREST System.
- 5.4 Only User Equipment purchased by the Company may be used on the CREST System, unless the Company otherwise consents in writing.

6.0 DESIGN OF THE COST SHARING FORMULA

6.1 User Agencies

- 6.1.1 Each User Agency is considered a separate user for the purposes of cost sharing under this Schedule. For example, a single Municipality's police department and fire department are two separate and completely independent User Agencies for the purposes of cost sharing.
- 6.1.2 For the purposes of cost sharing, a single Municipality is limited to three types of municipal User Agencies: a police department (or municipal RCMP detachment), a fire department and a public works department. Public works departments include all municipal public safety agencies, including but not limited to parks, engineering and transit agencies.
- 6.1.3 RCMP Allocation:
 - 6.1.3.1 Each RCMP detachment in the Territory is a User Agency and will be allocated a share of the Net Infrastructure Charge.
 - 6.1.3.2 For those RCMP detachments that provide services in more than one Municipality, the allocation of the Net Infrastructure Charge for those detachments among those municipalities will be calculated by the RCMP and the municipalities served by the RCMP.
 - 6.1.3.3 CREST will bill the RCMP for all costs associated with RCMP User Agencies.

6.2 Allocated Costs

- 6.2.1 The model is designed so that:
 - 6.2.1.1 in each year, the Net Infrastructure Charge are recovered from all User Agencies (through affiliated Members) that are active users of the CREST System in that year; and
 - 6.2.1.2 the addition of a New Agency reduces the share of the Net Infrastructure Charge paid by all other User Agencies.
- 6.2.2 If a Member fails to pay its share of the Net Infrastructure Charge, then the unpaid monies will be reallocated to and collected from the other Members. In that event, the Company will initiate collection proceedings to obtain the unpaid monies from the defaulting Member.

6.3 Timing of Cost Allocations

- 6.3.1 A User Agency begins to pay its share of the Net Infrastructure Charge from the date it becomes an operational user of the CREST System.

- 6.3.2 If a User Agency becomes an operational user of the CREST System at any time other than January 1 of a year, then its share of the Net Infrastructure Charge for that year will be prorated accordingly.

7.0 MEMBERS OBLIGATION TO PAY

- 7.1 Members are responsible for paying all costs and charges associated with its affiliated User Agencies, including both the Net Infrastructure Charges and User Equipment Charges.

TABLE 1 – COST DISTRIBUTION FACTORS IN COST SHARING FORMULA

Factor	Weight	Preliminary Source of Data	User Agencies Serving Multiple Jurisdictions	Area Adjustment Factor	Updating
Geographic Area	60%	2004 CRD Demographic Atlas as applicable; the source may change over time; easily available, accurate and reliable sources will be used.	Coverage areas for User Agencies are added together	<u>Police Agencies</u> = Area x 150% <u>BCAS</u> = Area x 45% <u>All other agencies</u> = Area x 100%	Will be updated on an annual basis using the most recent published “BC Stats” data.
Number of User Radios	15%	Number of radios registered on the CREST radio system as of the time of update			Will be updated on an annual basis using number of radios registered on the CREST radio system as at December 31 of the previous year.
Total Radio Traffic	15%	Analysis of system traffic reports for the first half of 2005.			These cost distribution factors for each agency will be updated on an annual basis, based on radio traffic for the prior calendar year.
Population Served	10%	2004 CRD Demographic Atlas as applicable; the source may change over time; easily available, accurate and reliable sources will be used.	Populations figures for User Agencies are added together		Will be updated on an annual basis using most recent published “BC Stats” data.

TABLE 2 - ALLOCATION OF COST DISTRIBUTION FACTORS TO NET INFRASTRUCTURE CHARGE

User Agency's Share of Net Infrastructure Charge =

[(Net Infrastructure Charge x 60%) x Agency's Share of Total Adjusted Coverage Area (Note below)

+ (Net Infrastructure Charge x 15%) x Agency's Share of Total Number of Radios

+ (Net Infrastructure Charge x 15%) x Agency's Share of Total Radio Traffic

+ (Net Infrastructure Charge x 10%) x Agency's Share of Total Population Served)]

Note: The Adjusted Coverage Area reflects the Area Adjustment Factor as defined in Section 2.4 of this Schedule

