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**REPORT TO COMMITTEE OF THE WHOLE**
**MEETING OF WEDNESDAY, OCTOBER 30, 2024**

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**SUBJECT** **Capital Regional District 2025 Financial Plan Provisional Approval**

## ISSUE SUMMARY

This report presents the Capital Regional District (CRD) 2025 Financial Plan for review and provisional approval.

## BACKGROUND

Each year, the CRD is required to create a five-year financial plan encompassing both revenue and expenditure projections for its operating and capital budgets. This plan is prepared in compliance with legislative requirements and provides expenditure authority for the operations of the CRD. The final budget must be approved annually before March 31.

Before final approval, a preliminary budget is created, allowing service participants and local ratepayers to provide feedback on programming, funding needs and initiatives related to advance the corporate plan. This provisional financial plan serves as a basis for public consultations with municipalities, electoral areas (EAs) and ratepayers. Additionally, the budget ensures continuation of capital projects and operational initiatives that either span multiple years or commence at the beginning of the calendar year. Finally, the provisional budget is essential for adjusting annual fees and charges bylaws across various services.

The provisional financial plan is expected to undergo changes due to year-end adjustments, updated assessment data and any amendments by commissions, committees or the Board prior to final approval. The Capital Region Housing Corporation (CRHC) and the Capital Regional Hospital District (CRHD) also conduct their financial planning processes simultaneously with the CRD.

### Planning and Approval Process

The 2025 service planning cycle outlines the third year of the Board-approved 2023 to 2026 CRD Corporate Plan. It includes efforts to deliver core services, adhere to regulatory standards and enable the organization to respond to growth in the region. Additionally, this plan highlights initiatives designed to enhance service delivery in alignment with Board Priorities.

As in previous years, the Service and Financial Planning Guidelines Report was presented to the Board in May via the Finance Committee. These guidelines support strategies for revenue, reserves and debt management. To proactively influence planning, they incorporate updated trends, assumptions and drivers affecting the organization which include economic indicators, financial capacity and funding approaches. As detailed in the guidelines report, ELT recommended setting the planning target at 3% while signaling the 2025 requisition forecast to be 6% (with a potential range from 5 to 8%). The report can be found in Appendix A, along with the 2025 planning timeline and milestones.

Since the guidelines were approved in May, staff and continued through the established planning process, where the Executive Leadership Team (ELT) convened multiple times over multiples days to evaluate initiative business cases (IBCs), Community Needs and their associated financial implications, balancing alignment with the corporate plan and financial planning guidelines. In light of fiscal constraints, organizational capacity and workforce pressures, ELT prioritized 2025 initiatives. Actions taken included identifying opportunities for resource realignment or reallocation, seeking efficiencies among departments and services, reviewing service levels and adjustments related to regulatory compliance and implementing system infrastructure improvements for sustainable service delivery. Several initiatives were deferred, phased, mitigated or scaled down where feasible. The necessary resources for prioritized initiatives have been incorporated into service plans and the provisional budget.

As in past years, select regional and sub-regional services with budgets over $5M have been reviewed by standing committees. Additionally, the Electoral Areas Committee (EAC) has reviewed budgets for services exclusive to electoral areas. As such, more than 80% of the financial plan has been endorsed to Committee of the Whole (COW). COW will review these recommendations and the entire provisional plan. All committee-endorsed recommendations are detailed in Appendix N.

**External Trends and Observations Impacting Service Delivery and Budget**

Inflation and interest rates can significantly impact the overall budget. According to Statistics Canada, the economy has been slowing down, prompting the Bank of Canada to lower the overnight lending rate several times in 2024.[1] By September, the rate decreased to 4.25% from 5.00% at the start of the year.[2] The CRD continues to engage the Municipal Financing Authority (MFABC) on indicative borrowing rates for long-term financial planning.

Canada's inflation rate declined to 1.6% as of September 2024, comfortably within the Bank of Canada's target range, after fluctuating between 2.5% and 2.9% from January to July. Inflation rates in Greater Victoria are slightly higher at 1.9%, compared to 1.7% in Vancouver and 2.0% provincially.[3] While these rates are close to the national average, they reflect moderately higher local cost pressures.

Greater Victoria continues to experience strong population growth, increasing by 16% since 2015. In 2024, seven municipalities in the CRD exceeded the provincial average growth rate of 1.5%.[4] This growth continues to put strain on key priorities including sustainable service delivery and housing affordability.

In September 2024, Vancouver's unemployment rate was 6.3% while British Columbia came in at 5.8%.[5] The unemployment rate in Greater Victoria was 3.4%, the lowest in the country signaling a constrained labour market, particularly in professional roles.

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[1] At: https://www.bnnbloomberg.ca/business/economics/2024/08/30/canadian-economy-grows-at-21-annual-pace-in-q2-per-capita-household-spending-drops/

[2] https://www.bankofcanada.ca/core-functions/monetary-policy/key-interest-rate/

[3] At: BC Stats: https://www2.gov.bc.ca/assets/gov/data/statistics/economy/cpi/cpidata.xlsx

[4] At: https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population estimates?keyword=regional&keyword=district&keyword=population

[5] At: Table 14-10-0380-01 Labour force characteristics, three-month moving average, seasonally adjusted

As of September, regional active real estate listings rose to 3,361, marking a 24.5% increase from 2023. The benchmark value for a single-family home in Victoria decreased to $1,279,700, reflecting a 2.8% drop compared to the previous year.[6] These trends suggest a cooling in the real estate market, with more sellers looking to exit and buyers either gaining more negotiating power or fewer buyers being qualified to purchase.

The year-to-date 11% rise in regional building permit values through August 2024, alongside an 8% decrease in the number of permits issued, suggests builders are experiencing increased construction costs, postponing new projects due to regulatory or land availability challenges, and/or focusing on higher end developments amid ongoing economic uncertainty.[7] Additionally, the 8% drop in housing starts, from 2,937 in August 2023 to 2,706 by August 2024, further highlights a slowdown in new construction activity.[8]

## ALTERNATIVES

*Alternative 1*
The Committee of the Whole recommends to the Capital Regional District Board:
1. That the Capital Regional District 2025 Financial Plan be given provisional approval as presented;
2. That the Board Directed and Board Endorsed Initiatives be approved and incorporated into the final budget, subject to successful service establishment where required;
3. That the new initiatives and capital identified in Appendix H for January 1, 2025, implementation be approved for expenditure;
4. That the 2025 Community Need Summaries be approved as presented; and
5. That the Staff Establishment Chart as attached in Appendix K be approved.

*Alternative 2*
The Committee of the Whole recommends to the Capital Regional District Board:
1. That the Capital Regional District 2025 Financial Plan be given provisional approval with specific directions on amendments;
2. That the Board Directed and Board Endorsed Initiatives be approved and incorporated into the final budget, subject to successful service establishment where required, with specific directions on amendments;
3. That the new initiatives and capital identified in Appendix H for January 1, 2025, implementation be approved with specific directions on amendments;
4. That the 2025 Community Need Summaries be approved with specific directions on amendments; and
5. That the Staff Establishment Chart as attached in Appendix K be approved with specific directions on amendments.

[6] At: https://www.vreb.org/historical-statistics#gsc.tab=0
[7] At: https://www.crd.bc.ca/about/data/regional-information/monthly-permit-reporting-tool
[8] At: https://www.cmhc-schl.gc.ca/professionals/housing-markets-data-and-research/housing-data/data-tables/housing-market-data/monthly-housing-starts-construction-data-tables

## IMPLICATIONS

*Financial Implications*

### Budget Overview

Collectively, the consolidated draft financial plans for 2025 of the CRD, CRHD and CRHC amount to $872.7 million. This consists of $480.7 million allocated for operating expenses and $392.0 million set aside for capital projects. Table 1 provides a summary of these consolidated financials.

*Table 1 - Consolidated Financials (in $ millions)*

| Entity | 2025 Operating Budget $ | 2025 Capital Budget $ | Total $ |
|---|---|---|---|
| CRD | 410.8 | 283.1 | 693.9 |
| CRHD | 33.0 | 34.4 | 67.4 |
| CRHC[1] | 36.9 | 74.5 | 111.4 |
| **Total** | **$480.7** | **$392.0** | **$872.7** |

[1]CRHC Financial Plan figures are estimates only, Financial Plan is under development for CRHC Board approval December 2024.

The 2025 CRD Financial Pan includes operating revenues and expenditures of $410.8 million, an increase of $42.3 million or 11.5% compared to the 2024 plan, as summarized in Table 2.

*Table 2 – Summary of CRD Operating Budget (in $ millions)*

| Expenditure Type | 2025 Financial Plan $ | 2024 Financial Plan $[1] | $ Change | % Change |
|---|---|---|---|---|
| Operations | 299.8 | 270.5 | 29.3 | 10.8% |
| Debt Servicing | 43.1 | 39.9 | 3.2 | 8.0% |
| Capital Funding | 37.1 | 32.7 | 4.4 | 13.5% |
| Transfers to Reserves | 30.8 | 25.4 | 5.4 | 21.3% |
| **Total** | **$410.8** | **$368.5** | **$42.3** | **11.5%** |

[1] Based on amended Financial Plan (Bylaw No. 4626)

Following the approval of the corporate plan, the yearly service planning process outlines initiatives that aim to achieve each objective with the consideration of resource implications. These initiatives are assessed and incorporated into current operations to enhance efficiency and reduce any negative impacts. Appendix J provides an overview of Board directed initiatives along with prioritized initiatives set for implementation through 2025.

The overall rise of $42.3 million is mainly attributed to higher operating expenses. Detailed budgets for each service are outlined in Appendix G (Parts A, B, and C), with changes in service budgets emphasized in Appendix I. Table 3 details the year-over-year variations in the operating budget by cost driver.

*Table 3 – CRD Incremental Operating Budget Drivers (in $ millions)*

| Cost Driver | Total $ | % of Total Change |
|---|---|---|
| Community Needs (Initiative Business Cases) | 7.6 | 2.1% |
| Community Needs (Regulatory and Policy) | 8.6 | 2.3% |
| Reserve and Direct Capital Contribution Requirements | 9.9 | 2.7% |
| Existing Commitments (Annualization of 2024 Initiative Business Cases and Debt Servicing) | 3.8 | 1.0% |
| Inflation and Core Service Delivery | 12.4 | 3.4% |
| *- Base Salary and Benefits* | *2.6* | *0.7%* |
| *- Other Inflation and Core Service Delivery* | *9.8* | *2.7%* |
| **Total Change** | **42.3** | **11.5%** |
| *Board Directed Initiatives* | *0.7* | *0.2%* |
| *Board Endorsed Initiatives* | *0.3* | *0.1%* |

The total change of $42.3 million or 11.5% is summarized by cost driver in the table above.

- The Community Needs (IBCs) represent new initiatives brought forward by staff to address Board and Corporate priorities.
- Community Needs (Regulatory and Policy) represent obligations outside of the IBC process, that are required to meet regulatory needs or specific Board-approved plans. In 2025, this is specific to the current Solid Waste Management Plan.
- Reserve and Direct Capital Contribution Requirements reflect transfers to operating and reserves, and direct funding to capital needs for 2025.
- Existing commitments reflect the annualization impact in 2025 for initiatives started in 2024 and debt servicing costs for committed capital work that began in 2024.
- Inflation and Core Service Delivery represents all other cost changes, including base inflationary lifts of 3%, estimated salary and benefit and reclass increases and cost drivers specific to individual services.

A detailed listing of budget changes is included in Appendix I while a list of initiatives is included in Appendix J. Board directed initiatives are items approved for inclusion in the final approval in March 2025. These items were directed after the annual planning cycle concluded and result in an additional $0.7 million or 0.2% to the operating budget. This includes $0.6 million for ongoing funding to implement the establishment of a transportation service, while the balance is for a regional supportive housing assessment.

Board endorsed initiatives are items approved for inclusion in final subject to advancement of service establishment. These initiatives were excluded based on legislative authority. This includes planning and feasibility work to create a Foodlands Access Service totaling $0.3 million or an additional 0.1%.

The proposed 2025 Staff Establishment Chart is included for approval as Appendix K. Similar to previous years, it provides a five-year staffing view up to 2029. Projections for years two through five are for consideration only and will be reviewed and approved annually. Table 4 outlines the additional resources needed to meet community IBCs.

*Table 4 – Summary of Incremental Resourcing for Initiatives by Community Need (FTEs)*

| Community Need (target outcome) | FTE | Term | Total |
|---|---|---|---|
| Wastewater *(efficient and effective management of the region's wastewater)* | 2.0 | - | 2.0 |
| Water *(safe drinking water and resilient water supply)* | 10.1 | - | 10.1 |
| Solid Waste and Recycling *(minimizing waste disposal and maximizing waste diversion)* | 3.5 | - | 3.5 |
| Transportation *(that residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability)* | - | 3.0 | 3.0 |
| Housing and Health *(that residents have access to affordable housing and improved health facilities that enhances livability)* | - | 2.0 | 2.0 |
| Climate Action *(progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts)* | 1.0 | - | 1.0 |
| Regional Parks *(additional land acquisitions and increased access to parks and recreational trails that respect Indigenous culture and conservation values)* | 6.4 | - | 6.4 |
| Safety and Emergency Management *(protect public safety and cooperatively mitigate against, prepare for, respond to and recover from emergencies*) | 1.0 | - | 1.0 |
| Arts and Recreation *(residents having access to appropriate and affordable arts and recreation opportunities that enhance quality of life)* | 2.5 | - | 2.5 |
| People *(an organization staff are proud to be a part of)* | 1.0 | - | 1.0 |
| Business Systems and Processes *(leading systems and policies to respond to best practices, comply with legislative requirements and deliver sustainable budgets)* | 11.5 | - | 11.5 |
| First Nations Reconciliation (*strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals)* | 1.0 | - | 1.0 |
| Local Government (a*dminister and deliver local services in Juan de Fuca, Salt Spring Island and the Southern Gulf Islands)* | 4.2 | - | 4.2 |
| **Total CRD** | **44.2** | **5.0** | **49.2** |
| CRHC - Housing and Health *(that residents have access to affordable housing and improved health facilities that enhances livability)* | 9.0 | 5.0 | 14.0 |
| **TOTAL CRD and CRHC** | **53.2 *** | **10.0 *** | **63.2 *** |
| *Board Directed Initiatives* | *1.0* | *-* | *1.0* |
| *Board Endorsed Initiatives* | *-* | *-* | *-* |

* includes 13.5 ongoing and 7 term FTEs directly supporting a Board Priority

## Operating Revenue

Funding sources differ by service, encompassing the sale of services (including various fees and charges), requisitions to member municipalities and EAs, recoveries from other departments, reserve transfers, grants and other income streams. Table 5 shows the annual changes in revenue by source, and Appendix B includes an operating budget graph.

*Table 5 – Operating Budget Funding (in $ millions)*

| Sources of Revenue | 2025 Financial Plan $ | 2024 Financial Plan $[1] | $ Change | % Change |
|---|---|---|---|---|
| Sale of Services | 197.5 | 172.6 | 24.9 | 14.4% |
| Requisitions | 96.5 | 88.5 | 8.0 | 9.1% |
| Allocation to other Services | 64.0 | 57.7 | 6.3 | 10.8% |
| Municipal Debt | 17.5 | 18.2 | (0.7) | (3.6%) |
| Transfer from Reserve | 11.3 | 10.0 | 1.3 | 13.0% |
| Rentals and other Revenue | 9.2 | 8.2 | 1.0 | 12.2% |
| Grants | 8.1 | 6.8 | 1.3 | 19.4% |
| Surplus | 6.7 | 6.5 | 0.2 | 3.5% |
| **Total** | **$410.8** | **$368.5** | **$42.3** | **11.5%** |

[1] Based on amended Financial Plan (Bylaw No. 4626)

Of the total $42.3 million net increase in revenue, $24.9 million is raised through incremental ***Sales of Services*** primarily driven by:

- $8.4 million in natural gas and $5.0 million in landfill revenue from updated tipping fees and increased waste diversion in alignment with the Solid Waste Management Plan.
- $3.9 million in Core Area Wastewater for invoice by agreement payments due to a combination of increased labour for operations, chemical, cyclical repairs and maintenance, higher Residuals Treatment Facility Biotreatment and disposal, offset with reduced operating reserve transfers.
- $2.9 million in Regional Water Supply due to increased water consumption and rate adjustments.
- $1.1 million in Juan de Fuca (JDF) Water Distribution due increased water consumption and rate adjustments.

***Allocations to other Services*** increased by $6.3 million and were driven by:

- $3.1 million in recoveries to Legislative and General Government service through increases to the allocation of $2.6 million, Human Resources allocation of $0.4 million and a SharePoint records data migration allocation of $0.4 million.
- $0.9 million in Wastewater Operations for labour recoveries to accommodate charge-out rate increases and newly approved full-time equivalent (FTE) positions.
- $0.8 million for Environmental Engineering to recover costs from an increase in FTEs linked to projects in Regional Parks, Panorama, SEAPARC, Hartland and Integrated Water Services (IWS).

- $0.5 million in Facilities recoveries for additional office space at the Douglas building. Increased recoveries from operating costs at the JDF administration building, Millstream (Bylaw) and the Animal Shelter.
- $0.4 million for Environmental Protection and Water Quality due to labour charge-out rate increases in alignment with the collective agreement and prioritized initiative business cases.
- $0.2 million in Environmental Resource Program from increases to the allocation due to prioritized initiative business cases.

***Transfer from Reserve*** increased by $1.3 million net due to:

- $1.7 million increase in reserve fund usage for Environmental Resource Management due to a one-time Hartland Heavy Equipment contract for the pilot use of a refuse shredder.
- $1.5 million net decrease in one-time Legislative and General Government initiatives including Electronic Document Records Management System and a centralized procurement study.
- $0.5 million increase in Regional Planning due to a one-time operating reserve transfer to fund a Regional Growth Strategy Review and a Growth and Mobility study.
- $0.4 million in Core Area Wastewater Operations from a one-time operating reserve transfer for cyclical maintenance.

***Grants*** revenue increased by a net $1.3 million, driven primarily from one-time payments:

- $0.5 million for the Rural Economic Diversification and Infrastructure Program
- $0.4 million for Union of BC Municipalities FireSmart Community Funding
- $0.3 million for the Community Works Fund for water-related initiatives on Salt Spring Island
- $0.3 million for Local Government Housing Initiative
- $(0.2) million net of various minor changes

**Requisition**

The 2025 requisition forecast is $96.5 million (excluding municipal debt), representing an increase of $8.0 million or 9.1% over 2024. Table 6 details the change by regional, sub-regional and EAs.

*Table 6 – Requisition by Service Category (in $ millions)*

| Description | 2025 Requisition | 2024 Requisition | $ Change | % Change | % of Total Change |
|---|---|---|---|---|---|
| Regional | 43.7 | 39.3 | 4.4 | 11.1% | 5.0% |
| Sub-Regional | 32.9 | 31.3 | 1.6 | 5.1% | 1.8% |
| Electoral Areas | 19.8 | 17.8 | 2.0 | 11.5% | 2.3% |
| **Total** | **$96.5** | **$88.5** | **$8.0** | **9.1%** | **9.1%** |

Sub-regional and electoral area requisition for 2025 is $32.9 million and $19.8 million respectively, making up a combined 55% of total requisition. The impact of sub-regional and electoral area requisition on each municipality and EA will differ based on service participation. Other factors include cost apportionment, which can be influenced by assessment and population growth.

The primary drivers for increases in requisition include:

- ***Regional:*** Of the $4.4 million increase, $1.4 million is attributable to Regional Parks for salary and step increases, capital reserve transfers, prioritized initiatives and core operating. $1.2 million is attributable to Land Banking and Housing for debt servicing costs related to the

Regional Housing First Program. $1.1 million for initiatives within Legislative and General Government including prioritized initiatives for centralizing procurement, additional First Nations Relations staffing, a Resiliency and Recovery Coordinator and the creation of an Electoral Area Services Department.

- ***Sub-Regional:*** The $1.6 million increase is largely attributable to $1.2 million to Core Area Wastewater due to a combination of additional debt servicing, increased chemical costs, one-time and ongoing maintenance, and increased insurance premiums. The remaining $0.4 million is mainly due to increased operating costs at the Panorama Recreation Centre.
- ***EAs:*** For additional details on the $2.0 million increase, see appendices N1.1 through N1.6. The EAC recommended approval of their respective budgets on October 28, 2024.

*Table 7 – Requisition Drivers (in $ millions)*

| Requisition Drivers | $ Total | % of Total Change |
|---|---|---|
| Community Needs (Initiative Business Cases) | 1.7 | 1.9% |
| Reserve and Direct Capital Contribution Requirements | 1.2 | 1.3% |
| Existing Commitments (Annualization of 2024 Initiative Business Cases and Debt Servicing) | 1.5 | 1.7% |
| Inflation and Core Service Delivery | 3.6 | 4.2% |
| **Total Change** | **8.0** | **9.1%** |
| *Board Directed Initiatives* | *$0.7* | *0.8%* |
| *Board Endorsed Initiatives* | *$0.3* | *0.4%* |

Key drivers of Inflation and Core Service Delivery include significant insurance premium increases affecting most services, wage and benefit increases from contractual agreements and adjustments in Core Area Wastewater Operations due to tank cleaning and elevated maintenance.