TABLE 3 - 2007 AGENCY ALLOCATIONS

Agency	2007 Allocation	PF	CF	TF	RF	Weight	Equip Total	Total
BC Ambulance Service (BCAS) - Other	219,099	2.12%	15.43%	1.42%	1.07%	20.03%	6,051	225,150
BC Transit and HandyDART - Other	125,997	2.12%	4.41%	2.63%	2.37%	11.52%	9,572	135,568
Central Saanich - Fire	10,874	0.10%	0.68%	0.01%	0.21%	0.99%	22,259	33,134
Central Saanich - Police	16,702	0.10%	1.02%	0.23%	0.17%	1.53%	17,702	34,404
CFB Esquimalt - Fire	11,395	0.06%	0.69%	0.01%	0.28%	1.04%	28,549	39,944
CFB Esquimalt - Police	16,189	0.06%	1.03%	0.20%	0.19%	1.48%	19,292	35,482
Colwood - Fire	6,862	0.09%	0.29%	0.04%	0.21%	0.63%	22,245	29,107
CRD East Sooke - Fire	8,458	0.01%	0.66%	0.00%	0.11%	0.77%	11,943	20,401
CRD Galiano Island - Fire	12,035	0.01%	0.95%	0.00%	0.14%	1.10%	15,825	27,859
CRD Gulf Island Emergency Program - Other	843	0.00%	0.00%	0.00%	0.07%	0.08%	7,668	8,511
CRD Mayne Island - Fire	5,900	0.01%	0.38%	0.00%	0.15%	0.54%	15,747	21,647
CRD Otter Point - Fire	7,501	0.01%	0.52%	0.00%	0.15%	0.69%	16,123	23,624
CRD Pender Island - Fire	9,248	0.01%	0.60%	0.01%	0.22%	0.85%	23,391	32,639
CRD Piers Island - Fire	548	0.00%	0.02%	0.00%	0.03%	0.05%	3,855	4,403
CRD Port Renfrew - Fire	-	0.00%	0.00%	0.00%	0.00%	0.00%	-	-
CRD Saltspring Island - Fire	36,917	0.06%	3.18%	0.00%	0.13%	3.38%	14,666	51,583
CRD Saturna Island - Fire	6,411	0.00%	0.50%	0.00%	0.08%	0.59%	9,009	15,420
CRD Shirley - Fire	5,262	0.00%	0.38%	0.00%	0.10%	0.48%	10,780	16,042
CRD Willis Point - Fire	2,251	0.00%	0.09%	0.00%	0.11%	0.21%	11,691	13,942
Esquimalt - Fire	3,678	0.10%	0.12%	0.01%	0.11%	0.34%	10,886	14,564
Highlands - Fire	8,868	0.01%	0.62%	0.01%	0.17%	0.81%	18,116	26,984

Langford - Fire	12,737	0.12%	0.65%	0.06%	0.34%	1.16%	36,496	49,233
Metchosin - Fire	15,294	0.03%	1.17%	0.01%	0.18%	1.40%	19,579	34,872
North Saanich - Fire	10,510	0.07%	0.61%	0.03%	0.25%	0.96%	26,445	36,955
Oak Bay - Fire	6,368	0.11%	0.17%	0.14%	0.16%	0.58%	16,019	22,387
Oak Bay - Police	8,783	0.11%	0.26%	0.30%	0.13%	0.80%	13,478	22,261
Parks Canada - Other	-	0.00%	0.00%	0.00%	0.00%	0.00%	-	-
RCMP Common - Police	96,635	1.52%	5.52%	0.35%	1.46%	8.84%	124,040	220,675
RCMP Saltspring & Southern Gulf Islands - Police	67,864	0.09%	5.63%	0.26%	0.22%	6.20%	19,130	86,995
RCMP Sidney & North Saanich - Police	18,924	0.14%	1.04%	0.34%	0.21%	1.73%	17,724	36,647
RCMP Sooke - Police	31,415	0.08%	2.45%	0.21%	0.12%	2.87%	10,639	42,055
RCMP Westshore - Police	72,263	0.30%	4.46%	1.38%	0.47%	6.61%	40,409	112,672
Saanich - Fire	36,481	0.66%	1.70%	0.45%	0.52%	3.34%	52,318	88,799
Saanich - Police	74,537	0.66%	2.55%	2.49%	1.11%	6.82%	113,667	188,204
Sidney - Fire	3,801	0.07%	0.08%	0.00%	0.19%	0.35%	20,549	24,350
Sooke - Fire	11,960	0.06%	0.80%	0.02%	0.22%	1.09%	23,180	35,139
University of Victoria - Other	3,536	0.02%	0.03%	0.19%	0.09%	0.32%	596	4,132
Victoria - Fire	20,192	0.47%	0.32%	0.17%	0.88%	1.85%	89,366	109,557
Victoria & Esquimalt - Police	81,204	0.58%	0.66%	4.01%	2.18%	7.42%	243,212	324,416
Victoria Airport Authority - Other	1,022	0.00%	0.08%	0.00%	0.02%	0.09%	113	1,135
View Royal - Fire	5,113	0.05%	0.24%	0.02%	0.17%	0.47%	17,964	23,077
	1,093,677	10.00%	60.00%	15.00%	15.00%	100.00%	1,180,291	2,273,969