If the Board Directed and Board Endorsed initiatives are approved, the impacts will be incorporated into the final budget approval in March.

Appendix D presents an overview of the 2025 budget, detailing gross expenditures and sources of revenue, alongside the 2024 budget for comparison. The preliminary impact on member municipalities and EAs is estimated using current BC Assessment data. Updated assessment information will not be available until January 2025.

**Capital Budget**

The 2025 Capital Plan overview is included in Appendix C, the list of projects over $500,000 in Appendix E and detailed capital plans by service in Appendix G. Capital budgets are developed through the planning processes and consider:

- Status of projects already in progress;
- Condition and capacity of existing assets and infrastructure;
- Regulatory, environmental resiliency and redundancy, risk and health and safety factors; and
- New or renewal projects prioritized by committees, commissions and local service areas.

The proposed 2025 capital plan is $283.1 million, an increase of $16.8 million or 6.3% from prior year. Table 8 summarizes the capital plan by department.

*Table 8–Capital Plan by Service Type (in $ millions)*

| Department | 2025 Capital Plan $ | 2024 Capital Plan $[1] | $ Change | % Change |
|---|---|---|---|---|
| Wastewater | 41.1 | 45.9 | (4.8) | (10.5%) |
| Drinking Water | 149.3 | 102.2 | 47.1 | 46.1% |
| Planning and Development[2] | 21.6 | 12.5 | 9.1 | 73.1% |
| Protective Services | 1.1 | 2.0 | (0.9) | (46.3%) |
| Regional Parks | 16.7 | 13.6 | 3.1 | 23.2% |
| Solid Waste | 18.5 | 57.7 | (39.2) | (67.9%) |
| Recreation and Culture | 18.0 | 17.6 | 0.4 | 2.4% |
| General Government and Other | 16.8 | 14.9 | 1.9 | 13.0% |
| **Total** | **$283.1** | **$266.4** | **$16.8** | **6.3%** |

[1] Based on amended Capital Plan (Bylaw No. 4626)

[2] Includes the Land, Banking and Housing Service

Capital plan highlights include:

- ***Wastewater:***
  - $30.6 million in Core Area Wastewater for various inlet chamber and plant upgrades, Marigold electrical and building improvements, optimization of residual treatment facility operations and various meter, gravity sewer and manhole renewal projects.
  - $5.5 million in planned odour control upgrades and component replacements to the Saanich Peninsula treatment plant.
  - $1.7 million for a Biosolids Advanced Thermal Pilot Demonstration Plant.
  - $1.2 million related to Maliview Estates Wastewater Treatment improvements.
- ***Drinking Water:***
  - $106.8 million for Regional Water Supply focusing on remediation, replacement and upgrades to Supply Main 4, ultraviolet system replacement, watershed land acquisition, office and lab replacement at the Goldstream Integrated Water System field office.
  - $22.8 million in pipe replacement, upgrades and improvements for Juan de Fuca Water Distribution.
  - $16.0 million for upgrades and expansions in Saanich Peninsula Water Supply.
- ***Planning and Development:***
  - $18.7 million for the Regional Housing First Program, including $10.3 million for Village on the Green and $5.8 million for the Campus View.
  - $1.4 million for mechanical and exterior upgrades for the Family Court Building.
- ***Regional Parks:***
  - $16.7 million includes the Regional Trestle Renewal, Trail Widening and Lighting project, potential land acquisitions, designing and expanding the East Sooke Alyard Farm parking lot, various vehicle replacements and trail infrastructure upgrades.

- ***Solid Waste:***
  - $15.8 million for Hartland Landfill, including the Renewable Natural Gas project, Cell 5 Liner Construction and aggregate production.
- ***Recreation and Culture:***
  - $8.3 million for Panorama Recreation largely related to the Heat Recovery project, Centennial Park multi-sport box and equipment replacement.
  - $2.5 million in SEAPARC for skate park project, roof replacement and building upgrades.
  - $2.3 million in Salt Spring Island recreation including a parks maintenance facility, ball field, Ganges harbour walk and various other local park and trail upgrades.
  - $1.4 million in building repairs and fixture and fittings replacement at the Royal Theatre
- ***General Government and Other:***
  - $5.0 million regional contribution to construction of office space at the IWS field office.
  - $4.2 million for replacements and upgrades to the Island Health Facilities.
  - $2.9 million in Information Technology, largely for SAP migration, enhancements, and network and infrastructure improvements.
  - $1.0 million for regional electric vehicle charging infrastructure in Climate Action.
  - $0.8 million Boardroom furniture replacement and technology upgrades.

Capital projects are financed through yearly contributions from operations, grants, reserves and/or long-term debt. The availability of grant funding can greatly influence the execution and schedule of the plan. Progress on capital projects is regularly reported to the Board via the Chief Administrative Officer's Quarterly update.

### Capital Funding

In 2025, debt financing rose from 32% to 46% of the funding profile. Grants, donations and third-party contributions make up 8% of capital funding. Operating and work-in-process funds cover 29%, while reserves provide 17%. This diversified funding model shows proactive efforts in leveraging government grants and reevaluating internal capacities for project delivery. For more details see Appendix C.

*Table 9 – Capital Plan Funding Profile (in $ millions)*

| Funding Sources | 2025 Capital Plan $ | % of Total Funding | 2024 Capital Plan $[1] | % of Total Funding |
|---|---|---|---|---|
| Operating and Work in Progress | 81.1 | 29% | 89.1 | 33% |
| Debenture Debt | 131.1 | 46% | 84.4 | 32% |
| Reserve Funding | 47.1 | 17% | 63.5 | 24% |
| Grants | 15.2 | 5% | 22.7 | 9% |
| Donations and Third Party | 8.6 | 3% | 6.6 | 2% |
| **Total** | **$283.1** | **100%** | **$266.3** | **100%** |

[1] Based on amended Capital Plan (Bylaw No. 4626)

### Reserves

Consolidated summaries of operating and capital reserve activity can be found in Appendix L.

Reserves play a crucial role in leveraging annual revenue to ensure sustainable service delivery. In 2021, the CRD reviewed the health of capital reserves, resulting in the Capital Reserve Guidelines. These guidelines define the optimal balance between leveraging funds and savings based on asset life. Additionally, in 2023, Operating Reserve Guidelines were developed to evaluate operating reserve health and set targets to support services during unexpected events, seasonal changes and significant material expenses. These guidelines help determine the reserves needed for revenue stabilization, emergencies, cyclical maintenance and substantial non-annual operating programs. Together, they are integrated into financial planning across all CRD services, improving financial stability and service delivery. Detailed reserve schedules by service are included in Appendix G.

**Advance Approvals**

Advance approval is sought when starting work before March 2025 is essential for operational needs, regulatory compliance, grant deadlines or capital projects. Delays could negatively impact service delivery. See Appendix H for such items.

**Public Engagement**

The provisional financial plan forms the foundation of the CRD budget and allows stakeholders, service participants and members of the public to comment and offer feedback before being finalized.

Once the provisional financial plan is approved, it will be posted online for public comment. An online information session will also be held sharing how the Regional District develops budgets, makes decisions and delivers services. Comments received online will be shared with the Board as part of the final budget review and approval process in March 2025.

**Summary**

The attached 2025 budget package in Appendix G, which includes operating and capital, is provided for preliminary approval. Appendix H contains items that, because of business requirements, need to be implemented by January 1 in advance of the March 31 approval.

The provisional budget is subject to change due to final 2024 surplus/deficits, receipt of revised assessment and any adjustments recommended by the respective Commissions and Electoral Area directors and the Board prior to final approval of the Financial Plan bylaw by March 31, as outlined in the *Local Government Act.*

The EAC reviewed and provided preliminary approval of the 2025 Electoral Area-only budgets on October 28, 2024. The regional and sub-regional budgets, once approved by the COW, together with the EAC budgets, will be presented to the CRD Board for preliminary approval.

## CONCLUSION

The CRD 2025 Financial Plan has been prepared and presented for preliminary approval. The Financial Plan will be subject to change due to the final 2024 surplus/deficits, revised assessment information and any directed amendments prior to final approval by the Board as part of the Financial Plan bylaw by March 31, 2025.

## RECOMMENDATION

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

1. That the Capital Regional District 2025 Financial Plan be given provisional approval as presented;
2. That the Board Directed and Board Endorsed Initiatives be approved and incorporated into the final budget, subject to successful service establishment where required;
3. That the new initiatives and capital identified in Appendix H for January 1, 2025, implementation be approved for expenditure;
4. That the 2025 Community Need Summaries be approved as presented; and
5. That the Staff Establishment Chart as attached in Appendix K be approved.

| | |
|---|---|
| Submitted by: | Varinia Somosan, CPA, CGA, Sr. Mgr., Financial Services / Deputy CFO |
| Concurrence: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT |
| Concurrence: | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer |

## ATTACHMENTS

Presentation: 2025 Capital Regional District Provisional Budget
Appendix A: 2025 Service and Financial Planning Guidelines Staff Report (May 1, 2024)
Appendix B: CRD 2025 Operating Budget Overview
Appendix C: CRD 2025 Capital Budget Overview
Appendix D: CRD 2025 Preliminary Financial Plan Summary
Appendix E: CRD 2025 Major Capital Projects
Appendix F: CRD 2025 Financial Indicators
Appendix G: Budget Review Package (Parts A, B and C)
Appendix H: January Approvals
Appendix I: Service Budget Highlights
Appendix J: Initiative Business Cases – 2025 Budget Impact
Appendix K: CRD Staff Establishment Chart
Appendix L: Operating and Capital Reserve Forecasts
Appendix M: Service Listing for Budgets Direct to Board
Appendix N: Other Committee/Commission Budget Packages (Parts 1 through 13)
- N1: Electoral Areas Committee (N1.1 through N1.6)
- N2: Core Area Liquid Waste Management Committee
- N3: Environmental Service Committee
- N4: Governance Committee
- N5: Juan de Fuca Water Distribution Commission
- N6: Peninsula Recreation Commission
- N7: Regional Parks Committee
- N8: Regional Water Supply Commission
- N9: Saanich Peninsula Water Commission and Wastewater Commission
- N10: Sooke and Electoral Area Parks and Recreation Commission
- N11: Arts Commission
- N12: Royal and McPherson Theatres Services Advisory Committee
- N13: Salt Spring Island Local Community Commission

Appendix O: Potential Adjustments to the Provisional 2025 Financial Plan

# 2025 Provisional Budget

Capital Regional District
Wednesday October 30, 2024

# Agenda

1

## CRD Accomplishments 2023-2024

Ted Robbins
Chief Administrative Officer



2

## 2025 Planning Process & Timelines

Ted Robbins
Chief Administrative Officer

## The Executive Leadership Team is available to discuss capital projects, operating initiatives, community needs

inclusive of key trends and assumptions, performance metrics, service level adjustments, initiative progress, etc.

4

Ted Robbins
Chief Administrative Officer
Nelson Chan
Chief Financial Officer, GM Finance & IT
Alicia Fraser
GM, Integrated Water Services
Russ Smith
Acting GM, Parks, Recreation & Environmental Services
Kevin Lorette
GM, Planning & Protective Services
Kristen Morley
GM, Corporate Services & Corporate Officer

3

## 2025 Provisional Budget Regional Context Capital & Operating Plans

Nelson Chan
Chief Financial Officer, GM Finance & IT

# CRD Board 2023-2024

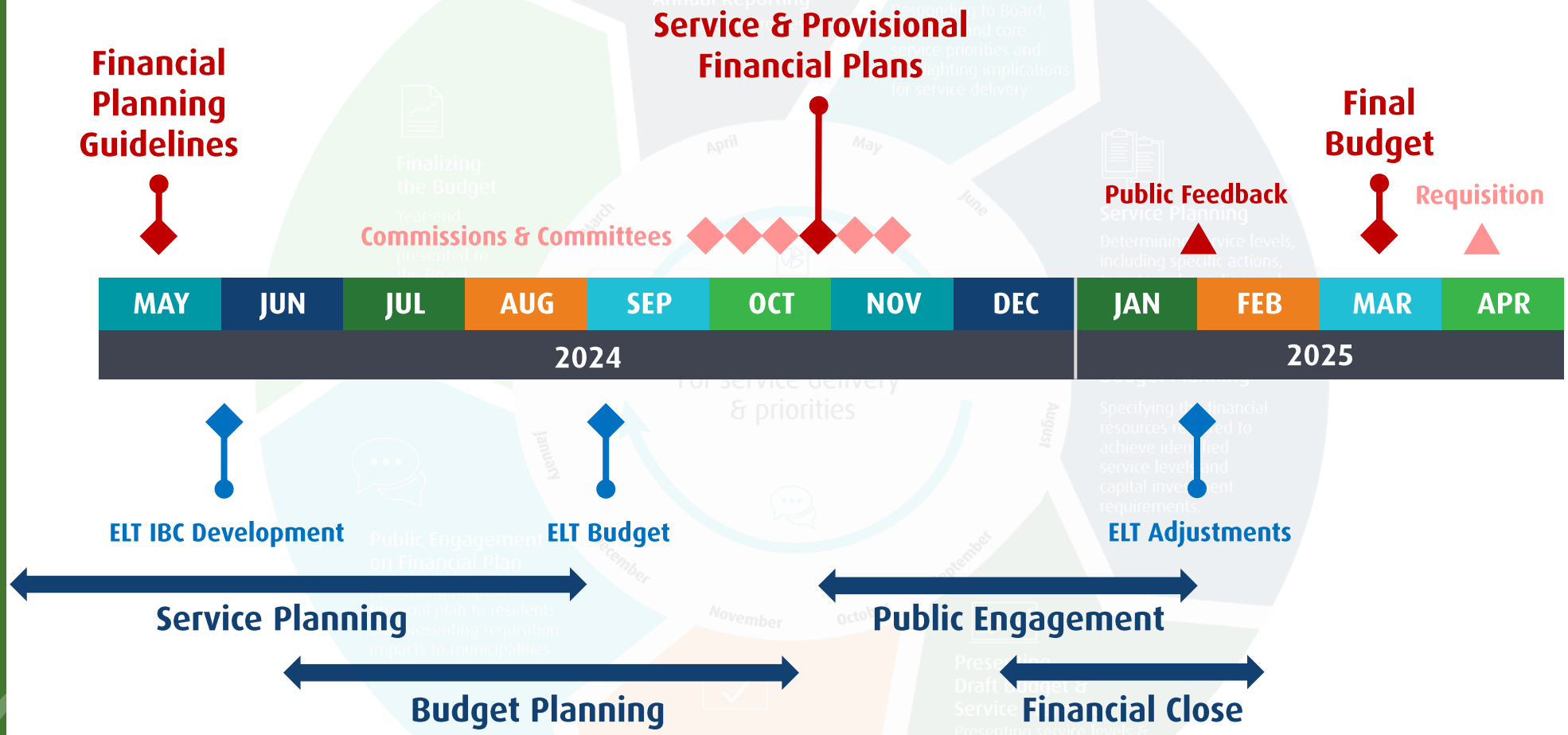
**Over the course of its term the CRD Board:**

- Approved the **2023-2026 Board Priorities** & the **CRD Corporate Plan**
- Approved **new or revised regional & sub-regional strategic plans**, setting the course for CRD services and the future of the region building on existing plans
- Started **new initiatives** in 2023 & 2024 and **planned for 2025 & 2026 initiatives**
- Evaluated progress made on advancing the **Board Priorities** & the **Corporate Plan** and provided staff with direction for adjustments
- Oversaw the advancement of **large-scale capital investments**
- Kept the organization on track with delivery of more than **200 services and agreements at a regional, sub-regional and local level** and prepared for the **establishment of three new services**
- Provided staff with Budget direction annually through the **Planning Guidelines** directive

# Process & Timeline

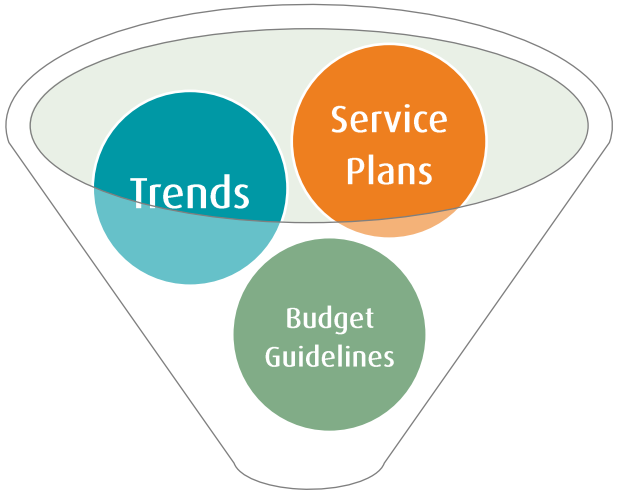
# Process & Timeline

## 2025 Planning



# Process & Timeline

## 2025 Approvals




## 2025 Provisional Budget

### Service Planning Process

Define appropirate levels of service delivery, adjust impacts, realign resources, evaluate infrastructure

### Trends and Assumptions

Adjustments made for external factors including population growth, demographics, economic, etc.

### Budget Guidelines

Annual Board approval of the Financial Management Strategies and Guidelines

### Review Process

- Board approved Financial Planning Guidelines (Spring 2024)
- Committees & Commissions (Fall)
- Electoral Areas Committee (Fall)

### Provisional Budget

- Committee of the Whole review (October 2024)
- Requests authority to expend January through March 2025

### Final Budget

- Authority for expenditures in operating & capital budgets
- Incorporates assessment updates
- Adopt bylaw (March 2025)

# Planning Guidelines

# Planning Guidelines

## 2025 Direction




### Economic Conditions

Drivers and assumptions for the basis of the financial plan

### Service Delivery

The Corporate Plan aligns services plans to outcomes

### Financial Management Strategies

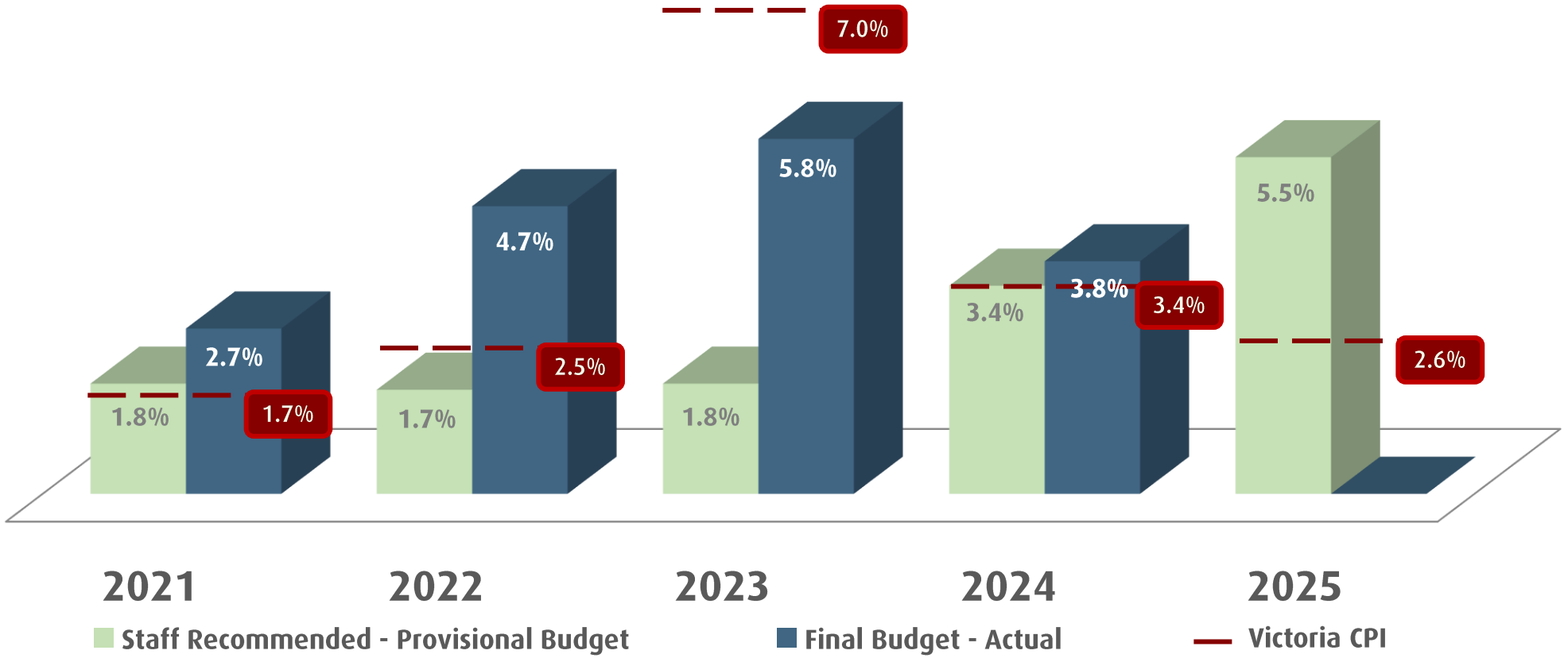
1. Optimize fees for service revenue and stabilize tax rates to fund operations, maintenance, growth and assets utilization
2. Limit transfers to/from operating reserves to fund one-time projects or to stabilize revenue requirements
3. Transfers to/from capital reserves supported through life cycle funding and optimal debt and debt terms

# Planning Guidelines

## KPI Budget Performance

| | 2024 Final | 2025 Prelim |
|---|---|---|
| Consolidated (CRD + EAs + CRHD) | 3.8% | 5.5% |
| Consolidated Req/HH $ | $690 | $728 |

**Average Household Assessment of $1.1M will be impacted $38**



# 2025 Provisional Budget

# 2025 Provisional Budget

## Executive Summary

**Capital Regional District**

| Operating | Capital |
|---|---|
| $411M | $283M |

Requisition Funding
$114M | 6.9%

**Capital Regional Hospital District**

| Operating | Capital |
|---|---|
| $33M | $34M |

Requisition Funding
$26M | 0.0%

**Capital Region Housing Corp**

| Operating | Capital |
|---|---|
| $37M | $75M |

Requisition Funding
$140M | 5.5%

### Managing Capital Investments

capital investment is nearly 5x depreciation while less than 8% of revenue is committed to long-term debt payments

### Supporting Board & Corporate Priorities

continuing to execute multi-year projects while adding initiatives in alignment with the 2023-2026 corporate plan

### Adapting to Regional Challenges

employment challenges, economic uncertainty, continued population growth resulting in increased asset utilization

### Striving for Financial Sustainability

continued revenue diversification, leveraging partnerships, developing financing strategies

# Regional Context

# Regional Context

## External Factors & Growth Indicators



**2.0B**
2024 FORCASTED BUILDING PERMITS IN REGION

**+4500**
REGIONAL HOUSING STARTS FORECASTED IN 2024

**23%**
REGIONAL POPULATION GROWTH SINCE 2011

**(2.8%)**
SINGLE FAMILY DWELLING
REGIONAL AVG PURCHASE PRICE OF $1.3 MILLION IN 2024

**+8 MILLION**
VISITATIONS TO CRD REGIONAL PARKS IN 2023

**2.6%**
GREATER VICTORIA CPI
ROLLING 12 MONTHS AS OF SEPTEMBER 2024

**3.4%**
UNEMPLOYMENT RATE
GREATER VICTORIA AS OF SEPTEMBER 2024

# Regional Context

## Housing in the Capital Region

**Since 2019** the CRD has added more than **810 new** dwellings. In the next 5 years, we are forecasting **adding almost 900** new dwellings for a combined portfolio of **more than 2900 units** operated by the CRD by 2029 (or more depending on available funding).



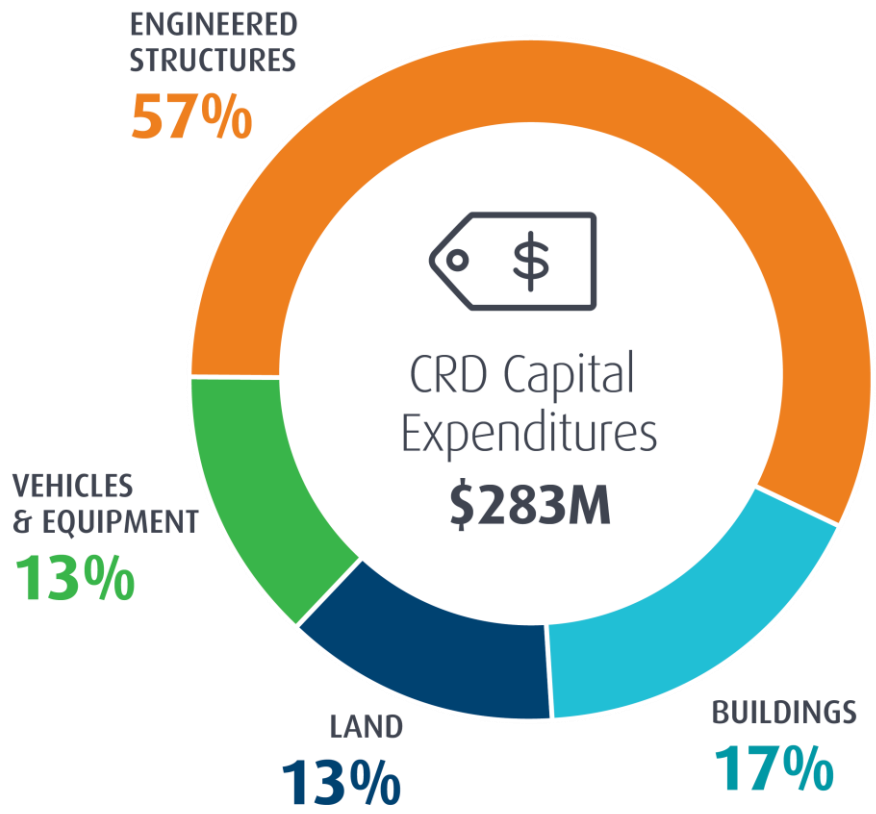
# CRD Capital Plan

# CRD Capital Plan

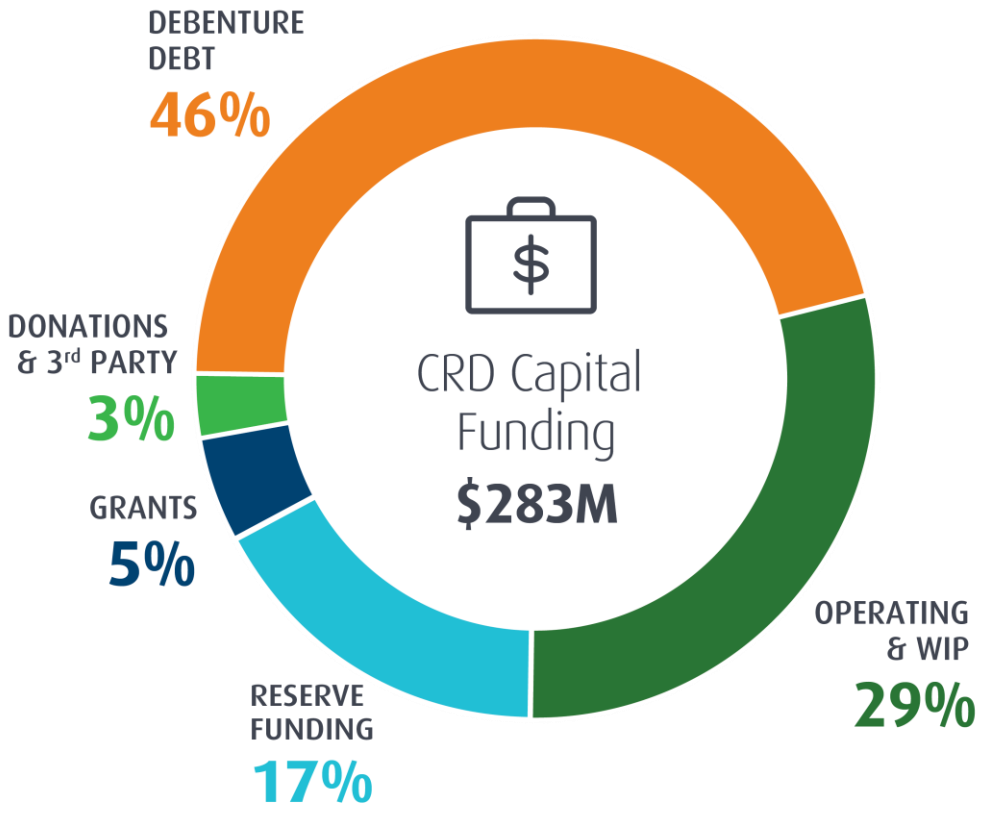
## Executive Summary

2024 | $266M → 2025 | $283M △ +$17M | 6.3%

### WHERE THE MONEY GOES

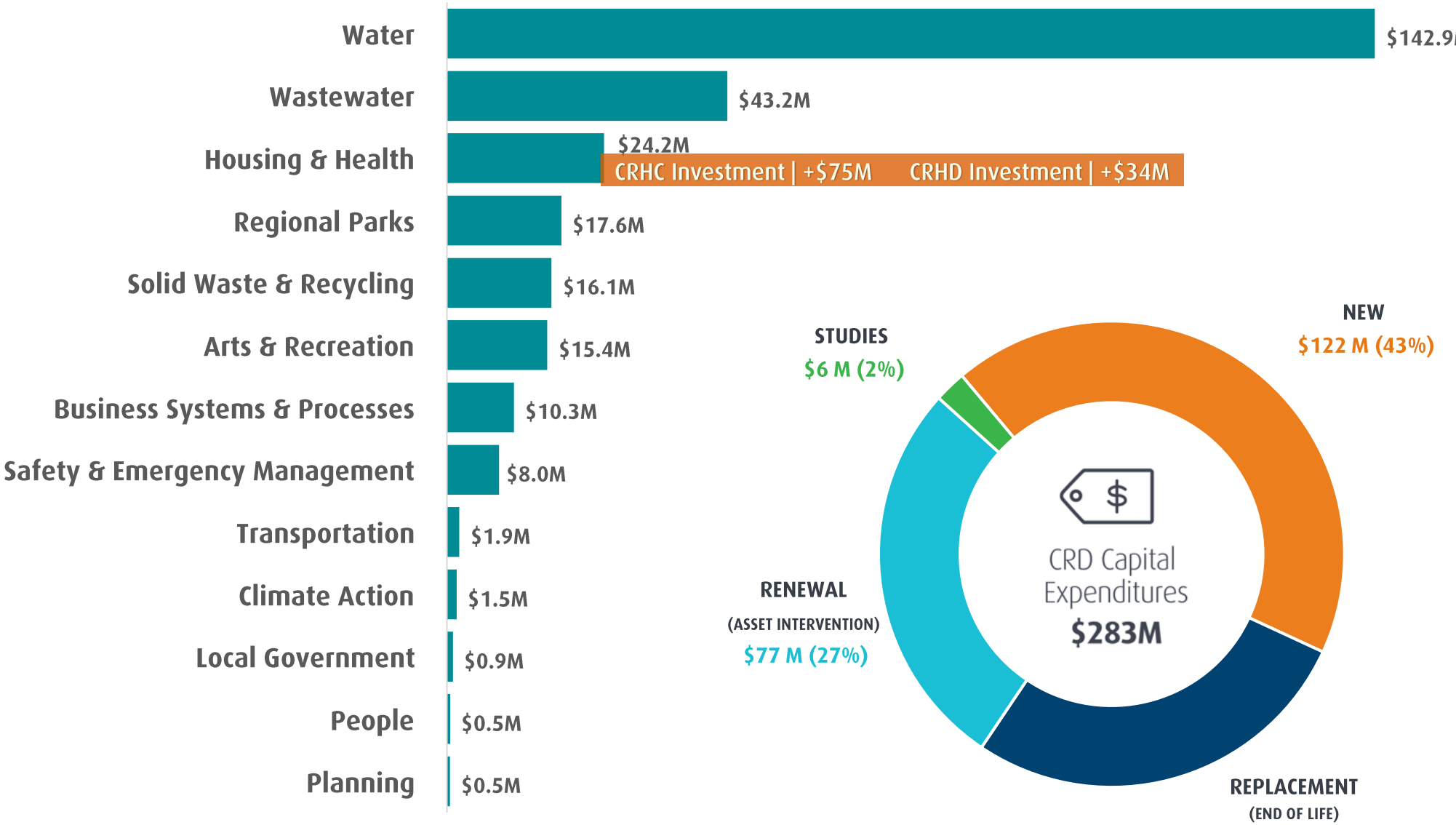



### WHERE THE MONEY COMES FROM



# CRD Capital Plan

## Community Needs



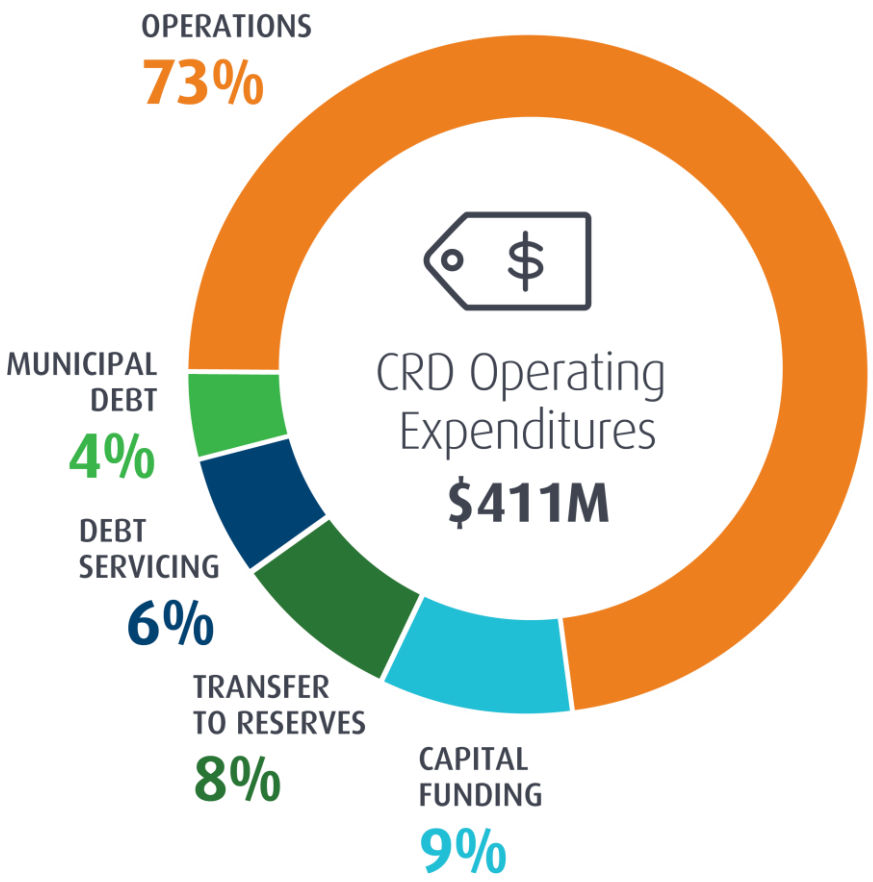
# CRD Operating Plan

# CRD Operating Plan

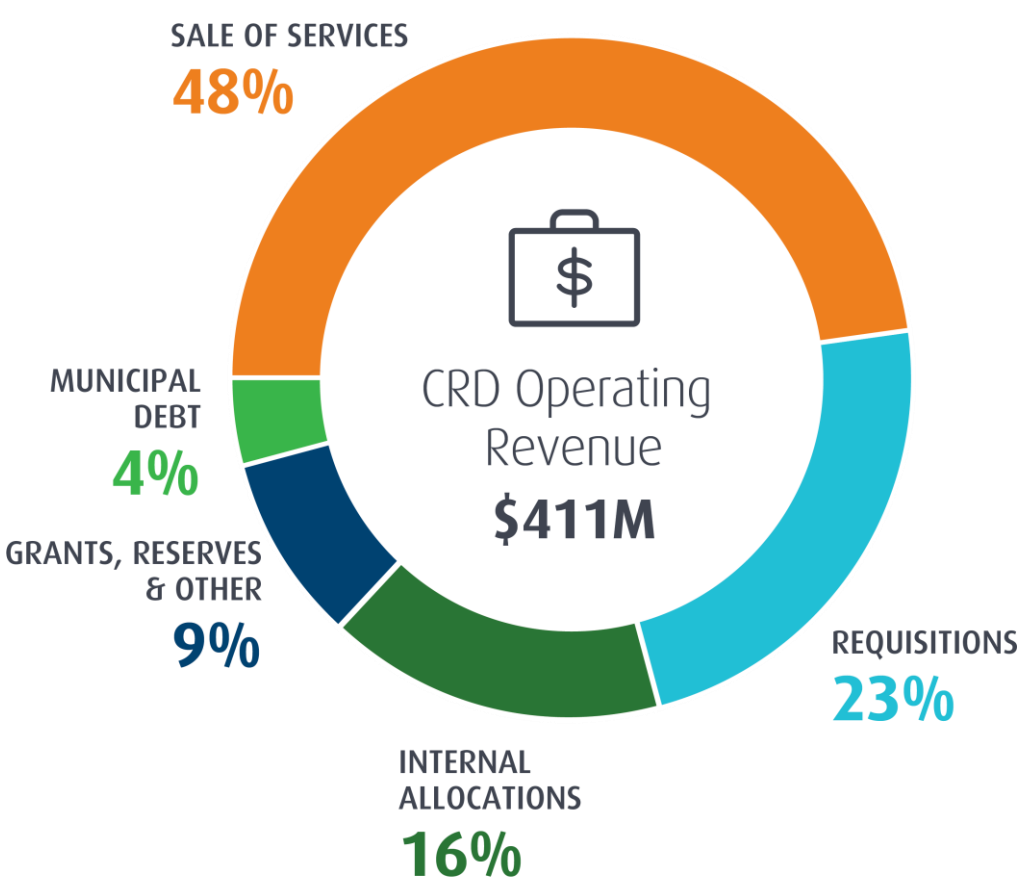
## Executive Summary

2024 | $369M → 2025 | $411M △ +$42M | 11.5%

### WHERE THE MONEY GOES

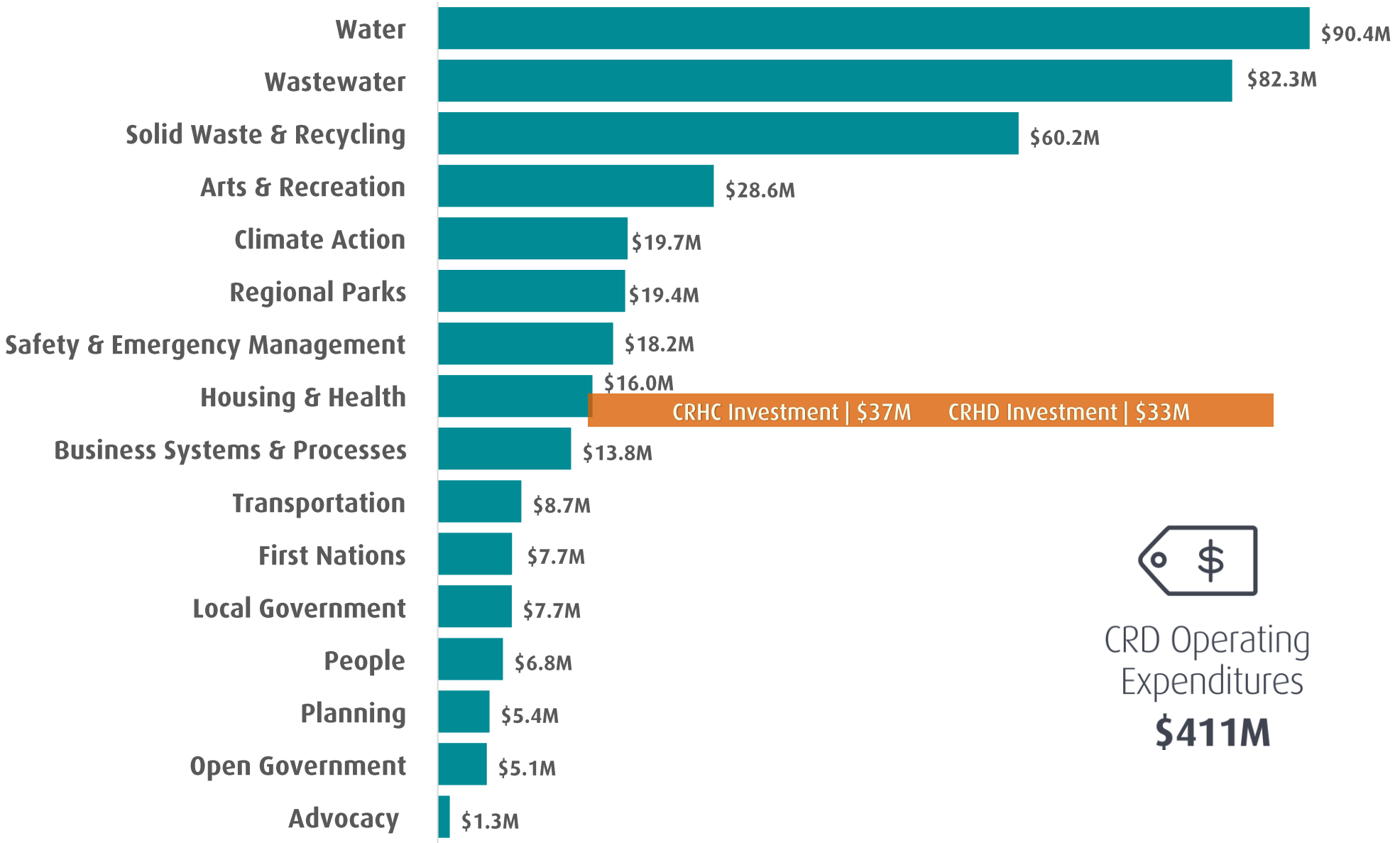



### WHERE THE MONEY COMES FROM



# CRD Operating Plan

## Community Needs

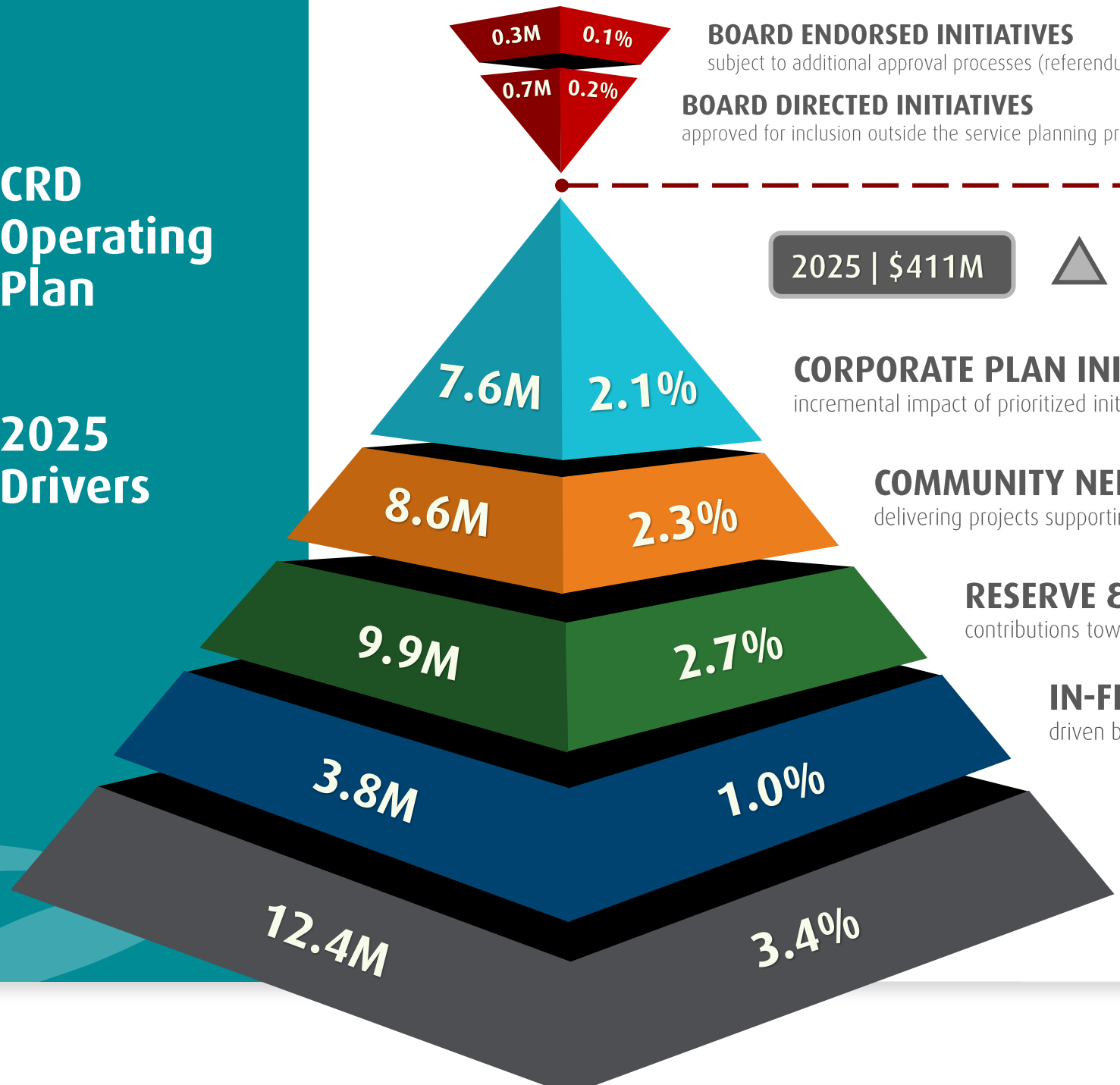



CRD Operating Expenditures

**$411M**

# CRD Operating Plan

## 2025 Drivers




**BOARD ENDORSED INITIATIVES**
subject to additional approval processes (referendum, services establishment)

**BOARD DIRECTED INITIATIVES**
approved for inclusion outside the service planning process

2025 | $411M △ $42M | 11.5% ✚ $1.0M | 0.3%

**CORPORATE PLAN INITIATIVES**
incremental impact of prioritized initiatives to support the Board and corporate priorities

**COMMUNITY NEEDS INITIATIVES**
delivering projects supporting approved master plans

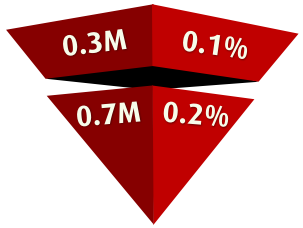
**RESERVE & DIRECT CAPITAL PROJECT FUNDING**
contributions towards funding operating and reserves, and capital initiatives

**IN-FLIGHT COMMITMENTS**
driven by annualization of 2024 IBCs and incremental debt servicing

**INFLATION & CORE SERVICE DELIVERY**
execution of existing service mandates, impact of inflation on cost of goods & services, contracts & agreements, salaries & benefits, net of mitigation

# CRD Operating Plan

# Board Endorsed & Directed




**BOARD ENDORSED INITIATIVES**
subject to additional approval processes (referendum, services establishment)

**BOARD DIRECTED INITIATIVES**
approved for inclusion outside the service planning process

**$1.0M | 0.3%**

| BOARD ENDORSED INITIATIVES | | $000's | | |
|---|---|---|---|---|
| 8b-1.1 | Community Need: Planning<br>Initiative: Foodlands Access | $320 | | |
| | | Req | Fees | A/O |
| | | 100% | | 0% |

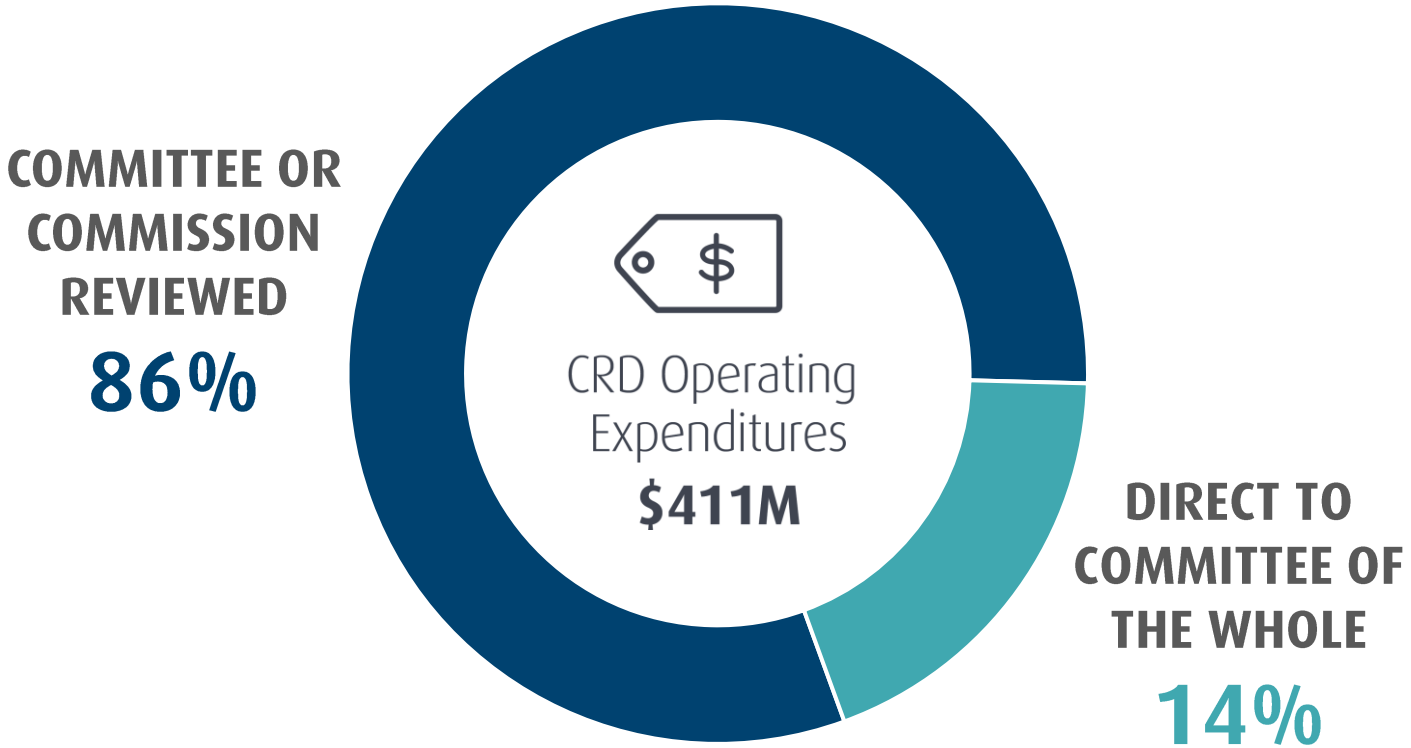
| BOARD DIRECTED INITIATIVES | | $000's | | |
|---|---|---|---|---|
| 4a-1.2 | Community Need: Transportation<br>Initiative: Transportation Service Implementation | $635 | | |
| | | Req | Fees | A/O |
| | | 100% | | |
| | Community Need: Regional Housing<br>Initiative: Supporting Housing for the Region Assessment | $100 | | |
| | | Req | Fees | A/O |
| | | 100% | | |

# Service Budget Reviews

# CRD Operating Plan

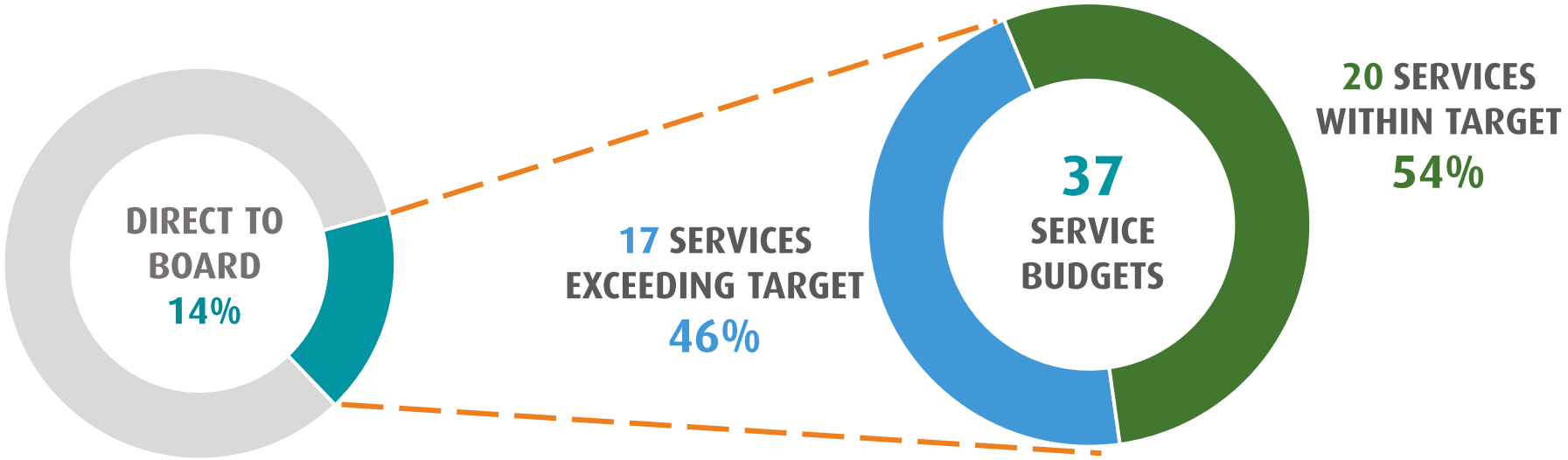
## Commission & Committee Review

- The Executive Leadership Team has reviewed all budgets in consideration of the **Service & Financial Planning Guidelines** approved by the Board.
- The plan has been prioritized where several initiatives and workplans have been deferred, phased, mitigated, or scaled down where possible while maintaining directed service levels and **meeting Corporate Plan objectives**.
- Through the planning process, the majority of budgets have been **recommended for approval by Commissions and Committees** ahead of the Committee of the Whole.



# CRD Operating Plan

## Balance of Services




- 14% of the operating plan has not been reviewed by a Commission or Committee ahead of Committee of the Whole, this represents **37 services as detailed in appendix M**
- Of these services, 17 or 46% exceed the target budget impact of +/- 3.0%. All budgets have been through a detailed **review by the Executive Leadership Team and are recommended for approval**

# CRD Operating Plan

# Balance of Services by GM

| FINANCE AND TECHNOLOGY | $000's | | % | |
|---|---|---|---|---|
| 4.3.4) Feasibility Study Reserve Fund (Appendix G, Part A, PDF pg 132, Print pg 60) | ($218) | | (62.3%) | |
| • Reduction in one-time costs from a 2024 Transportation Service Study, offset from a New Regional Arts Facility Study. | Req | Fees | Other | Alloc |
| | 35% | - | 65% | - |
| 4.3.5) Regional Grant in Aid (Appendix G, Part A, PDF pg 136, Print pg 64) | $60 | | 3.7% | |
| • 2012 legacy funding restricted to the E&N Rail Corridor project. Increase funded from interest earnings. | Req | Fees | Other | Alloc |
| | - | - | 100% | - |

| INTEGRATED WATER SERVICES | $000's | | % | |
|---|---|---|---|---|
| 8.2.4) Wastewater Operations Overhead (Appendix G, Part C, PDF pg 230, Print pg 107) | $1,133 | | 7.8% | |
| • New Systems Maintenance Electronics Technologist (1.0 FTE), new Systems Maintenance Electrician (1.0 FTE), base salary and step increases for existing staff, net new vehicle purchase, additional transfer to Operating Reserve Fund, and increased staff training costs. | Req | Fees | Other | Alloc |
| | - | - | 20% | 80% |
| Debt – Core Sewage Integrated Treatment Facilities | ($80) | | (9.8%) | |
| • Reduction in debt servicing costs from debt retiring in Spring 2025 for MFA Issue 110. | Req | Fees | Other | Alloc |