SCHEDULE D
LIST OF SHAREHOLDERS

Shareholder	Number of Shares
Provincial Government	one (1)
Garry Briggs (on behalf of RCMP)	one (1)
BCAS	one (1)
CRD (Southern Gulf Islands, Salt Spring Island and Juan de Fuca Electoral Areas)	three (3)
Town of Sidney	one (1)
District of Langford	one (1)
Corporation of the Town of Esquimalt	one (1)
City of Colwood	one (1)
District of Metchosin	one (1)
The Corporation of the District of Central Saanich	one (1)
The Corporation of the District of Saanich	one (1)
The Corporation of the District of Oak Bay	one (1)
The Corporation of the District of North Saanich	one (1)
District of Highlands	one (1)
The Corporation of the City of Victoria	one (1)
Town of View Royal	one (1)
District of Sooke	one (1)
BC Transit	one (1)

SCHEDULE E
LIST OF MEMBERS

Provincial Government
BCAS
CRD (Southern Gulf Islands, Salt Spring Island and Juan de Fuca Electoral Areas)
Town of Sidney
District of Langford
Corporation of the Town of Esquimalt
City of Colwood
District of Metchosin
The Corporation of the District of Central Saanich
The Corporation of the District of Saanich
The Corporation of the District of Oak Bay
The Corporation of the District of North Saanich
District of Highlands
The Corporation of the City of Victoria
Town of View Royal
District of Sooke
BC Transit
Royal Canadian Mounted Police



Making a difference...together

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, MARCH 02, 2022**

SUBJECT Capital Region Emergency Service Telecommunications Inc. (CREST) Service Agreement Renewal

ISSUE SUMMARY

The service agreement between the Capital Regional District (CRD) and Capital Region Emergency Service Telecommunications Inc. (CREST) expired on Dec 31, 2021, and requires renewal.

BACKGROUND

At the December 8, 2021, CRD Board meeting, the Board approved a recommendation from the Planning and Protective Services Committee:

That the Chief Administrative Officer be authorized to enter into a new regional service agreement with CREST to provide general emergency radio communications services, with annual contributions limited to inflationary adjustments.

Subsequent to Board approval, staff have continued to negotiate with CREST on finalizing an agreement. Changes from the previous draft agreement are highlighted in the staff report below and appendix B. These changes include an upper limit on inflation impacts (3%), reporting on financial accountability, and an annual presentation or update to the CRD Board.

For additional reference, staff have included in appendix A the previous staff report detailing the history and formation of CREST in the member agreement bylaw, where the commitment to fund was capped to the Call Answer Levy (CAL) revenue received. The agreement in appendix B would fund CREST beyond the (CAL) and increase annual contributions by CPI with an upper limit of 3%.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:
That the Chief Administrative Officer be authorized to enter into a service agreement as attached to provide general emergency radio communications services.

Alternative 2

The Finance Committee recommends to the Capital Regional District Board:
That this report be referred back to staff for additional information.

IMPLICATIONS

The revised 2022 agreement with tracked changes is included in Appendix B. The following concordance table summarizes revisions since December.

Section	Draft (December 2021)	Final (March 2022)
3. Services	No change from the 2017-2021 agreement	Keeps 3.1, but adds new 3.2 and 3.3; old 3.2 becomes 3.4
<ul style="list-style-type: none"> • consistent with existing CRD governance requirements of other like services; annual reporting to the Board is now included • now includes the option for CRD to request financial information in alignment with the provisions of the <i>Financial Information Act</i> as if it applied to CREST; information to be provided upon request 		
4. Payment Matters	Adds sub-sections 4.1.(i), (ii), and (iii)	Adds text to 4.1.(ii) and revises a phrase in 4.1.(iii).
<p>Incorporates additional terminology to:</p> <ul style="list-style-type: none"> • actual increases of the annual contribution will be the actual measure of CPI from BC Stats versus an estimate • in the case of negative CPI, guarantees the base prior year fee, and in the case of excess inflation, the index used to calculate the increase is capped at 3%, in alignment with CREST’s targeted operational cost increase of 2.9% 		

Service Delivery Implications

The CRD has the authority within Bylaw No. 2891, “Capital Regional District Service of Emergency Communications Service Establishment Bylaw No. 1, 2001”, to provide an emergency communication service or to make a financial contribution towards the cost of an emergency communication service operated by another person or organization. CREST, under agreement with the CRD, and as a Not for Profit and primarily publically funded Corporation, is delivering this service to users within the regional district. However, the agreement expired on December 31, 2021.