| | 27% | - | 73% | - |

❖ X.X.X) Appendix G Budget reference numbers

# CRD Operating Plan

# Balance of Services by GM

| PARKS, RECREATION & ENVIRONMENTAL SERVICES | $000's | | | % |
|---|---|---|---|---|
| 6.2.2) Environmental Protection & Water Quality Overhead (Appendix G, Part B, PDF pg 114, Print pg 19) | $390 | | | 4.2% |
| • Base salary and step increases for existing staff, New Lab Assistant (1.0 FTE), new Water Quality Sampling Technician (0.6 FTE), increased transfer to Operating Reserve Fund, and increased allocations for Human Resources, Building Occupancy, SharePoint Upgrade and Field Operations Centre. These costs are partially offset from a 2024 initiative not implemented and a reduction in transfer to Equipment Replacement Fund. | Req | Fees | Other | Alloc |
| | - | - | - | 100% |
| 6.2.3) Regional Source Control (Appendix G, Part B, PDF pg 131, Print pg 36) | $80 | | | 4.8% |
| • Increased contract for services for lab expenses and additional labour allocation, partially offset from a reduction in consultant and engineering expenses. | Req | Fees | Other | Alloc |
| | 59% | 2% | 39% | - |
| 6.2.10) Climate Action & Adaption (Appendix G, Part B, PDF pg 169, Print pg 74) | $320 | | | 11.2% |
| • Funding for Benchmarking program, additional funding for electric vehicle work, and increased allocations for Bylaw Enforcement, Standard Overhead and Human Resources. These costs are partially offset from a decrease in salaries from a term position concluding in 2025. | Req | Fees | Other | Alloc |
| | 17% | 8% | 75% | - |
| 6.2.11) Regional Goose Management (Appendix G, Part B, PDF pg 179, Print pg 84) | $50 | | | 20.6% |
| • Increased labor allocation partially offset by a reduction in contracts for services. | Req | Fees | Other | Alloc |
| | 17% | - | 83% | - |
| 6.2.13) Core and West Shore Stormwater Quality Management (Appendix G, Part B, PDF pg 188, Print pg 93) | ($69) | | | (8.0%) |
| • Reduction in lab services costs partially offset by increased labor allocations. | Req | Fees | Other | Alloc |
| | 100% | - | - | - |
| 6.4.1) Environmental Engineering Services Overhead (Appendix G, Part B, PDF pg 222, Print pg 127) | $831 | | | 27.6% |
| • New Regional Trestles Renewal Trails Widening & Lighting Project Team (3.0 FTE), base salary and step increases for existing staff, increased allocations for Standard Overhead, Human Resources, Building Occupancy and Manager of Contract Coordination, and a vehicle purchase. | Req | Fees | Other | Alloc |
| | - | - | - | 100% |

❖ X.X.X) Appendix G Budget reference numbers

# CRD Operating Plan

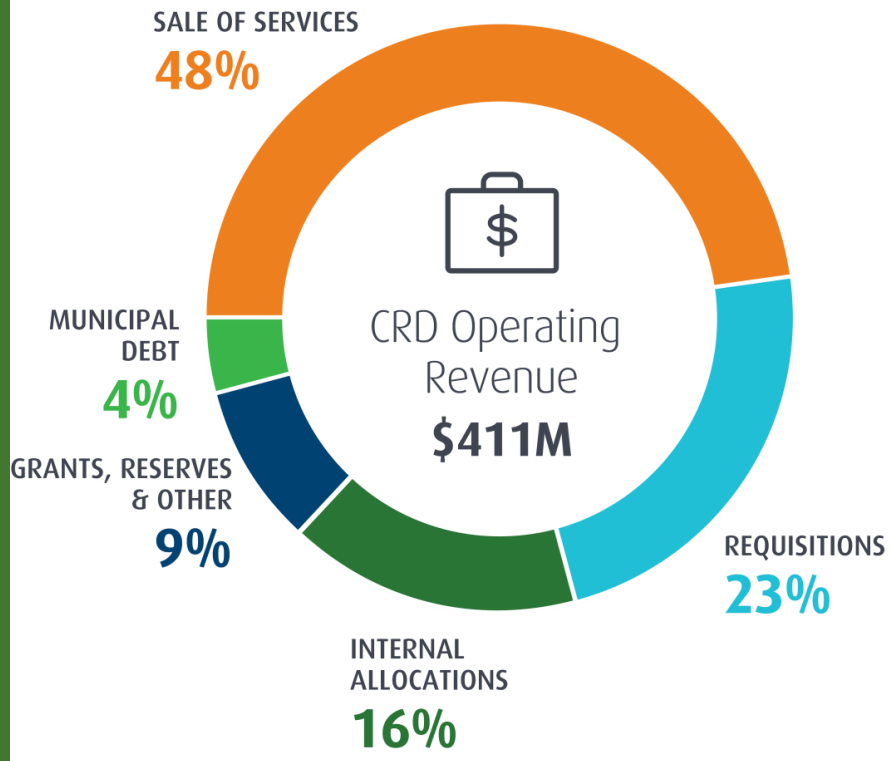
# Balance of Services by GM

| PLANNING & PROTECTION SERVICES | $000's | | % | |
|---|---|---|---|---|
| 7.2.2) Regional Housing Trust Fund (Appendix G, Part C, PDF pg 23, Print pg 21) | $144 | | 3.4% | |
| • Prior year carry-forward from capital grants offset by a decrease in disbursement of new capital grants. | Req | Fees | Other | Alloc |
| | - | - | 100% | - |
| 7.3.2) Community Health (Appendix G, Part C, PDF pg 33, Print pg 31) | ($118) | | (11.8%) | |
| • Reduction of one-time contribution in 2024 to the Alliance to End Homelessness and one-time increase to Community Safety Plan, partially offset by increased grant funded initiatives. | Req | Fees | Other | Alloc |
| | - | - | 100% | - |
| 7.4.3) Hazardous Material Incident Response (Appendix G, Part C, PDF pg 51, Print pg 49) | $101 | | 24.8% | |
| • Increase to contract for services and training and development for the hazmat team readiness and preparedness initiative. | Req | Fees | Other | Alloc |
| | 100% | - | - | - |
| 7.4.7) Regional CREST Contribution (Appendix G, Part C, PDF pg 80, Print pg 78) | $72 | | 3.7% | |
| • Increase in CREST contribution per new agreement, partially offset by reduced deficit carried forward. | Req | Fees | Other | Alloc |
| | 96% | - | 4% | - |
| 7.4.8) Animal Care Services (Appendix G, Part C, PDF pg 84, Print pg 82) | $151 | | 8.7% | |
| • Base salary and step increases for existing staff; position transferred from Bylaw (0.4 FTE), increased dog license costs, and increased allocations for Standard Overhead and Human Resources. | Req | Fees | Other | Alloc |
| | 44% | 17% | 39% | - |
| 7.5.2) Regional Planning Services (Appendix G, Part C, PDF pg 108, Print pg 106) | $372 | | 16.7% | |
| • Transportation Model Update implementation, building occupancy charges, base salary and step increases for existing staff, contribution to the SharePoint online upgrade. These costs were partially offset by a reduction in travel expenses. | Req | Fees | Other | Alloc |
| | 10% | - | 90% | - |
| 7.5.3) Regional Growth Strategy (Appendix G, Part C, PDF pg 119, Print pg 117) | $461 | | 138.9% | |
| • Increased contract for services from Regional Growth Strategy Review, Foodlands Access Service Study, and UMBC Growth and Mobility Study. | Req | Fees | Other | Alloc |
| | 2% | - | 98% | - |

❖ X.X.X) Appendix G Budget reference numbers

# CRD Operating Plan Funding

# CRD Operating Plan Funding




**Capital Regional District**

| Operating | Capital |
|---|---|
| $411M | $283M |

Requisition Funding
$114M | 6.9%

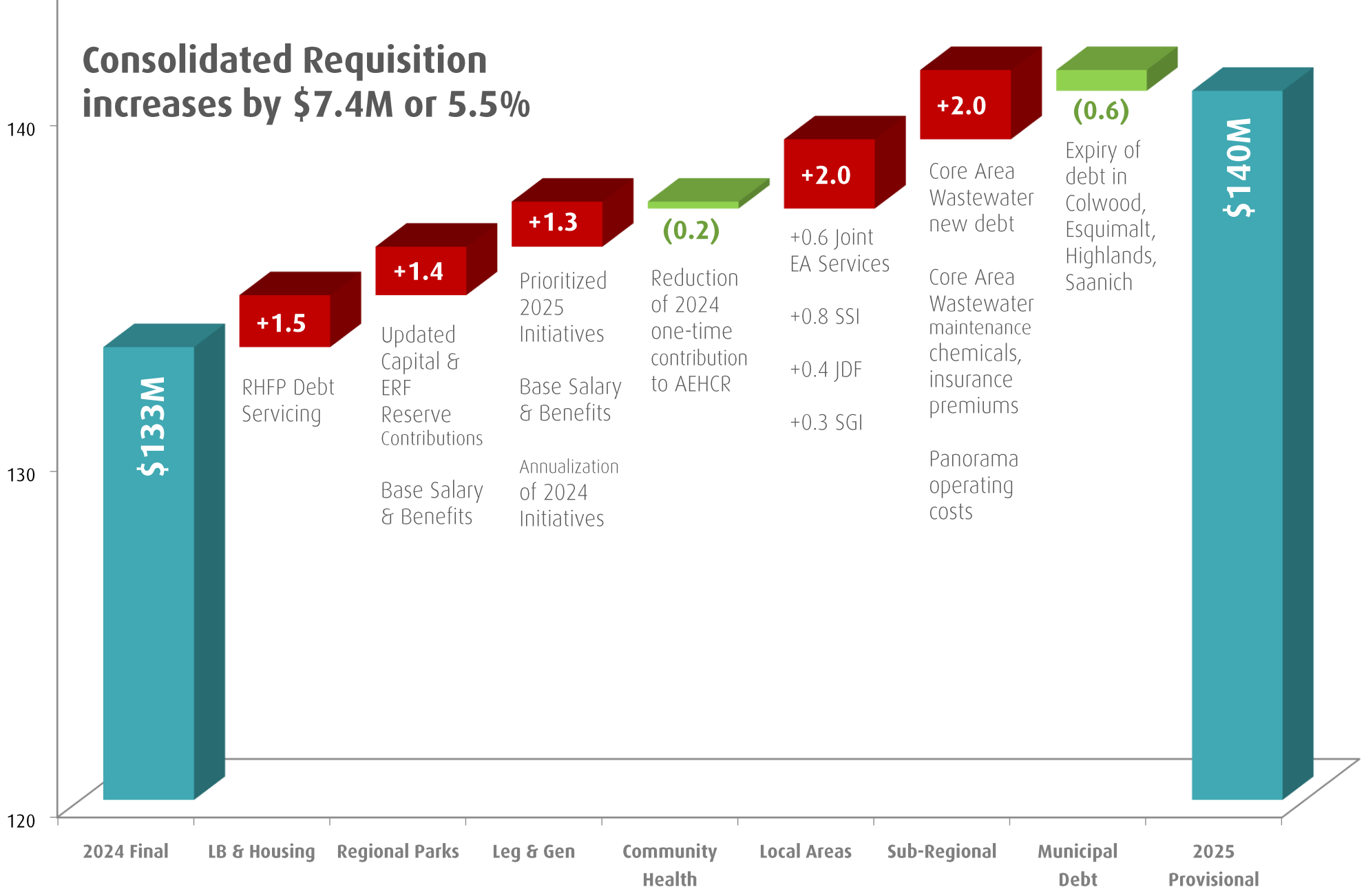
**Capital Regional Hospital District**

| Operating | Capital |
|---|---|
| $33M | $34M |

Requisition Funding
$26M | 0.0%

**Requisition Funding**
$140M | 5.5%

# Requisition Funding Drivers

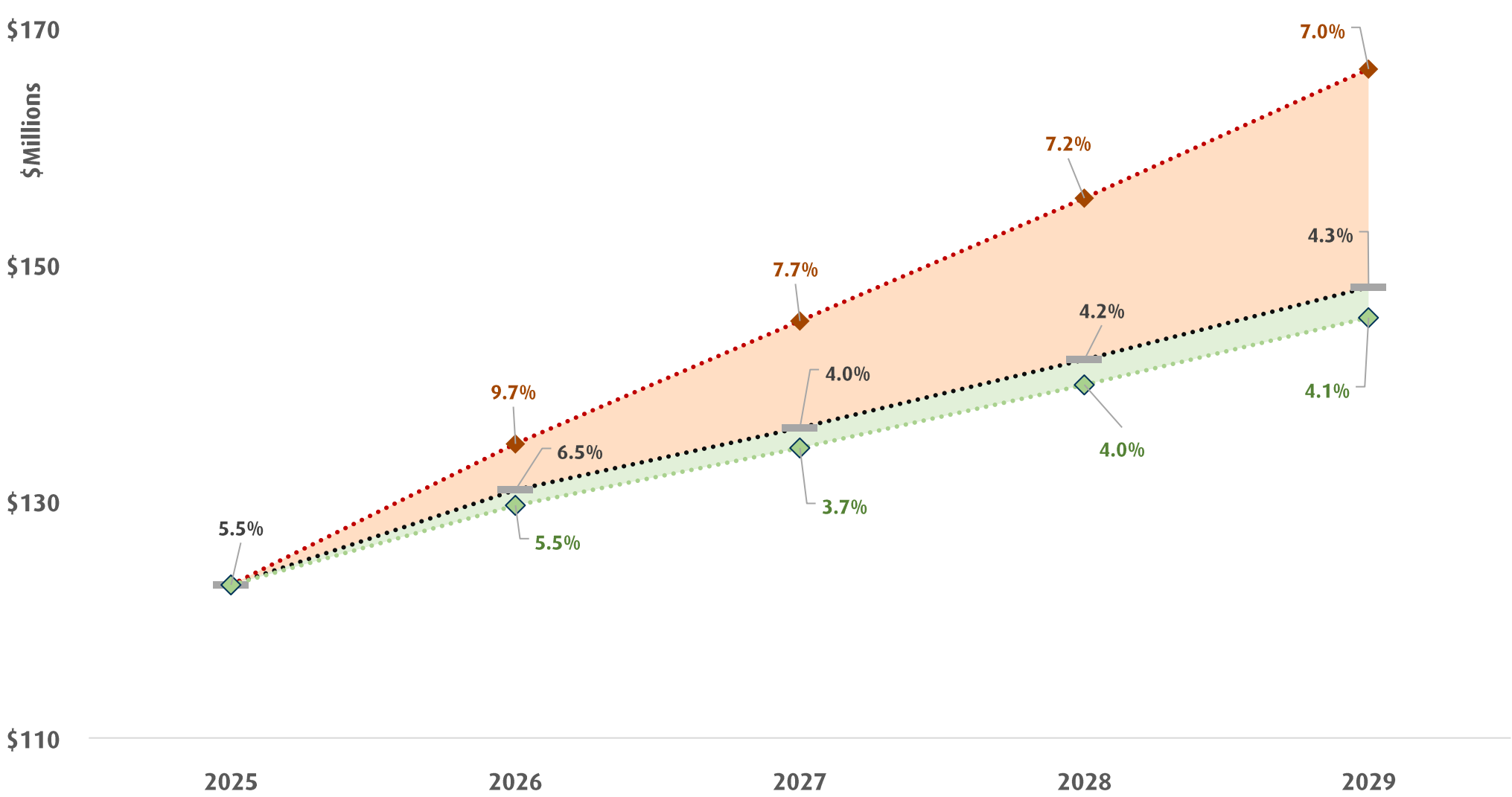


# CRD Operating Plan Funding

# Requisition Summary

| | A | + | B | = | C | → | D | → | E |
|---|---|---|---|---|---|---|---|---|---|
| **Municipalities & EAs** | **Impact of Cost Apportionment** | | **All Other CRD** | | **CRD (Base)** | | **CRD, CRHD & Municipal Debt (Base)** | | **CRD, CRHD & Municipal Debt (Cost per HH)** |
| Central Saanich | - | | 7.2% | | 7.2% | | 5.5% | | 5.5% |
| Colwood | - | | 10.5% | | 10.5% | | 1.6% | | 1.6% |
| Esquimalt | - | | 11.2% | | 11.2% | | 3.4% | | 3.4% |
| Highlands | - | | 9.0% | | 9.0% | | 0.3% | | 0.3% |
| Langford | - | | 9.6% | | 9.6% | | 7.7% | | 7.7% |
| Metchosin | - | | 9.0% | | 9.0% | | 6.0% | | 6.0% |
| North Saanich | - | | 9.2% | | 9.2% | | 6.4% | | 6.5% |
| Oak Bay | - | | 9.0% | | 9.0% | | 6.5% | | 6.5% |
| Saanich | - | | 7.8% | | 7.8% | | 2.5% | | 2.5% |
| Sidney | - | | 7.8% | | 7.8% | | 5.3% | | 5.3% |
| Sooke | - | | 6.7% | | 6.7% | | 5.2% | | 5.2% |
| Victoria | - | | 7.5% | | 7.5% | | 4.1% | | 4.1% |
| View Royal | - | | 7.4% | | 7.4% | | 5.9% | | 5.9% |
| Juan de Fuca | - | | 12.3% | | 12.3% | | 10.3% | | 10.3% |
| Salt Spring Island | - | | 14.7% | | 14.7% | | 13.2% | | 13.1% |
| Southern Gulf Islands | - | | 9.5% | | 9.5% | | 7.8% | | 7.8% |
| **Total** | - | | 9.1% | | 9.1% | | 5.5% | | 5.5% |
| **BOARD DIRECTED & ENDORSED INITIATIVES** | | | | | **+1.2%** | | **+0.6%** | | **+0.6%** |

# 5-Year Consolidated Requisition Forecast




Future requisition forecasts consider various factors such as inflation, demographic shifts, population growth, and macro-economic conditions. These forecasts are based on current regional population trends and are updated to reflect emerging federal and provincial policies.

Inflation is expected to continue to moderate in 2025, influenced by adjustments in Bank of Canada monetary policy and associated factors. Persistent economic challenges, including unemployment rates, logistics & supply chain, cost of goods including shelter, utilities, and consumables have implications on service delivery.

# 2025 Provisional Budget Summary

# 2025 Provisional Budget

## Key Takeaways



### Managing Capital Investments

capital investment is nearly 5x depreciation while less than 8% of revenue is committed to long-term debt payments



### Supporting Board & Corporate Priorities

continuing to execute multi-year projects while adding initiatives in alignment with the 2023-2026 corporate plan



### Adapting to Regional Challenges

employment challenges, economic uncertainty, continued population growth resulting in increased asset utilization



### Striving for Financial Sustainability

continued revenue diversification, leveraging partnerships, developing financing strategies

# Potential Adjustments

# CRD Operating Plan

# Potential Adjustments

## LOWEST IMPACT

- Associated service risks can be contained or managed in short term
- Activities will be slowed down or delivered through other means (e.g., contracted services)
- Management strategies may impact service levels and costs (e.g., contracted services are typically more costly than in-house delivery)

## MEDIUM IMPACT

- Associated service risks can be contained or managed in short term
- Activities cannot proceed without resourcing and will therefore either be paused until resourcing can be secured in a future year or be rescoped
- Management strategies may impact service levels, future workplans, delivery costs and ability to realize full benefits of work envisaged

## HIGHEST IMPACT

- Associated service risks are likely to be felt organizationally; few opportunities for additional containment or management
- Postponement or rescoping not available; existing capacity to be redirected to advance work without resourcing adjustments
- High likelihood of flow-down impacts on other service levels

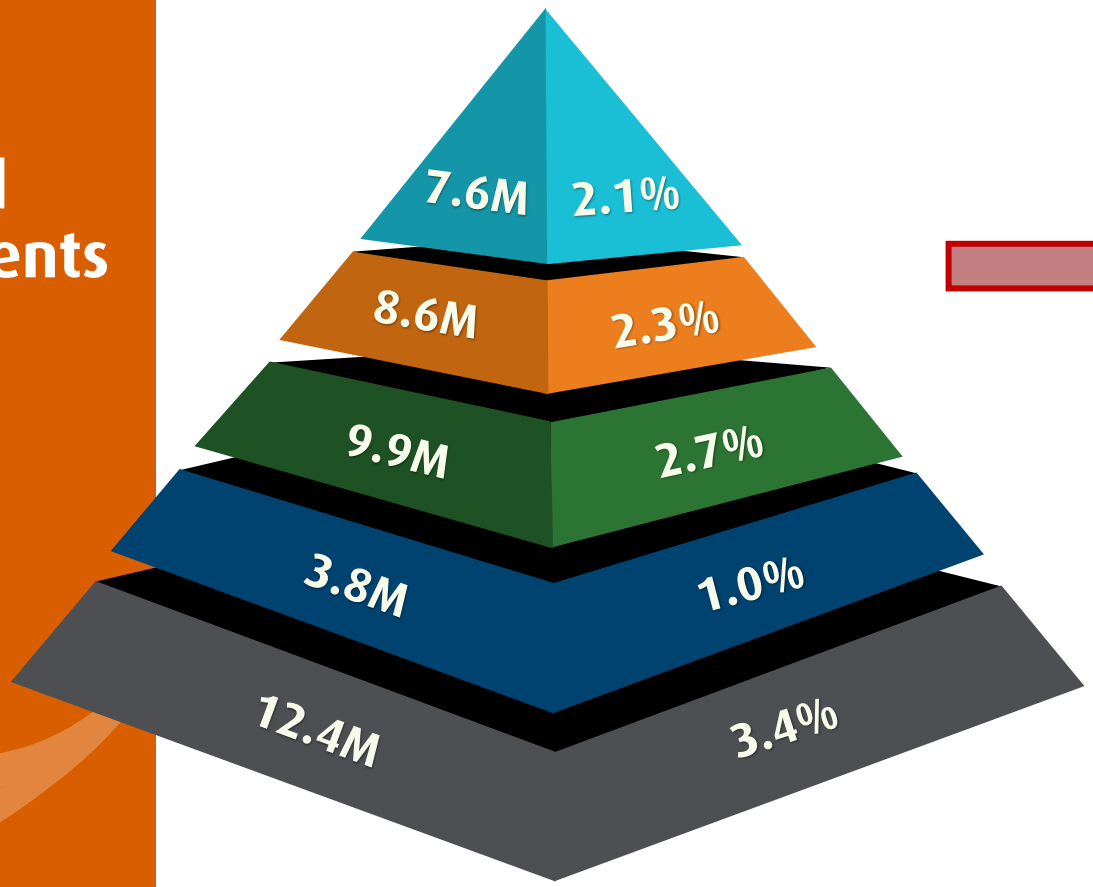
| Service Delivery Impact | FTE Adjustment | Operating Expense | Capital Expense | Requisition |
|---|---|---|---|---|
| Lowest | (11.9) | (0.353M) | (2.000M) | (0.050M) |
| Medium | (6.5) | (2.508M) | (2.550M) | (0.370M) |
| Highest | (3.5) | (0.307M) | - | (0.059M) |
| Total | (21.9) | (3.168M) | (4.550M) | (0.477M) |

# CRD Operating Plan

## Potential Adjustments

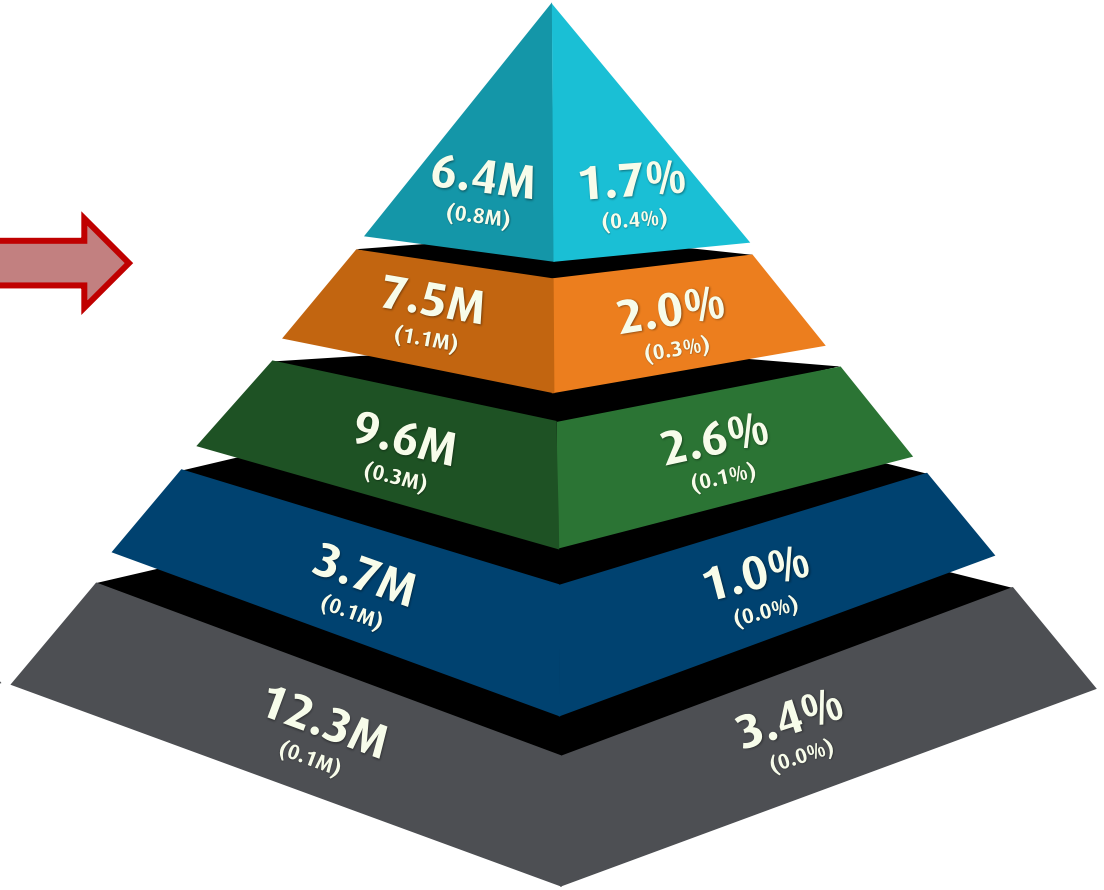
### CRD OPERATING BUDGET

2025 | $411M △ $43M | 11.5%



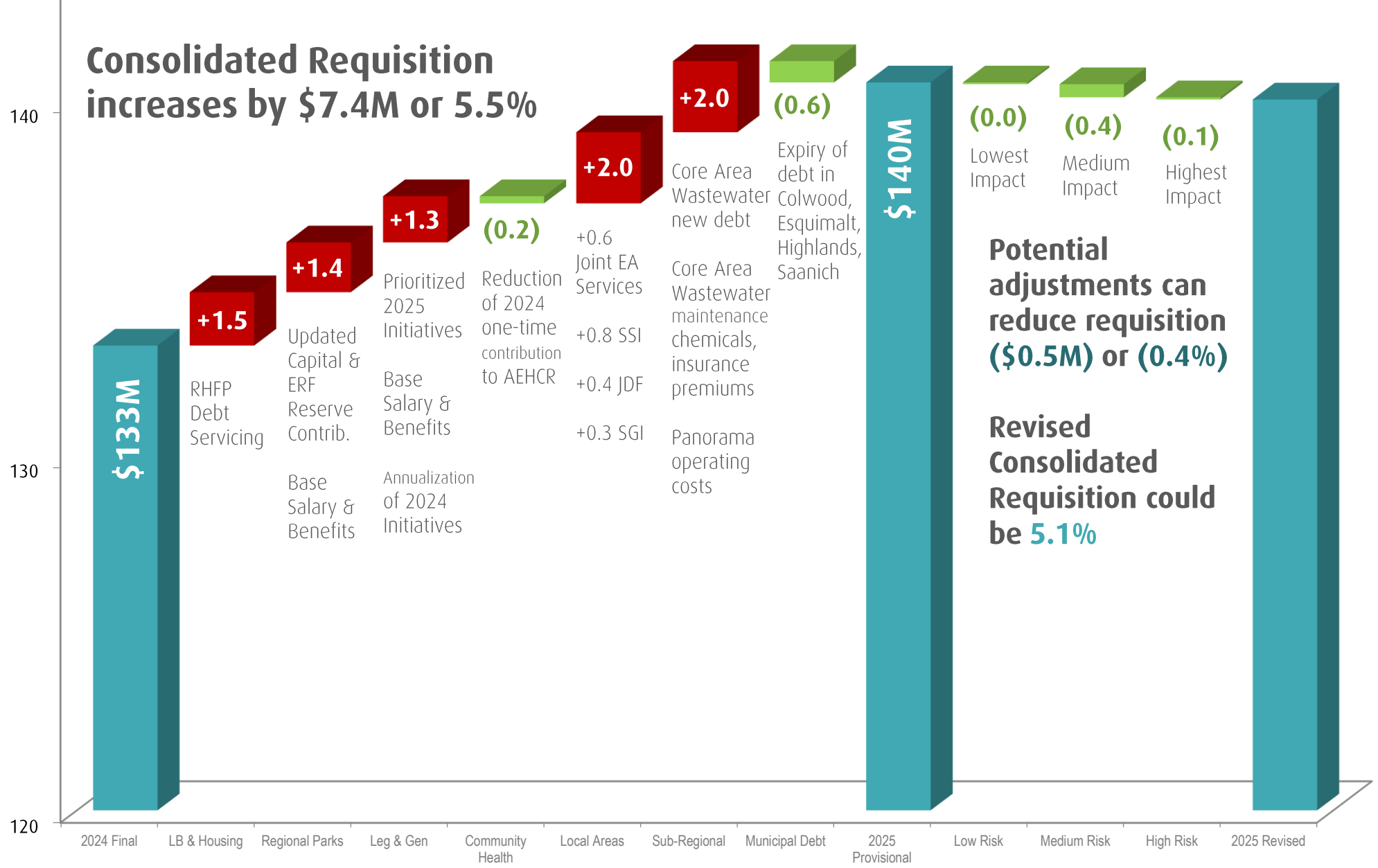

### REVISED OPERATING BUDGET

2025 | $408M ($3M) △ $40M | 10.7% (0.8%)