Renewal of the service agreement (Appendix B) will result in continuance of CRD contributions to CREST and in turn, the required operations of an emergency communications service on behalf of the CRD. Service levels and operational oversight are provided by and approved by the CREST Board annually through their planning approval processes.

All other implications have already been included in the initial report to Board in December 2021.

CONCLUSION

The service agreement between the Capital Regional District (CRD) and Capital Region Emergency Service Telecommunications Inc. (CREST) was set to expire on Dec 31, 2021, and requires renewal. The CRD has the authority within Bylaw No. 2891, “Capital Regional District

Service of Emergency Communications Service Establishment Bylaw No. 1, 2001”, to provide an emergency communication service or to make a financial contribution towards the cost of an emergency communication service operated by another person or organization. CREST, under agreement with the CRD, is delivering this service to users within the regional district. Renewal of the service agreement will result in continuance of CRD contributions to CREST and in turn, the required operations of an emergency communications service on behalf of the CRD.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
That the Chief Administrative Officer be authorized to enter into a service agreement as attached to provide general emergency radio communications services.

Submitted by:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: November 2021 Staff Report 21-685
- Appendix B: Revised 2022 Service Agreement, with tracked changes

EMERGENCY COMMUNICATIONS SERVICE AGREEMENT

(the "Agreement")

THIS AGREEMENT dated for reference the _____ day of _____ 20__

BETWEEN:

CAPITAL REGIONAL EMERGENCY SERVICE TELECOMMUNICATIONS INC.
110 2944 W Shore Pkwy
Victoria, BC
V9B 0B2
("CREST")

OF THE FIRST PART

AND:

CAPITAL REGIONAL DISTRICT
625 Fisgard Street,
Victoria, BC
V8W 2S6
("CRD")

OF THE SECOND PART

WHEREAS the CRD Board has adopted Bylaw No. 2891, the Capital Regional District Emergency Communications Service Establishment Bylaw No. 01, 2001 to establish a service of emergency communications in the service area, including contributing to the cost of an emergency communications service operated by a third party;

AND WHEREAS CREST is a non-profit corporation established under the *Emergency Communications Corporations Act*, to provide a unified system of inter-municipal radio and electronic communication services;

AND WHEREAS the CRD Board has also adopted Bylaw No. 2893, the CREST Members' Agreement Bylaw No. 1, 2001 authorizing the CRD to hold three shares in CREST and appoint three Directors annually to the CREST Board;

NOW THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements set forth in this Agreement, and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged) the CRD has requested CREST provide the Services defined herein and the CREST has agreed to provide those Services in accordance with the Agreement, as follows:

1. INTERPRETATION

In this Agreement, the following terms have the following meanings:

- (a) **"Service Payment"** means the net monies raised and collected as user fees by the CRD pursuant to Emergency Communications Charge Bylaw No. 01, 2001 (as

amended, re-enacted or replaced) available for disbursement to CREST, and additional payments as determined by the CRD Board.

- (b) **“Service Area”** means the Service Area established under Bylaw No. 2891 “Capital Regional District Emergency Communications Service Establishment Bylaw No. 01, 2001”.

2. TERM

- 2.1 The Term of this Agreement will be for a period of five (5) years commencing on January 1, 2022, and continuing until December 31, 2026, unless sooner terminated pursuant to section 5.

3. SERVICES

- 3.1 In consideration of the CRD making the payments required under this Agreement and performing its other obligations under this Agreement, CREST will provide and maintain a radio communications system to provide emergency communications and related services for municipalities and the CRD as members of CREST (the **“Services”**).

3.2 Each year, at least once annually on a date determined by the CRD, CREST will present to the CRD Board on CREST’s annual operational and financial plans, including on performance against strategic plan, project plans, and other organizational and financial matters requested by the CRD.

3.3 Upon request from the CRD, CREST will provide financial information in alignment with the provisions of the *Financial Information Act* as if the Act applied to CREST as a regional district service (e.g. schedules of remuneration for board directors and staff >\$75,000) in relation to the regional district service.