# Requisition Funding Drivers

# Potential Adjustments





# Thank you

@crdvictoria

Capital Regional District

CRDVictoria

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# Backup

# CRD Operating Plan

# Potential Adjustments

# Lowest Impact

| Service | Area of Savings | Potential Adjustment | 2025 Expense Adjustment | 2025 Req. Adjustment |
|---|---|---|---|---|
| Environmental Water Quality | Laboratory Assistant | Defer new FTE from 2025 to 2026 | (64,782) | - |
| Regional Water Supply | Demand Management Public Engagement | Defer demand management public engagement work from 2025-2026 | (98,570) | - |
| Wastewater Operations | Systems Maintenance Electrician | Defer new FTE from 2025 to 2026 | (65,752) | - |
| Regional Water Supply | Corporate Fleet Mechanic | Defer new FTE from 2025 to 2026 | - | - |
| Regional Parks | Regional Parks Maintenance Workers | Defer Auxiliary Conversion from 2025: 4 x 0.8 FTE to 2026; 4 x 0.8 FTE to 2027 | - | - |
| Panorama Recreation | Aquatic Program Assistant | Defer Auxiliary Conversion from 2025 to 2026 | (2,000) | (2,000) |
| Panorama Recreation | Maintain Recreation Staffing Levels | Defer Auxiliary Conversion from 2025 to 2026 | (25,000) | (25,000) |
| SEAPARC | Maintain Reception Staffing | Defer Auxiliary Conversion from 2025 to 2026 | (22,000) | (22,000) |
| Information Technology | Service Review Recommandations | Defer operating work from 2025 to 2026 | (75,000) | - |
| Finance | FOC Capital Contribution | Reduce from $5M to $3M & move from Finance to Facilities budget | (2,000,000) | - |
| **Total** | | | **($2.4M)** | **($0.050M)** |

# CRD Operating Plan

# Potential Adjustments

# Medium Impact

| Service | Area of Savings | Potential Adjustment | 2025 Expense Adjustment | 2025 Req. Adjustment |
|---|---|---|---|---|
| Environmental Resource Management | Hartland 2100 | Defer Solid Waste analyst from 2025 to 2026; defer term conversion to future years | (134,962) | - |
| Environmental Resource Management | Solid Waste ReThink Waste Grants | Defer program management from 2025 to 2026 | (500,000) | - |
| Environmental Resource Management | Solid Waste Depot Funding Strategy | Defer program management from 2025 to 2026 | (500,000) | - |
| Environmental Resource Management | Solid Waste Business Coaching Program | Defer program management from 2025 to 2026 Business Coaching Program | (120,000) | - |
| Environmental Engineering | Regional Trestles, Trails Widening & Lighting Project | Defer 1.0 Term FTE from 2025 to 2026 | (142,000) | - |
| Regional Parks | Reserve Contribution Decarbonization | Defer ERF transfer from 2025 to 2026 | (175,000) | (175,000) |
| Regional Parks | Land Acquisition Reduction | Capital Plan changes result in debt servicing operating savings | (43,000) | (43,000) |
| Regional Parks | Land Acquisition Reduction | Revision in Capital Plan from $2M to $-M | (2,000,000) | - |
| SEAPARC | Reserve Contribution Decarbonization | Defer transfer from 2025 to 2026 | (50,000) | (50,000) |
| Information Technology | New Corporate Project and Service Management Platform | Defer new FTE and operating expense from 2025 to 2026 | (294,975) | (56,045) |
| Information Technology | MyCRD and Supporting Platforms | Defer new FTE and operating expense from 2025 to 2026 | (235,487) | (44,743) |
| Information Technology | Microsoft CoPilot | defer operating work from 2025 to 2026 | (25,000) | - |
| Board Expenditures | Boardroom Improvements | Defer work from 2025 to 2026 | (550,000) | - |
| CRHC | Maintain Operations | Defer unit turnover team of 3.0FTEs to 2026; add back contract for services budget | (287,102) | - |
| **Total** | | | **($5.1M)** | **($0.379M)** |

# CRD Operating Plan

# Potential Adjustments

# Highest Impact

| Service | Area of Savings | Potential Adjustment | 2025 Expense Adjustment | 2025 Req. Adjustment |
|---|---|---|---|---|
| Regional Water Supply | Seasonal Watershed Operator 2s | Auxiliary Conversion of 2 x 0.75 FTE from 2025 to 2026 | (46,879) | - |
| Finance | Manager Finance Regional Housing | Defer 1.0 Term FTE from 2025 to 2026 | (179,577) | (59,260) |
| Human Resources | Manager Safety | Defer new 1.0 FTE from 2025 to 2026 | (80,759) | - |
| **Total** | | | **($0.307M)** | **($0.059M)** |
| | | **Total Potential Adjustments** | **($7.7M)** | **($0.5M)** |

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**REPORT TO THE FINANCE COMMITTEE**
**MEETING OF WEDNESDAY, MAY 01, 2024**

---

**SUBJECT** **2025 Service and Financial Planning Guidelines**

## ISSUE SUMMARY

This report outlines the service and financial planning annual process and approach for 2025 including key budget drivers for consideration.

## BACKGROUND

The Capital Regional District (CRD) 2025 service and financial planning processes have begun. Board Priorities, Corporate Plan initiatives and core service delivery form the foundation of the 2025 to 2029 five-year financial plan. Appendix A highlights the overall corporate planning process while Appendix B details the timeline specific to the planning cycle.

The 2025 cycle plans year three of the Board approved CRD Corporate Plan. The Corporate Plan identifies initiatives that will progress service delivery in alignment with the Board Priorities. The Corporate Plan also includes initiatives that, deliver on core service mandates, are necessary to meet regulatory requirements, and help the organization keep pace with population growth and maintain service levels.

New for 2025, as actioned in the corporate initiative CRD Evolves 2024 to 2025, core services will undergo review and realignment aimed at addressing duplication, centralization and opportunities to scale existing services. Cross functional teams will plan and execute this work for implementation in 2025 and beyond.

Impacts for initiatives will be summarized and presented with the 2025 service plans, also known as Community Need Summaries, and the provisional budget will be presented at the Committee of the Whole meeting scheduled for October 30, 2024. As in prior years, to proactively influence the planning process, this report recommends planning guidelines in consideration of various trends, assumptions and drivers impacting the organization.

## ALTERNATIVES

*Alternative 1*
The Finance Committee recommends to the Capital Regional District Board:
That the service and financial planning guidelines be approved and that staff be directed to prepare the draft financial plan review based on the timeline presented.

*Alternative 2*
That this report be referred back to staff for additional information.

## IMPLICATIONS

*Alignment with Board & Corporate Priorities*

The guidelines are the policies, practices and assumptions by which the CRD Board and staff determine the most appropriate allocation of resources to deliver the Corporate Plan. The guidelines are reviewed and tailored to current economic trends and in support of financial health targets for the organization.

The alignment of the financial plan with strategic priorities and financial management strategies, provides a delivery of service that is efficient and effective. The 2025 financial planning process will reflect feedback from various commissions, committees and the Board.

In 2025, staff will prioritize programs and initiatives that:

- Advance Board priorities or Corporate Plan initiatives;
- Operationalize capital commitments and investments; and/or
- Are necessary to maintain a core service level following a regulatory change or where there is a safety risk to customers, communities, or staff.

*Financial Implications*

### Financial Planning Guidelines

The financial planning guidelines advise the organization on internal and external drivers to influence management practices with respect to surpluses, reserves, debt and cost containment measures. This will enable the organization to optimize revenue requirements and minimize requisition increases. Analysis of the following areas influence the guidelines: Economic Conditions, Core Service Levels and Infrastructure Investment and Financial Management Strategies.

### Economic Conditions

The financial plan relies on ongoing analysis and monitoring by staff of economic drivers and assumptions, with a focus on understanding their impact on both service delivery and financial performance. Highlights of key interrelated economic indicators in this report include interest, inflation and unemployment rates, and population growth.

In January 2024, Canada's gross domestic product (GDP) displayed a strong rebound, easing pressure on the Bank of Canada (BoC) for an early rate cut. Further GDP[1] expansion is expected which is impacting financial markets to lower expectations for a 0.25% rate cut in June 2024. So far, Canada's economy has managed to steer clear of a technical recession despite elevated interest rates. Higher rates continue to place upward pressure on costs in capital investment compounding inflationary cost pressures in local, provincial and national Consumer Price Indices.

[1] https://globalnews.ca/news/10389121/canada-economy-gdp-january-2024/

Through February 2024, the Greater Victoria average annual inflation rate was 3.1%, provincially the value was 3.4%, while Vancouver measured 3.8%[2]. The recently approved BC provincial budget assumes an inflation rate of 2.7%[3] in 2024 in comparison to 2023 actuals of 3.9%. Given historical planning guidelines for the CRD and the economic trends the Executive Leadership Team is setting the target for service and financial planning at 3.0%. This represents the target percentage increase over 2024 budgets; the increase will reflect the change for the consolidated requisition per household excluding municipal debt. As shown in Appendix D, the five-year consolidated requisition forecast includes multi-year projects, programs, and initiatives already underway. Through service optimization and rationalization, staff look to achieve the 2025 planning target.

The CRD continues to address rising costs through core service continuous improvement and optimization. Additionally, the effective use of financing strategies such as revenue diversification, asset leverage and reserve management support the organization in meeting annual budget targets. The CRD polices and strategies on operating and capital reserves monitor funded status and inform debt capacity through uncertain interest rate periods.

Persistent regional challenges in housing availability, transportation and overall affordability directly impact recruitment and retention for the CRD. In February 2024, the Greater Victoria unemployment rate was 4.3%, well below the provincial, national and Vancouver rates of 5.4%, 5.8% and 5.6% respectively[4].

Population growth (3.3% in 2023) compounds regional challenges in addition to driving higher utilization of CRD services. Operational results through early 2024 reflect higher volumes and variable costs of service delivery in water, parks and recreation.

**Financial Capacity**

Equally pervasive to planning, organizational capacity correlates to the current and forecasted financial capacity of the organization. Based on recently developed CRD financial management strategies, capacity is regularly reviewed informing targets and managing upper bounds on financial implications. While growth continues to place upward pressure on service delivery, forecasts provide visibility on related implications to mitigate and reduce financial risk.

Recognizing the complexity and variability of factors influencing revenue projections, sensitivity analysis is used to inform the executive of approximate financial capacity in future years. The 2025 requisition increase is forecasted to be 6%, with a potential range from 5% to 8%. This uncertainty underscores the need for adaptability in operations and financial management support throughout the cycle.

Debt management is a critical tool of our financial strategy, encompassing a thorough review of operational needs in alignment with asset management performance. Overall debt loads and the availability of borrowing capacity under existing loan authorization bylaws provide the ability to react to the changing environment.

[2] BC Stats CPI report at: https://www2.gov.bc.ca/assets/gov/data/statistics/economy/cpi/cpi_highlights.pdf
[3] BC 2024 Inflation Forecast(Page 93): https://www.bcbudget.gov.bc.ca/2024/pdf/2024_Budget_and_Fiscal_Plan.pdf
[4] Table 14-10-0380-01 Labour force characteristics, three-month moving average, seasonally adjusted: Labour force characteristics, three-month moving average, seasonally adjusted (statcan.gc.ca)

## Core Service Levels

The CRD Board's 2023 to 2026 strategic priorities form the basis of the Corporate Plan and related service plans. The rolling five-year financial plan will reflect updated assumptions in timing, scope and cost estimates.

The most significant costs of service delivery are capital and operating expenses such as salaries and benefits, debt servicing, materials and equipment. Changes in these expenditures will be influenced to a greater degree by uncontrollable economic conditions such as unemployment rates, supply and demand of goods and services, as well as contractual agreements.

The organization has experienced growth in many core services in the past five years, driven by community needs in the Corporate Plan. Service Delivery reviews are an effective tool to evaluate efficacy while priorities continue to evolve.

## Financial Management Strategies

Financial management strategies ensure critical financial objectives are integrated into organizational decision making and operations. Appendix C provides a summary of current financial management strategies published for corporate planning.

## Infrastructure Funding

Community approved master plans are either in place or are under development across the CRD, reflecting a long-term service delivery view for investment in assets and service levels. The Board approved Corporate Asset Management Strategy and Policy set activities and actions required in planning and managing critical assets of the organization.

Initiatives include development and completion of:

- Sustainable Service Delivery plans to maintain and replace existing assets in the short, medium and long-term
- A Lifecycle Costing Framework, integrating quantitative, qualitative, social, environmental and economic measures such as climate action and risk management
- A Library of Financial Guidelines aimed at optimizing financial position, reserves and borrowing capacity while lowering current costs and diversifying revenue

## Public Engagement

As in prior years, public engagement on the financial plan is considered an integral part of the process. The CRD continually seeks to improve on this process by developing a plan reflective of community desired methods of engagement. Ongoing opportunities for public input through committee, commission and CRD Board meetings will be available throughout the year.

## CONCLUSION

Board Priorities, Corporate Plan initiatives, and core service delivery form the foundation of the 2025 to 2029 five-year financial plan. To proactively influence the planning process, this report recommends planning guidelines in the context of observed trends, assumptions and drivers impacting the organization. The guidelines are the policies and assumptions by which the CRD Board and staff determine the most appropriate allocation of resources to deliver the Corporate Plan.

## RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
That the service and financial planning guidelines be approved and that staff be directed to prepare the draft financial plan review based on the timeline presented.

| | |
|---|---|
| Submitted by: | Rianna Lachance, BCom, CPA, CA, Sr. Mgr., Financial Services / Deputy CFO |
| Concurrence: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT |
| Concurrence: | Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services |
| Concurrence: | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer |

## ATTACHMENTS

Appendix A: Capital Regional District Corporate Planning Framework
Appendix B: 2025 Capital Regional District Financial Planning Timetable
Appendix C: Financial Management Strategies
Appendix D: Five-Year Consolidated Requisition Forecast

# Corporate Planning Framework

Appendix A




Every four years, the Board sets the strategic priorities, policicies and direction that guide the activities of the organization. Board members, other elected officials and, in some cases, First Nations and ratepayers sit on various committees and commissions that receive public input.

Public input happens throughout the planning cycle, through customer satisfaction surveys, financial plan consulting, user statistics, advisory body reports and other public engagement activities. This input drives the Board's Strategic Priorities.

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Service and Financial Planning Guidelines

| CRD Timetable for 2025-2029 Financial Plan | |
|---|---|
| Month | Description |
| May | Executive Leadership Team - Review and Prioritize initiative Business Cases |
| June | Financial Plan Guidelines distributed to staff |
| June - August | Staff - Service Planning and Budget Preparation |
| September - October | Executive Leadership Team, Committees & Commissions - Review of Budgets, including Initiative Business Cases |
| October | Electoral Area Committee - Budgets and Intiative Business Cases (Oct 28)<br>Committee of the Whole - Financial Plan and Intiative Business Cases (Oct 30)<br>Board - Approval Provisional Financial Plan (Oct 30) |
| January | Surplus/Deficits - Budget Recast |
| March | Board - Final Bylaw Approval |
| April | Requisition |

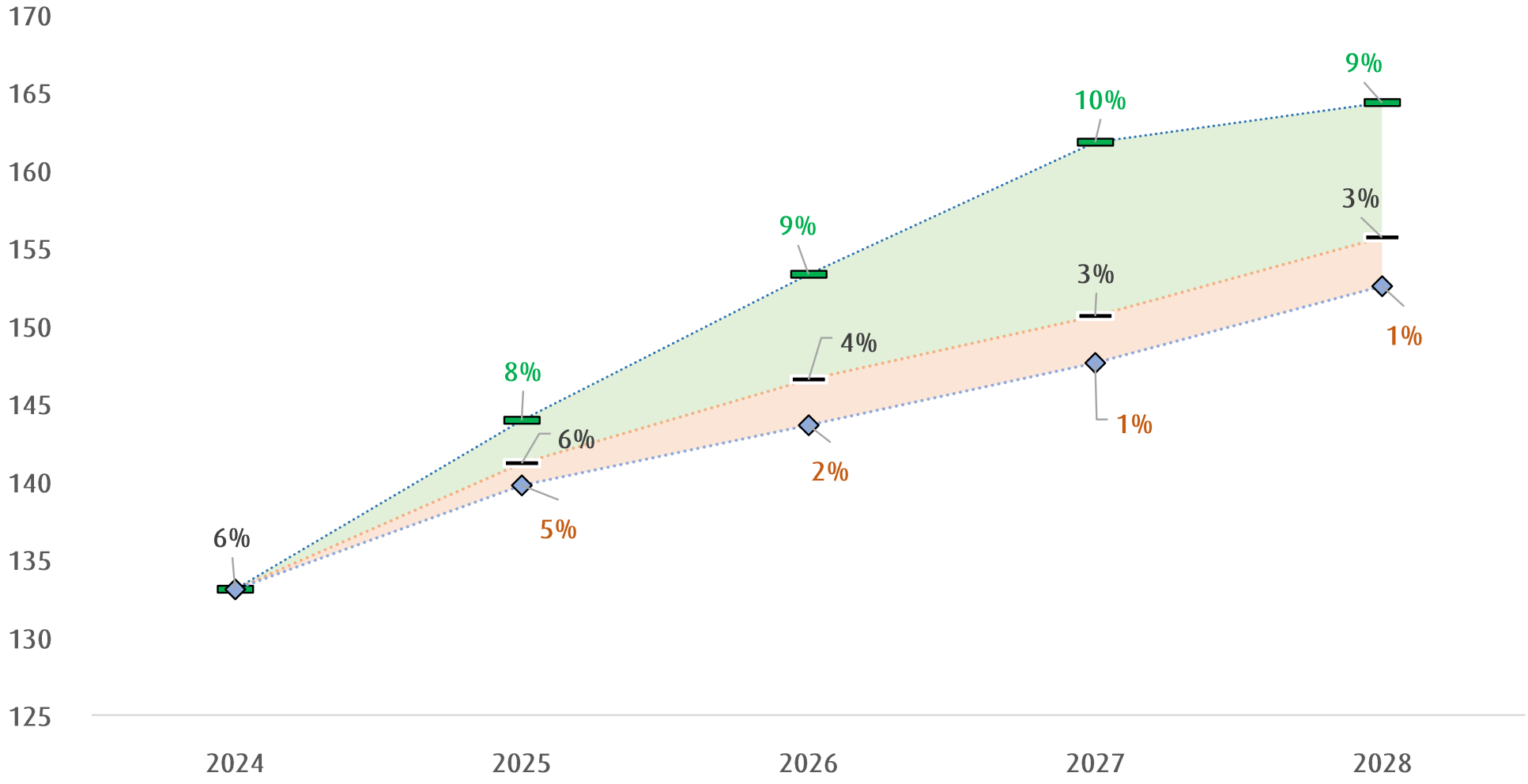
## Financial Management Strategies

Financial management strategies ensure critical financial objectives are integrated into organizational decision making and operations. The following outlines the financial management strategies that will generally guide financial planning:

- Set reserve target ranges based on guidelines, determining multi year funding strategies for one-time projects or to stabilize revenue requirements
- Balance debt repayment across time, correlating debt term commitments to asset life based on guideline
- Optimize fees for service revenues and stabilize tax rates to fund operations, maintenance, growth and asset utilization
- One-time variances resulting in surplus transferred to reserve to fund future capital liabilities or reduce future revenue requirements and only applied to reduce tax rates in rare circumstances where the offset is sustainable and stable

Board approved financial policies and guidelines such as the Asset Management Policy, Capital Reserve Guidelines, Operating Reserve Guidelines and Debt Term Guideline inform financial planning in a standard way at a service level whereas the strategies given above provide general corporate direction.