3-23.4 Inability to Provide Service

Despite any other provision of the Agreement, the CRD acknowledges that CREST is not obliged to provide these Services where its systems are not operational by reason of acts of God, strike, lockout, or other labour dispute, acts of war, terrorism, sabotage or any other causes beyond the reasonable control and not the result of the fault or neglect of CREST.

4. PAYMENT MATTERS

4.1 Payment Amounts

- (i) The CRD will make an annual contribution to CREST (the “Annual Contribution”) in monthly installments. In 2022 the annual contribution amount will be \$1,715,234 based on the 2021 Board approved contribution (One million, seven

hundred and fifteen thousand, two hundred and thirty-four dollars) (the "Base Year Fee") representing the service payment and an additional contribution.

- (ii) Commencing in 2022, and for each year of the Term thereafter, the Annual Contribution will be adjusted in accordance with the percentage change in the All Items Consumer Price Index for Victoria, British Columbia, published by Statistics Canada (the "CPI") in January each year and as calculated in accordance with this section. The Base Year Fee will be multiplied by the yearly percentage change in the CPI since 2021 (the "CPI Adjustment") and will be added to the Base Year Fee to determine the Annual Contribution for that year; however, if the CPI is more than 3%, the CPI will be capped at 3% for the purposes of the annual calculation. If the All Items Consumer Price Index for Victoria is discontinued, a comparable index will be selected by the CRD, acting reasonably.
- (iii) If the CPI Adjustment is a negative change for any year in the Term, the Annual Contribution for that year will be the Base Year Fee previous year's fee.
- (iv) Any monthly contribution due in the calendar year prior to the annual release of the CPI will be made in the amount of the previous year's monthly installment, and will be reconciled in the monthly payments due for the remainder of that year.

4.2 Taxes

Any sales, use or goods and services taxes arising with respect to the Services will be paid by the CRD.

4.3 Services as Exempt Supply

The parties have determined, acting in good faith, that the Services are an exempt supply under the Excise Tax Act (Canada).

5. TERMINATION

5.1 Termination Rights

- (i) This Agreement will terminate at the end of the term set out in section 2.1
- (ii) CREST will have the right to terminate this Agreement for cause if:
 - a. The CRD fails to pay any amount under the Agreement when due, or
 - b. The CRD commits any material breach of its obligations under this Agreement (other than pursuant to subsection 5.1(ii)(a) above) that is not cured to the satisfaction of CREST, acting reasonably, within 120 (one hundred twenty) days after written notice to the CRD describing the material breach in reasonable detail.

- (iii) The CRD will have the right to terminate this Agreement immediately for cause if CREST commits any material breach of its obligations under this Agreement that is not cured to the satisfaction of the CRD, acting reasonably, within 120 (one hundred twenty) days after written notice to CREST describing the breach in reasonable detail.

5.2 Obligation Upon Termination

Unless the parties enter into a new Agreement, the parties will cooperate fully with each other to provide for an orderly transition of the Services to a successor service provider. CREST will continue to provide Services and to be paid for such Services during the period of transition to a successor provider to a maximum of 120 (one hundred twenty) days after the effective date of termination.

6. PROTECTION OF PRIVACY

- 6.1 Each party will abide by applicable laws relating to the collection, use and disclosure of personal information or information to which the *Freedom of Information and Protection of Privacy Act* (British Columbia) applies.

7. DISPUTE RESOLUTION

7.1 Process

If there is any dispute arising out of or relating to this Agreement, then the parties will use reasonable good faith efforts to resolve such dispute, first by direct negotiation and then, if that is not successful, by mediation with a neutral third party mediator acceptable to both parties. Each party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the parties. Any dispute arising out of or relating to this Agreement that is not settled by agreement between the parties within a reasonable time will, on agreement of both parties, be settled by binding arbitration by a single arbitrator. The location of any arbitration proceeding will be in Victoria, British Columbia. The arbitration will be governed by the *Arbitration Act* (British Columbia). The arbitrator will be selected and the arbitration conducted in accordance with the British Columbia Domestic Arbitration Rules ("Rules"), except that the provisions of this Agreement will prevail over the Rules. The parties will share equally in the fees and expenses of the arbitrator and the cost of the facilities used for the arbitration hearing, but will otherwise each bear their respective costs incurred in connection with the arbitration including each parties own legal fees. The parties will use their best efforts to ensure that an arbitrator is selected promptly and that the arbitration hearing is conducted no later than two (2) months after the arbitrator is selected.

7.2 Award Final

The award of the arbitrator will be final and binding on each party. Judgment upon the award may be entered in any court of competent jurisdiction.