# Five-Year Consolidated Requisition Forecast

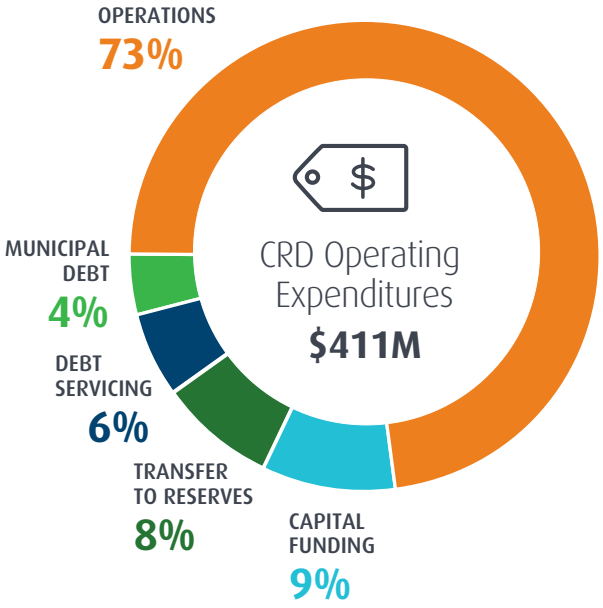



Future requisition forecasts consider various factors such as inflation, demographic shifts, population growth, and macro-economic conditions. These forecasts are based on current regional population trends and are updated to reflect emerging federal and provincial policies.

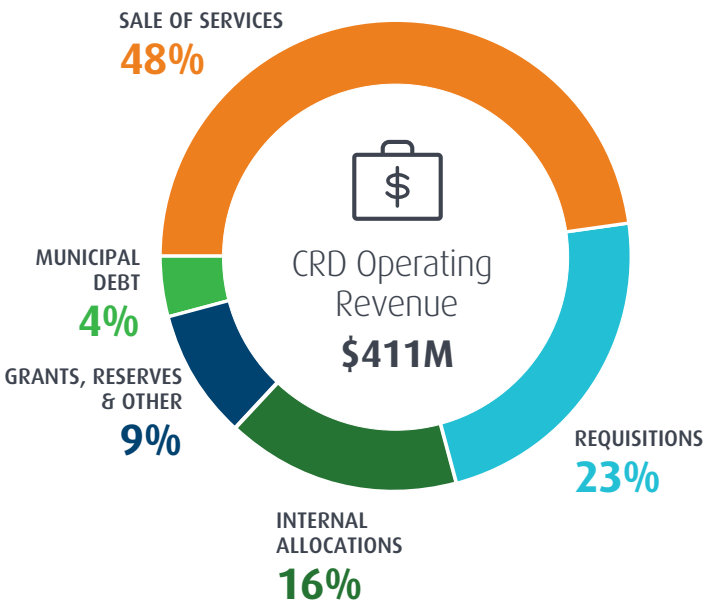
Inflation is expected to continue its moderation in 2024 and subsequently decrease, influenced by adjustments in Bank of Canada monetary policy and associated factors. Persistent economic challenges, including unemployment rates, logistics & supply chain, cost of goods including shelter, utilities, and consumables have implications on service delivery.

# CRD 2025 Operating Budget Overview

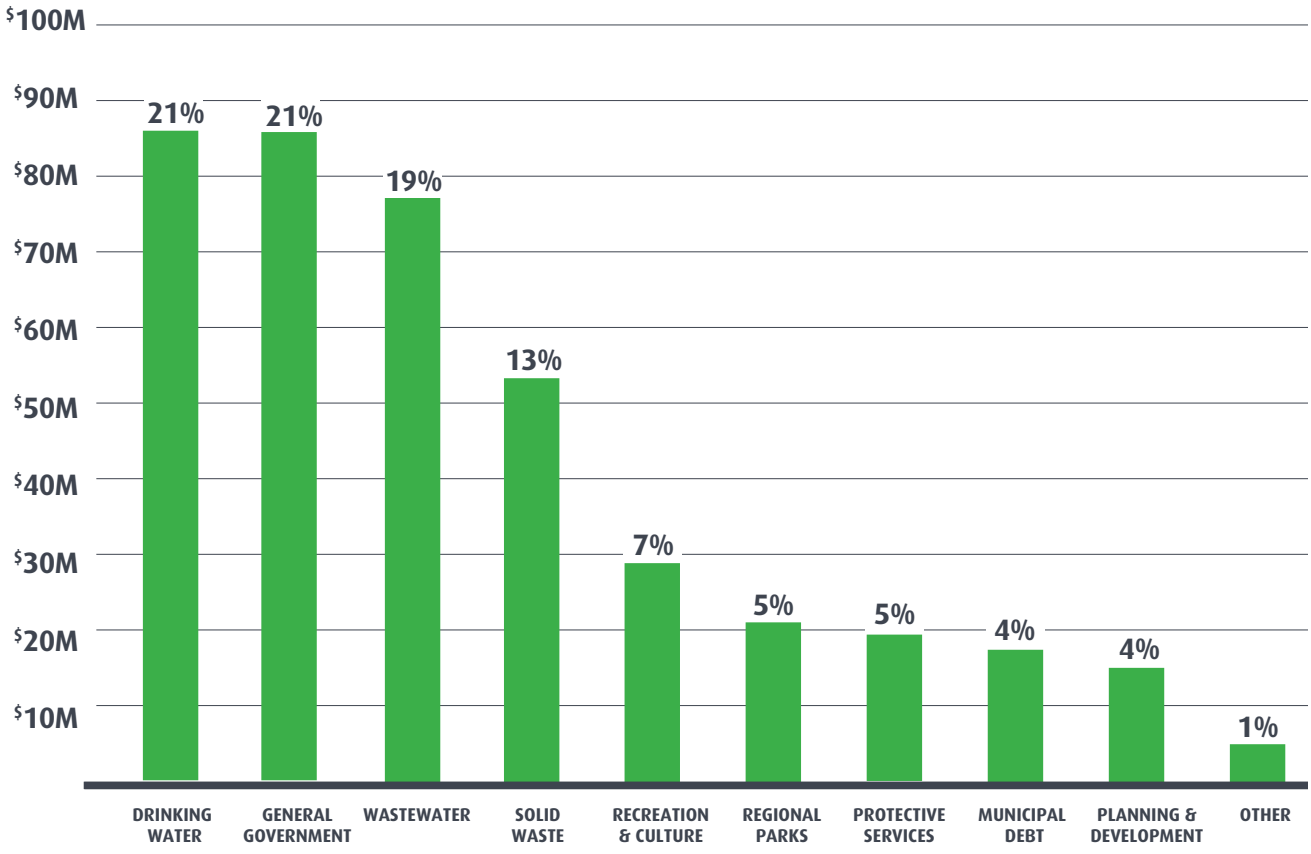
## WHERE THE MONEY GOES




## WHERE THE MONEY COMES FROM



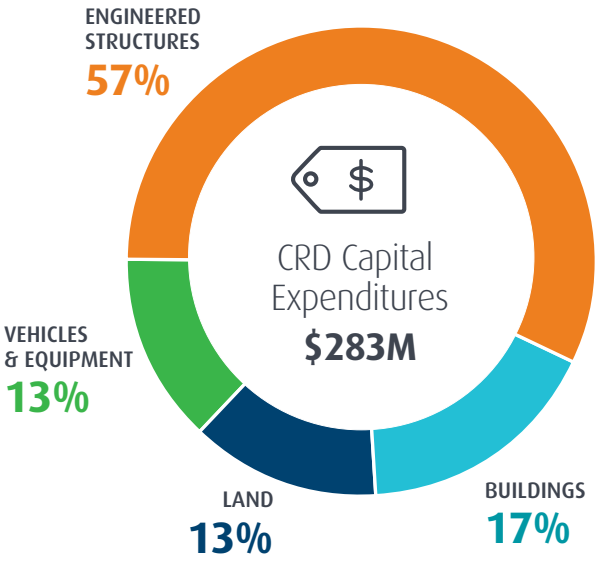

## HOW THE MONEY IS SPENT



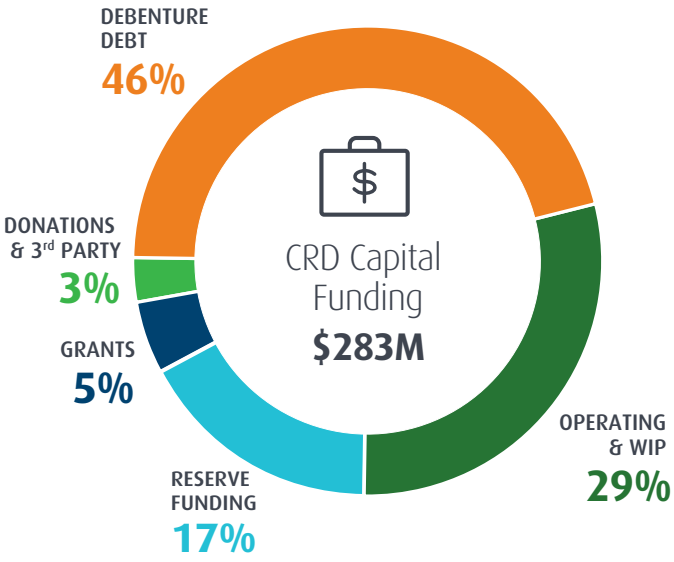
# CRD 2025 Capital Budget Overview



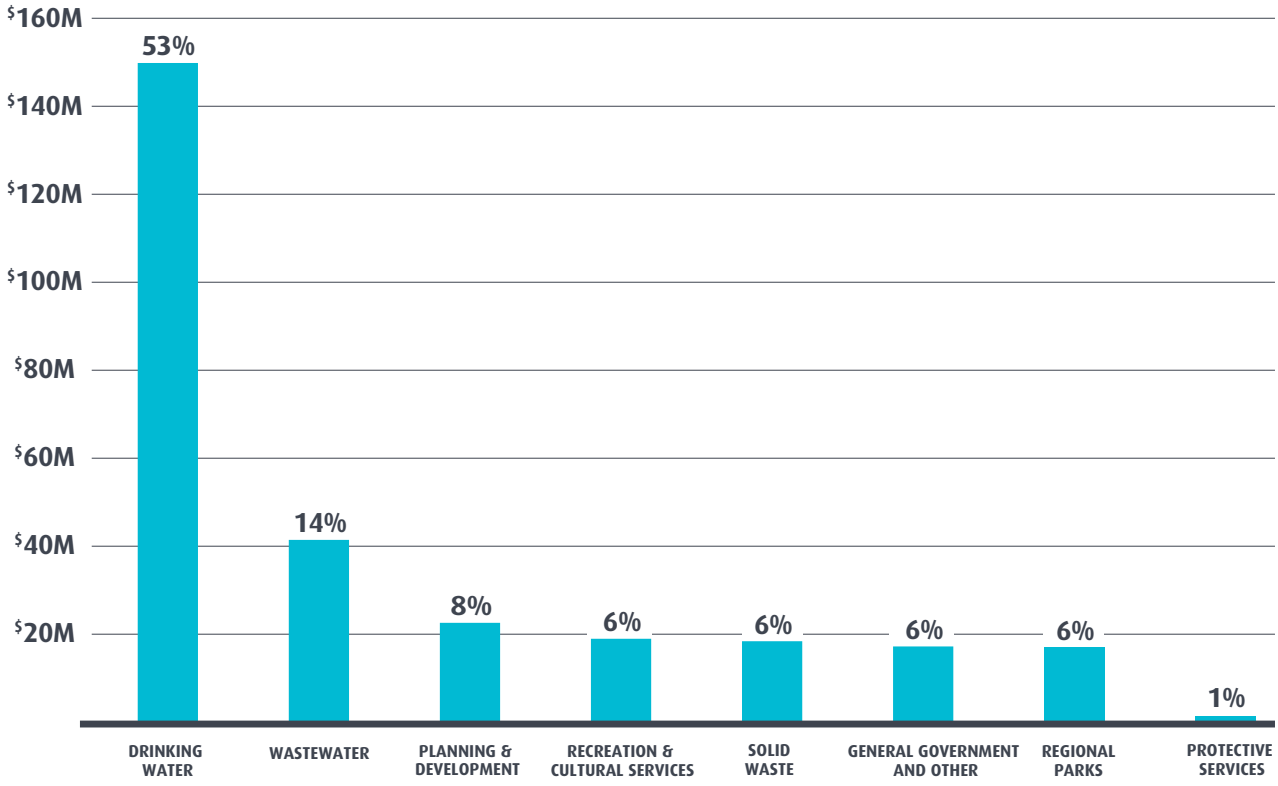
## WHERE THE MONEY GOES




## WHERE THE MONEY COMES FROM




## HOW THE MONEY IS SPENT



Appendix D

# CAPITAL REGIONAL DISTRICT

2025 Financial Plan Summary

(Cost Apportionment based on Prior year assessment data. Subject to change with the final 2025 Assessment values).

Prepared by CRD
Financial Services
October 30, 2024

# I N D E X


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## CAPITAL REGIONAL DISTRICT - YEAR 2025 FINANCIAL PLAN

| Regional | Service | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 39,599,526 | 43,234,352 | 9.18% | 800,000 | 24,736,809 | 4,150,634 | 13,546,909 | 12,251,516 | 10.57% |
| 1.10X | Facilities Management | 4,606,290 | 5,122,730 | 11.21% | - | 4,884,554 | 67,899 | 170,277 | 173,734 | -1.99% |
| 1.101 | G.I.S. | 653,615 | 682,011 | 4.34% | - | 524,684 | 5,972 | 151,355 | 133,247 | 13.59% |
| 1.112 | Regional Grant in Aid | 1,609,336 | 1,669,336 | 3.73% | 1,619,336 | - | 50,000 | - | - | 0.00% |
| 1.224 | Community Health | 1,002,468 | 884,465 | -11.77% | - | - | 249,418 | 635,047 | 808,579 | -21.46% |
| 1.226 | Health Facilities - VIHA | 1,776,222 | 1,811,746 | 2.00% | - | - | 1,811,746 | - | - | 0.00% |
| 1.280 | Regional Parks | 19,684,346 | 21,236,198 | 7.88% | - | 77,539 | 1,741,653 | 19,417,006 | 17,978,490 | 8.00% |
| 1.309 | Climate Action and Adaptation | 2,864,096 | 3,184,145 | 11.17% | - | 102,296 | 1,437,245 | 1,644,604 | 1,591,365 | 3.35% |
| 1.310 | Land Banking & Housing | 3,679,545 | 5,571,016 | 51.41% | - | 627,883 | 1,609,637 | 3,333,496 | 1,861,398 | 79.09% |
| 1.312 | Regional Goose Management | 243,486 | 293,651 | 20.60% | - | - | 41,425 | 252,226 | 243,486 | 3.59% |
| 1.323 | By-Law Enforcement | 639,731 | 833,421 | 30.28% | - | 789,535 | 43,886 | - | - | 0.00% |
| 1.324 | Regional Planning Services | 2,227,436 | 2,599,833 | 16.72% | - | 91,440 | 1,199,143 | 1,309,250 | 1,271,121 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 183,406 | 188,729 | 2.90% | - | - | 16,950 | 171,779 | 166,716 | 3.04% |
| 1.374 | Regional Emergency Program Support | 148,016 | 150,075 | 1.39% | - | - | 7,500 | 142,575 | 140,726 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 405,611 | 506,360 | 24.84% | - | - | 25,356 | 481,004 | 356,249 | 35.02% |
| 1.521 | SWMP -Solid Waste Disposal (Refuse Disposal) | 38,751,084 | 53,348,154 | 37.67% | - | 202,000 | 53,146,154 | - | - | 0.00% |
| 1.525 | Solid Waste Disposal - Debt | 1,229,666 | 2,026,178 | 64.77% | - | - | 2,026,178 | - | - | 0.00% |
| 1.57X | Environmental Services | 27,102,054 | 29,470,313 | 8.74% | - | 28,581,968 | 888,345 | - | - | 0.00% |
| 1.911 | 911 Systems | 2,606,719 | 2,624,400 | 0.68% | - | - | 2,207,360 | 417,040 | 308,835 | 35.04% |
| 1.921 | Regional CREST Contribution | 1,932,993 | 2,004,530 | 3.70% | - | - | 102,430 | 1,902,100 | 1,833,551 | 3.74% |
| 2.670 | Regional Water Supply | 42,114,204 | 44,959,023 | 6.76% | - | - | 44,959,023 | - | - | 0.00% |
| 21.ALL | Feasibility Study Reserve Fund - All | 350,000 | 132,000 | -62.29% | - | - | - | 132,000 | 209,109 | -36.88% |
| **Total Regional** | | **193,409,850** | **222,532,666** | | **2,419,336** | **60,618,708** | **115,787,954** | **43,706,668** | **39,328,122** | **11.13%** |