8. GENERAL PROVISIONS

8.1 No Third Party Beneficiaries

Nothing contained in this Agreement will create a duty or liability on the part of CREST, the CRD or their respective directors, officers, members, public officials, employees or agents to any member of the public. There are no third party beneficiaries to this Agreement.

8.2 Notices

Any notice required under the terms of this Agreement must be in writing. Any such notice will be deemed delivered:

- (a) on the day of delivery in person;
- (b) ten (10) days after date of deposit by prepaid registered mail, or upon confirmation receipt;
- (c) on confirmation of delivery by courier;
- (d) on the date sent by electronic mail if receipt is confirmed in writing by other party to whom it is directed, set forth below:

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 2S6
Email:_____

-And-

CREST
110 2944 W Shore Parkway
Victoria, BC V9B 0B2
Email:_____

-Or- to such other address or contact person as that party may notify the other in accordance with this section.

8.3 Assignment

The CRD will not have the right to assign, transfer (whether directly or indirectly) or otherwise dispose of any of its interest in all or any part of this Agreement, whether gratuitously or for consideration, without the prior written consent of CREST and any attempt to do so will be void. CREST will have the right at any time to assign, transfer

or otherwise dispose of the whole of this Agreement to any subsidiary or affiliate company, provided that the CRD approves the assignment in writing, not to be unreasonably withheld, and the subsidiary or affiliate company assumes all of the obligations of CREST under this Agreement.

8.4 Benefit

This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.

8.5 Entire Agreement

This Agreement constitutes the entire agreement of the parties relating to the Services and supersedes any previous agreement with respect to the Services whether written or verbal.

8.6 Severability

If any provision of this Agreement is held to be unenforceable then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.

8.7 Waiver

The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.

8.8 Relationship of Parties

This Agreement will not create nor will it be interpreted as creating any association, partnership or any agency relationship between the parties.

8.9 Governing Law

This Agreement is governed by, and if interpreted and construed in accordance with the laws applicable in British Columbia.

8.10 Counterpart

This Agreement may be executed in any number of counterparts. Each executed counterpart shall be deemed to be an original. All executed counterparts taken together shall constitute one agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date first written above.

CAPITAL REGIONAL DISTRICT by its)
authorized signatories:)

_____)
Name)

_____)
Name)

**CAPITAL REGION EMERGENCY)
SERVICE TELECOMMUNICATIONS INC.)**
by its authorized signatories:)

_____)
Name)

_____)
Name)

EMERGENCY COMMUNICATIONS SERVICE AGREEMENT

(the "Agreement")

THIS AGREEMENT dated for reference the ____ day of ____ 20__

BETWEEN:

CAPITAL REGIONAL EMERGENCY SERVICE TELECOMMUNICATIONS INC.
110 2944 W Shore Pkwy
Victoria, BC
V9B 0B2
("CREST")

OF THE FIRST PART

AND:

CAPITAL REGIONAL DISTRICT
625 Fisgard Street,
Victoria, BC
V8W 2S6
("CRD")

OF THE SECOND PART

WHEREAS the CRD Board has adopted Bylaw No. 2891, the "Capital Regional District Emergency Communications Service Establishment Bylaw No. 1, 2001", to establish a service of emergency communications in the service area, including contributing to the cost of an emergency communications service operated by a third party;

AND WHEREAS CREST is a non-profit corporation established under the *Emergency Communications Corporations Act* to provide a unified system of inter-municipal radio and electronic communication services;

AND WHEREAS the CRD Board has also adopted Bylaw No. 2893, the "CREST Members' Agreement Bylaw No. 1, 2001", authorizing the CRD to hold three shares in CREST and appoint three Directors annually to the CREST Board;

NOW THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements set forth in this Agreement, and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged) the CRD has requested CREST provide the Services defined herein and the CREST has agreed to provide those Services in accordance with the Agreement, as follows:

1. INTERPRETATION

In this Agreement, the following terms have the following meanings:

- (a) "**Service Payment**" means the net monies raised and collected as user fees by the CRD pursuant to Emergency Communications Charge Bylaw No. 01, 2001 (as

amended, re-enacted or replaced) available for disbursement to CREST, and additional payments as determined by the CRD Board.

- (b) “**Service Area**” means the Service Area established under Bylaw No. 2891 “Capital Regional District Emergency Communications Service Establishment Bylaw No. 01, 2001”.

2. TERM

- 2.1 The Term of this Agreement will be for a period of ~~six five (65)~~ six (6) years commencing on January 1, 2022, and continuing until December 31, 2027~~6~~, unless sooner terminated pursuant to section 5.

3. SERVICES

- 3.1 In consideration of the CRD making the payments required under this Agreement and performing its other obligations under this Agreement, CREST will provide and maintain a radio communications system to provide emergency communications and related services for municipalities and the CRD as members of CREST (the “**Services**”).

- 3.2 Each year, ~~at least once annually~~ on a date ~~determined by mutually agreeable to both CREST and~~ the CRD, CREST will present to the CRD Board on CREST’s annual operational and financial plans, including ~~on~~ performance against strategic plan ~~and~~ project plans, ~~and other organizational and financial matters requested by CRD.~~

- 3.3 Upon request from the CRD, ~~and as per the ‘Financial Statements’ requirements of the Members’ Agreement,~~ CREST will provide financial information ~~in the form of annual audited financial statements, annual budget and five-year financial plan.~~ ~~in alignment with the provisions of the *Financial Information Act* as if the Act applied to CREST as a regional district service (e.g. schedules of remuneration for board directors and staff >\$75,000) in relation to the regional district service.~~

- 3.4 Inability to Provide Service

Despite any other provision of the Agreement, the CRD acknowledges that CREST is not obliged to provide these Services where its systems are not operational by reason of acts of God, strike, lockout, or other labour dispute, acts of war, terrorism, sabotage or any other causes beyond the reasonable control and not the result of the fault or neglect of CREST.

4. PAYMENT MATTERS

- 4.1 Payment Amounts

(i) The CRD will make an annual contribution to CREST (the “Annual Contribution”) in monthly installments. ~~Commencing in 2022, and for each year of the Term thereafter, the annual contribution amount will be \$1,715,234 based on the 2021 Board approved contribution (One million, seven hundred and fifteen thousand, two hundred and thirty four dollars) (the “Base Year Fee”)~~ representing the service payment will be increased annually over the base year (2021) by a percentage increase equal to the following schedule:

<u>Year</u>	<u>Rate Per Agreement</u>	<u>Amount Per Agreement</u>
<u>2022</u>	<u>2.0%</u>	<u>\$1,749,540</u>
<u>2023</u>	<u>3.8%</u>	<u>\$1,816,023</u>
<u>2024</u>	<u>4.9%</u>	<u>\$1,905,008</u>
<u>2025</u>	<u>4.9%</u>	<u>\$1,998,353</u>
<u>2026</u>	<u>4.9%</u>	<u>\$2,096,272</u>
<u>2027</u>	<u>2.9%</u>	<u>\$2,157,064</u>

~~(iii) Commencing in 2022, and for each year of the Term thereafter, the Annual Contribution will be adjusted in accordance with the percentage change in the All Items Consumer Price Index for Victoria, British Columbia, published by Statistics Canada (the “CPI”) in January each year and as calculated in accordance with this section. The Base Year Fee will be multiplied by the yearly percentage change in the CPI since 2021 (the “CPI Adjustment”) and will be added to the Base Year Fee to determine the Annual Contribution for that year; however, if the CPI is more than 3%, the CPI will be capped at 3% for the purposes of the annual calculation. If the All Items Consumer Price Index for Victoria is discontinued, a comparable index will be selected by the CRD, acting reasonably.~~

~~(iv) If the CPI Adjustment is a negative change for any year in the Term, the Annual Contribution for that year will be the previous year’s fee.~~

~~(v) Any monthly contribution due in the calendar year prior to the annual release of the CPI will be made in the amount of the previous year’s monthly installment, and will be reconciled in the monthly payments due for the remainder of that year.~~

~~(v) Taxes~~

~~(vi)(ii)~~

Any sales, use or goods and services taxes arising with respect to the Services will be paid by the CRD.

4.34.2 Services as Exempt Supply

The parties have determined, acting in good faith, that the Services are an exempt supply under the Excise Tax Act (Canada).

5. TERMINATION

5.1 Termination Rights

- (i) This Agreement will terminate at the end of the term set out in section 2.1
- (ii) CREST will have the right to terminate this Agreement for cause if:
 - a. The CRD fails to pay any amount under the Agreement when due, or
 - b. The CRD commits any material breach of its obligations under this Agreement (other than pursuant to subsection 5.1(ii)(a) above) that is not cured to the satisfaction of CREST, acting reasonably, within 120 (one hundred twenty) days after written notice to the CRD describing the material breach in reasonable detail.
- (iii) The CRD will have the right to terminate this Agreement immediately for cause if CREST commits any material breach of its obligations under this Agreement that is not cured to the satisfaction of the CRD, acting reasonably, within 120 (one hundred twenty) days after written notice to CREST describing the breach in reasonable detail.

5.2 Obligation Upon Termination

Unless the parties enter into a new Agreement, the parties will cooperate fully with each other to provide for an orderly transition of the Services to a successor service provider. CREST will continue to provide Services and to be paid for such Services during the period of transition to a successor provider to a maximum of 120 (one hundred twenty) days after the effective date of termination.

6. PROTECTION OF PRIVACY

- 6.1 Each party will abide by applicable laws relating to the collection, use and disclosure of personal information or information to which the *Freedom of Information and Protection of Privacy Act* (British Columbia) applies.

7. DISPUTE RESOLUTION

7.1 Process

If there is any dispute arising out of or relating to this Agreement, then the parties will use reasonable good faith efforts to resolve such dispute, first by direct negotiation and then, if that is not successful, by mediation with a neutral third party mediator acceptable to both parties. Each party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the parties. Any dispute arising out of or relating to this Agreement that is not settled by agreement between the parties within a reasonable time will, on agreement of both parties, be settled by binding arbitration by a single arbitrator. The location of any arbitration proceeding will be in Victoria, British Columbia. The arbitration will be governed by the *Arbitration Act* (British Columbia). The arbitrator will be selected and the arbitration conducted in accordance with the British Columbia Domestic Arbitration Rules (“Rules”), except that the provisions of this Agreement will prevail over the Rules. The parties will share equally in the fees and expenses of the arbitrator and the cost of the facilities used for the arbitration hearing, but will otherwise each bear their respective costs incurred in connection with the arbitration including each parties own legal fees. The parties will use their best efforts to ensure that an arbitrator is selected promptly and that the arbitration hearing is conducted no later than two (2) months after the arbitrator is selected.

7.2 Award Final

The award of the arbitrator will be final and binding on each party. Judgment upon the award may be entered in any court of competent jurisdiction.

8. GENERAL PROVISIONS

8.1 No Third Party Beneficiaries

Nothing contained in this Agreement will create a duty or liability on the part of CREST, the CRD or their respective directors, officers, members, public officials, employees or agents to any member of the public. There are no third party beneficiaries to this Agreement.

8.2 Notices

Any notice required under the terms of this Agreement must be in writing. Any such notice will be deemed delivered:

- (a) on the day of delivery in person;
- (b) ten (10) days after date of deposit by prepaid registered mail, or upon confirmation receipt;
- (c) on confirmation of delivery by courier;
- (d) on the date sent by electronic mail if receipt is confirmed in writing by other party to whom it is directed, set forth below:

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 2S6

Email: _____

-And-

CREST
110 2944 W Shore Parkway
Victoria, BC V9B 0B2
Email: _____

-Or- to such other address or contact person as that party may notify the other in accordance with this section.

8.3 Assignment

The CRD will not have the right to assign, transfer (whether directly or indirectly) or otherwise dispose of any of its interest in all or any part of this Agreement, whether gratuitously or for consideration, without the prior written consent of CREST and any attempt to do so will be void. CREST will have the right at any time to assign, transfer or otherwise dispose of the whole of this Agreement to any subsidiary or affiliate company, provided that the CRD approves the assignment in writing, not to be unreasonably withheld, and the subsidiary or affiliate company assumes all of the obligations of CREST under this Agreement.

8.4 Benefit

This Agreement will ensure to the benefit of and be binding upon the parties and their respective successors and assigns.

8.5 Entire Agreement

This Agreement constitutes the entire agreement of the parties relating to the Services and supersedes any previous agreement with respect to the Services whether written or verbal.

8.6 Severability

If any provision of this Agreement is held to be unenforceable then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.

8.7 Waiver

The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.

8.8 Relationship of Parties

This Agreement will not create nor will it be interpreted as creating any association, partnership or any agency relationship between the parties.

8.9 Governing Law

This Agreement is governed by, and if interpreted and construed in accordance with the laws applicable in British Columbia.

8.10 Counterpart

This Agreement may be executed in any number of counterparts. Each executed counterpart shall be deemed to be an original. All executed counterparts taken together shall constitute one agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date first written above.

CAPITAL REGIONAL DISTRICT by its)
authorized signatories:)

_____)
Name)

_____)
Name)

**CAPITAL REGION EMERGENCY)
SERVICE TELECOMMUNICATIONS INC.)**
by its authorized signatories:)

_____)
Name)

_____)
Name)