| Sub-Regional | Service | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| 1.121 | Sooke Regional Museum | 230,107 | 237,032 | 3.01% | 1,990 | - | 670 | 234,372 | 227,459 | 3.04% |
| 1.123 | Prov. Court of B.C. (Family Court) | 149,360 | 149,360 | 0.00% | - | - | 149,360 | - | - | 0.00% |
| 1.126 | Victoria Family Court Committee | 58,597 | 51,693 | -11.78% | 35,869 | - | 824 | 15,000 | 15,000 | 0.00% |
| 1.128 | Greater Victoria Police Victim Services | 323,215 | 329,354 | 1.90% | - | - | 15,190 | 314,164 | 308,022 | 1.99% |
| 1.230 | Traffic Safety Commission | 105,254 | 132,625 | 26.00% | 56,443 | - | 3,670 | 72,512 | 72,512 | 0.00% |
| 1.290 | Royal Theatre | 580,000 | 596,000 | 2.76% | - | - | - | 596,000 | 580,000 | 2.76% |
| 1.295 | McPherson Theatre | 785,339 | 785,339 | 0.00% | - | - | 35,339 | 750,000 | 750,000 | 0.00% |
| 1.297 | Arts Grants | 3,208,277 | 3,301,886 | 2.92% | - | 15,628 | 239,693 | 3,046,565 | 2,956,654 | 3.04% |
| 1.311 | Regional Housing Trust Fund | 4,178,799 | 4,322,614 | 3.44% | 4,140,469 | - | 182,145 | - | 718,675 | -100.00% |
| 1.313 | Animal Care Services | 1,737,305 | 1,888,210 | 8.69% | - | - | 1,344,730 | 543,480 | 476,540 | 14.05% |
| 1.330 | Regional Growth Strategy | 331,880 | 792,714 | 138.86% | - | - | 468,032 | 324,682 | 315,205 | 3.01% |
| 1.40X | SEAPARC | 5,243,766 | 5,686,058 | 8.43% | - | - | 2,193,176 | 3,492,882 | 3,297,882 | 5.91% |
| 1.44X | Panorama Rec. Center. | 10,810,738 | 11,456,989 | 5.98% | - | - | 5,565,129 | 5,891,860 | 5,499,173 | 7.14% |
| 1.531 | Stormwater Quality Management - Sooke | 90,599 | 41,742 | -53.93% | - | - | 86 | 41,656 | 40,443 | 3.00% |
| 1.536 | LWMP-Stormwater Quality Management-Core | 857,441 | 788,909 | -7.99% | - | - | 89,230 | 699,679 | 677,164 | 3.32% |
| 1.537 | Stormwater Quality Management - Peninsula | 125,095 | 128,700 | 2.88% | - | - | 4,455 | 124,245 | 120,922 | 2.75% |
| 1.538 | Source - Stormwater Quality - Peninsula | 59,263 | 71,098 | 19.97% | - | - | 12,436 | 58,662 | 56,953 | 3.00% |
| 1.912B | 911 Call Answer - Municipalities | 20,030 | 27,032 | 34.96% | - | 641,823 | (44,740) | (570,051) | (618,488) | -7.83% |
| 1.913 | 913 Fire Dispatch | 372,559 | 387,396 | 3.98% | - | - | 23,156 | 364,240 | 328,140 | 11.00% |
| 2.610 | Saanich Peninsula Water Supply | 7,892,266 | 8,325,361 | 5.49% | - | - | 8,325,361 | - | - | 0.00% |
| 2.680 | Juan de Fuca Water Distribution | 26,026,524 | 29,313,997 | 12.63% | - | - | 29,313,997 | - | - | 0.00% |
| 2.681 | Florence Lake Water System Debt | 19,038 | 19,038 | 0.00% | - | - | 37 | 19,001 | 11,713 | 62.22% |
| 3.700 | Septage Disposal | 161,082 | 165,773 | 2.91% | - | - | 165,773 | - | - | 0.00% |
| 3.701 | Millstream Remediation Service | 19,812 | 19,732 | -0.40% | - | - | 16,016 | 3,716 | 6,262 | -40.66% |
| 3.707 | LWMP - On Site System Management Program | 183,866 | 201,727 | 9.71% | - | - | 34,200 | 167,527 | 134,706 | 24.36% |
| 3.718 | Peninsula Wastewater TP | 4,993,969 | 5,115,006 | 2.42% | - | 158,602 | 2,748,996 | 2,207,408 | 2,083,363 | 5.95% |
| 3.720 | LWMP - (Peninsula) - Implementation | 57,422 | 59,190 | 3.08% | - | - | 2,320 | 56,870 | 55,214 | 3.00% |
| 3.750 | LWMP - Core and West Shore | 584,072 | 612,583 | 4.88% | - | - | 366,726 | 245,857 | 227,326 | 8.15% |
| 3.752 | LWMP - Harbour Studies | 362,174 | 374,495 | 3.40% | - | - | 21,658 | 352,837 | 339,715 | 3.86% |
| 3.755 | Regional Source Control | 1,674,718 | 1,755,201 | 4.81% | - | 55,000 | 234,772 | 1,465,429 | 1,417,786 | 3.36% |
| 3.756 | Harbours Environmental Action | - | - | 0.00% | - | - | - | - | (2,031) | -100.00% |
| 3.71X | Core Area Wastewater Operations | 34,609,974 | 37,627,260 | 8.72% | - | 647,113 | 31,082,211 | 5,897,936 | 5,428,174 | 8.65% |
| 3.7XX | Core Area & Legacy Trunk Sewer - Debt | 21,889,666 | 24,231,923 | 10.70% | - | - | 17,729,886 | 6,502,037 | 5,800,512 | 12.09% |
| **Total Sub-Regional** | | **127,742,207** | **138,996,037** | **8.81%** | **4,234,771** | **1,518,166** | **100,324,534** | **32,918,566** | **31,324,996** | **5.09%** |
| **Total CRD - Regional & Sub-Regional** | | **321,152,057** | **361,528,703** | **12.57%** | **6,654,107** | **62,136,874** | **216,112,488** | **76,625,234** | **70,653,118** | **8.45%** |
| **Total Electoral Areas Only** | | **29,087,204** | **31,708,406** | **9.01%** | **96,306** | **1,815,769** | **9,950,311** | **19,846,020** | **17,801,539** | **11.48%** |
| **Total CRD excluding Municipal Debt** | | **350,239,261** | **393,237,109** | **12.28%** | **6,750,413** | **63,952,643** | **226,062,799** | **96,471,254** | **88,454,657** | **9.06%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | 18,229,269 | 17,600,441 | -3.45% | - | - | 95,050 | 17,505,391 | 18,150,549 | -3.55% |
| **Total CRD** | | **368,468,530** | **410,837,550** | **11.50%** | **6,750,413** | **63,952,643** | **226,157,849** | **113,976,645** | **106,605,206** | **6.91%** |
| CRHD | Capital Regional Hospital District | 33,548,386 | 32,992,372 | -1.66% | - | - | 6,529,070 | 26,463,302 | 26,462,903 | 0.00% |
| **Total CRD, CRHD & Municipal Debt** | | **402,016,916** | **443,829,922** | **10.40%** | **6,750,413** | **63,952,643** | **232,686,919** | **140,439,947** | **133,068,109** | **5.54%** |

## CAPITAL REGIONAL DISTRICT - YEAR 2025 FINANCIAL PLAN

**REQUISITION DETAIL**

| 1.010 | Legislative & General Government | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| 1.011 | Board Expenditures | 1,420,700 | 1,411,706 | -0.63% | - | - | 32,500 | 1,379,206 | 1,338,200 | 3.06% |
| 1.012 | Other Legislative | 213,426 | 224,548 | 5.21% | - | - | - | 224,548 | 213,426 | 5.21% |
| 1.014 | CAO & Executive Office | 1,117,777 | 1,228,861 | 9.94% | - | - | - | 1,228,861 | 1,117,777 | 9.94% |
| 1.014B | Corporate Services | 3,177,282 | 3,625,682 | 14.11% | - | 562,089 | 406,339 | 2,657,254 | 2,161,870 | 22.91% |
| 1.015 | Real Estate | 544,807 | 574,252 | 5.40% | - | 459,401 | - | 114,851 | 108,961 | 5.41% |
| 1.016 | Human Resources & Corporate Safety | 3,798,978 | 4,151,511 | 9.28% | - | 3,468,047 | 92,500 | 590,964 | 558,372 | 5.84% |
| 1.017 | Finance | 9,087,726 | 9,338,825 | 2.76% | - | 5,300,000 | 936,918 | 3,101,907 | 3,014,114 | 2.91% |
| 1.018 | Health Planning | 727,800 | 746,886 | 2.62% | - | 746,886 | - | - | - | 0.00% |
| 1.022 | Information Systems & ERP | 13,385,491 | 15,392,770 | 15.00% | - | 11,100,000 | 1,372,531 | 2,920,240 | 2,703,143 | 8.03% |
| 1.024 | Planning & Protective Services | 596,742 | 627,059 | 5.08% | - | 302,126 | - | 324,933 | 310,844 | 4.53% |
| 1.025 | Corporate Emergency | 426,270 | 536,711 | 25.91% | - | 103,805 | 47,266 | 385,639 | 235,937 | 63.45% |
| 1.027 | First Nations Negotiations | 1,463,202 | 1,569,552 | 7.27% | - | - | 161,600 | 1,407,951 | 1,143,502 | 23.13% |
| 1.028 | Environmental Services | 516,103 | 505,679 | -2.02% | - | 102 | - | 505,577 | 516,004 | -2.02% |
| 1.029 | Electoral Areas | - | 249,995 | 100.00% | - | 174,997 | - | 74,999 | - | 100.00% |
| 1.118 | Corporate Communications | 1,545,346 | 1,430,959 | -7.40% | - | 900,000 | - | 530,959 | 570,346 | -6.91% |
| | (Surplus)/Deficit | - | - | 0.00% | 800,000 | - | - | - | - | 0.00% |
| | Other revenue - cc 100001 | 1,577,876 | 1,619,356 | 2.63% | - | 1,619,356 | 1,100,980 | (1,900,980) | (1,740,980) | 9.19% |
| **Total Legislative & General Government** | | **39,599,526** | **43,234,352** | **9.18%** | **800,000** | **24,736,809** | **4,150,634** | **13,546,909** | **12,251,516** | **10.57%** |

| 1.10X | Facilities Management | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| 1.105 | Facility Management | 2,151,733 | 2,147,641 | -0.19% | - | 1,944,015 | 33,349 | 170,277 | 173,734 | -1.99% |
| 1.106 | CRD HQ Building | 2,204,840 | 2,678,668 | 21.49% | - | 2,644,118 | 34,550 | - | - | 0.00% |
| 1.107 | Corporate Satellite Offices | 249,717 | 296,421 | 18.70% | - | 296,421 | - | - | - | 0.00% |
| **Total Facilities Management** | | **4,606,290** | **5,122,730** | **11.21%** | **-** | **4,884,554** | **67,899** | **170,277** | **173,734** | **-1.99%** |

| 1.15X | Municipalities' Own Debt - M.F.A. | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| 1.151 | Debt - Victoria | 5,592,523 | 5,679,311 | 1.55% | - | - | 37,550 | 5,641,761 | 5,562,373 | 1.43% |
| 1.152 | Debt - C. Saanich | 613,778 | 608,588 | -0.85% | - | - | 4,100 | 604,488 | 610,888 | -1.05% |
| 1.153 | Debt - Esquimalt | 2,283,659 | 2,081,325 | -8.86% | - | - | 13,240 | 2,068,085 | 2,270,279 | -8.91% |
| 1.154 | Debt - Saanich | 6,764,676 | 6,422,216 | -5.06% | - | - | 24,620 | 6,397,596 | 6,747,816 | -5.19% |
| 1.155 | Debt - Oak Bay | - | - | 0.00% | - | - | - | - | - | 0.00% |
| 1.156 | Debt - N. Saanich | 665,641 | 679,783 | 2.12% | - | - | 640 | 679,143 | 662,611 | 2.49% |
| 1.157 | Debt - Sidney | 545,456 | 546,676 | 0.22% | - | - | 4,140 | 542,536 | 542,536 | 0.00% |
| 1.160 | Debt - V. Royal | 568,396 | 620,263 | 9.13% | - | - | 3,100 | 617,163 | 566,216 | 9.00% |
| 1.162 | Debt - Highland | 79,861 | 54,295 | -32.01% | - | - | 180 | 54,115 | 79,521 | -31.95% |
| 1.163 | Debt - Colwood | 635,294 | 426,909 | -32.80% | - | - | 3,110 | 423,799 | 631,604 | -32.90% |
| 1.164 | Debt - Sooke | 479,985 | 481,075 | 0.23% | - | - | 4,370 | 476,705 | 476,705 | 0.00% |
| **Total Municipalities' Own Debt - M.F.A.** | | **18,229,269** | **17,600,441** | **-3.45%** | **-** | **-** | **95,050** | **17,505,391** | **18,150,549** | **-3.55%** |

| 1.57X | Environmental Services | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| 1.575 | Env. Ser. - Administration | 206,947 | 221,376 | 6.97% | - | 217,772 | 3,604 | - | - | 0.00% |
| 1.576 | Env. Engineering Services | 3,007,695 | 3,838,818 | 27.63% | - | 3,738,818 | 100,000 | - | - | 0.00% |
| 1.577 | Wastewater Operations | 14,549,517 | 15,682,076 | 7.78% | - | 14,975,962 | 706,114 | - | - | 0.00% |
| 1.578 | Env. Protection and Water Quality | 9,337,895 | 9,728,043 | 4.18% | - | 9,649,416 | 78,627 | - | - | 0.00% |
| **Total Environmental Services** | | **27,102,054** | **29,470,313** | **8.74%** | **-** | **28,581,968** | **888,345** | **-** | **-** | **0.00%** |

| 3.71X | Core Area Wastewater Operations | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| 3.709 | I & I Enhanced Program | 417,843 | 430,633 | 3.06% | - | 430,633 | - | - | - | 0.00% |
| 3.717 | Core Area Wastewater Operations | 34,192,131 | 37,196,627 | 8.79% | - | 216,480 | 1,610,452 | 35,369,695 | 32,808,996 | 7.80% |
| | **Core Area Wastewater - Operations Total** | **34,609,974** | **37,627,260** | 8.72% | **-** | **647,113** | **1,610,452** | **35,369,695** | **32,808,996** | **7.80%** |
| | Invoice by Agreement | | | | | | 29,471,759 | (29,471,759) | (27,380,822) | |
| **Total Sewer Operating** | | **34,609,974** | **37,627,260** | **8.72%** | **-** | **647,113** | **31,082,211** | **5,897,936** | **5,428,174** | **8.65%** |

| 3.718 | Peninsula Wastewater TP | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| 3.718 | Peninsula Wastewater TP | 4,993,969 | 5,115,006 | 2.42% | - | 158,602 | 28,582 | 4,927,822 | 4,650,904 | 5.95% |
| | Invoice by Agreement | | | | | | 2,720,414 | (2,720,414) | (2,567,541) | |
| **Total Peninsula Wastewater TP** | | **4,993,969** | **5,115,006** | **2.42%** | **-** | **158,602** | **2,748,996** | **2,207,408** | **2,083,363** | **5.95%** |

| 3.750 | LWMP - Core and West Shore | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| 3.750 | LWMP - Core and West Shore | 584,072 | 612,583 | 4.88% | - | - | 219,194 | 393,389 | 363,721 | 8.16% |
| | Invoice by Agreement | | | | | | 147,532 | (147,532) | (136,395) | |
| **Total LWMP - Core and West Shore** | | **584,072** | **612,583** | **4.88%** | **-** | **-** | **366,726** | **245,857** | **227,326** | **8.15%** |

| 3.7XX | Core Area & Legacy Trunk Sewer - Debt | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| 3.770A | Debt - NET & ECI Sewer Upgrade | - | - | 0.00% | - | - | - | - | (9,695) | -100.00% |
| 3.792 | Debt - Craigflower PS | - | - | 0.00% | - | - | - | - | (336) | -100.00% |
| 3.798 | Debt - Core Sewage Integrated Treatment Facilities | - | - | 0.00% | - | - | - | - | (201,572) | -100.00% |
| 3.798B | Debt - Core Sewage Integrated Treatment Facilities | 814,559 | 734,686 | -9.81% | - | - | 219,923 | 514,763 | 772,849 | -33.39% |
| 3.798C | Debt - Core Area Wastewater Treatment Program | 21,075,107 | 23,497,237 | 11.49% | - | - | 637,841 | 22,859,396 | 20,437,266 | 11.85% |
| | **Core Area & Legacy Trunk - Debt - Total** | **21,889,666** | **24,231,923** | 10.70% | **-** | **-** | **857,764** | **23,374,159** | **20,998,512** | **11.31%** |
| | Invoice by Agreement | | | | | | 16,872,122 | (16,872,122) | (15,198,000) | |
| **Total Sewer Debt** | | **21,889,666** | **24,231,923** | **10.70%** | **-** | **-** | **17,729,886** | **6,502,037** | **5,800,512** | **12.09%** |

**CAPITAL REGIONAL DISTRICT - YEAR 2025 FINANCIAL PLAN**

**ELECTORAL AREAS ONLY**

| | Function | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | Requisition 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| | **Joint Electoral Area Services** | | | | | | | | | |
| 1.103 | Elections | 40,580 | 41,610 | 2.54% | - | - | 90 | 41,520 | 40,309 | 3.00% |
| 1.104 | U.B.C.M. | 13,036 | 13,422 | 2.96% | 407 | - | 100 | 12,915 | 12,478 | 3.50% |
| 1.108 | Joint Electoral Area Admin | - | 174,997 | 100.00% | - | - | - | 174,997 | - | 100.00% |
| 1.318 | Building Inspection | 2,241,973 | 2,413,246 | 7.64% | - | 33,020 | 1,650,964 | 729,262 | 565,156 | 29.04% |
| 1.320 | Noise Control | 65,371 | 89,838 | 37.43% | - | - | 270 | 89,568 | 65,053 | 37.68% |
| 1.322 | Nuisances & Unsightly Premises | 57,419 | 59,900 | 4.32% | - | - | 3,690 | 56,210 | 51,570 | 9.00% |
| 1.369 | Electoral Area Fire Services (JDF & SGI) | 378,064 | 446,492 | 18.10% | - | - | 45,724 | 400,768 | 206,240 | 94.32% |
| 1.372 | Electoral Area Emergency Program | 923,997 | 1,117,270 | 20.92% | - | 524,820 | 413,070 | 179,380 | 166,090 | 8.00% |
| 21.E.A. | Feasibility Study Reserve Fund - E.A. | - | - | 0.00% | - | - | - | - | (10,000) | -100.00% |
| | **TOTAL JOINT ELECTORAL AREA SERVICES** | **3,720,440** | **4,356,775** | **17.10%** | **407** | **557,840** | **2,113,908** | **1,684,620** | **1,096,896** | **53.58%** |
| | **Juan de Fuca Electoral Area** | | | | | | | | | |
| 1.109 | Electoral Area Admin Exp - JDF | 72,645 | 77,004 | 6.00% | - | - | 260 | 76,744 | 72,399 | 6.00% |
| 1.114 | Grant-in-Aid - Juan de Fuca | 29,515 | 25,398 | -13.95% | 13,632 | - | 290 | 11,476 | - | 100.00% |
| 1.317 | JDF Building Numbering | 13,884 | 14,270 | 2.78% | 31 | - | 70 | 14,169 | 13,750 | 3.05% |
| 1.319 | Soil Deposit Removal | 6,180 | 26,294 | 325.47% | - | - | 15,225 | 11,069 | 6,060 | 82.66% |
| 1.325 | Electoral Area Services - Planning | 879,137 | 977,003 | 11.13% | - | 34,176 | 125,834 | 816,993 | 743,790 | 9.84% |
| 1.340 | JDF Livestock Injury Compensation | 3,158 | 3,158 | 0.00% | 3,120 | - | 25 | 13 | 13 | 0.00% |
| 1.370 | Juan de Fuca Emergency Program | 105,295 | 109,407 | 3.91% | - | - | 240 | 109,167 | 105,055 | 3.91% |
| 1.377 | JDF Search and Rescue | 101,252 | 94,550 | -6.62% | - | - | 22,500 | 72,050 | 69,952 | 3.00% |
| 1.405 | JDF EA - Community Parks | 233,885 | 256,379 | 9.62% | - | - | 940 | 255,439 | 232,973 | 9.64% |
| 1.924 | Emergency Comm - CREST - JDF | 160,323 | 165,887 | 3.47% | 23,670 | - | 260 | 141,957 | 148,289 | -4.27% |
| | **Total JDF Regional** | **1,605,274** | **1,749,350** | **8.98%** | **40,453** | **34,176** | **165,644** | **1,509,077** | **1,392,281** | **8.39%** |
| 1.119 | Vancouver Island Regional Library | 404,447 | 416,639 | 3.01% | - | - | 650 | 415,989 | 403,818 | 3.01% |
| 1.129 | Vancouver Island Regional Library - Debt | 339,366 | 340,166 | 0.24% | - | - | 340,166 | - | - | 0.00% |
| 1.133 | Langford E.A. - Greater Victoria Public Library | 33,671 | 34,683 | 3.01% | 315 | - | 100 | 34,268 | 33,256 | 3.04% |
| 1.232 | Port Renfrew Street Lighting | 9,199 | 9,460 | 2.84% | 642 | - | 4,670 | 4,148 | 3,722 | 11.45% |
| 1.350 | Willis Point Fire Protect & Recreation | 203,796 | 195,629 | -4.01% | - | - | 35,000 | 160,629 | 145,730 | 10.22% |
| 1.353 | Otter Point Fire Protection | 671,460 | 728,032 | 8.43% | - | - | 350 | 727,682 | 671,120 | 8.43% |
| 1.354 | Malahat Fire Protection | 73,672 | 70,964 | -3.68% | 590 | - | - | 70,374 | 73,055 | -3.67% |
| 1.355 | Durrance Road Fire Protection | 3,016 | 3,016 | 0.00% | - | - | - | 3,016 | 3,016 | 0.00% |
| 1.357 | East Sooke Fire Protection | 586,306 | 721,047 | 22.98% | 7,937 | - | 100,444 | 612,666 | 477,950 | 28.19% |
| 1.358 | Port Renfrew Fire Protection | 202,438 | 228,171 | 12.71% | - | - | 92,974 | 135,197 | 120,400 | 12.29% |
| 1.360 | Shirley Fire Protection | 200,090 | 219,094 | 9.50% | - | - | 220 | 218,874 | 199,880 | 9.50% |
| 1.408 | JDF EA - Community Recreation | 98,812 | 95,380 | -3.47% | - | - | 22,630 | 72,750 | 70,632 | 3.00% |
| 1.523 | Port Renfrew Refuse Disposal | 110,631 | 164,775 | 48.94% | - | 27,233 | 75,196 | 62,346 | 39,376 | 58.34% |
| 2.650 | Port Renfrew Water | 144,180 | 182,040 | 26.26% | - | - | 94,690 | 87,350 | 72,248 | 20.90% |
| 2.682 | Seagirt Water System Debt | 114,767 | 114,767 | 0.00% | - | - | - | 114,767 | 114,767 | 0.00% |
| 2.691 | Wilderness Mountain Water Service | 171,071 | 205,500 | 20.13% | - | - | 126,530 | 78,970 | 67,495 | 17.00% |
| 3.850 | Port Renfrew Sewer | 135,608 | 142,348 | 4.97% | - | - | 71,979 | 70,369 | 67,019 | 5.00% |
| | **Total JDF Local/Specified/Defined Services** | **3,502,530** | **3,871,711** | **10.54%** | **9,484** | **27,233** | **965,599** | **2,869,395** | **2,563,484** | **11.93%** |
| | **TOTAL JUAN DE FUCA ELECTORAL AREA** | **5,107,804** | **5,621,061** | **10.05%** | **49,937** | **61,409** | **1,131,243** | **4,378,472** | **3,955,765** | **10.69%** |

**CAPITAL REGIONAL DISTRICT - YEAR 2025 FINANCIAL PLAN**

**ELECTORAL AREAS ONLY**

| | Function | Gross Expenditure 2024 | Gross Expenditure 2025 | Gross Exp. % Incr | Carry Fwd. to 2025 Operating | Allocations to Other Services | Other Revenue | Requisition 2025 | 2024 | Req. % Incr. |
|---|---|---|---|---|---|---|---|---|---|---|
| | **Salt Spring Island Electoral Area** | | | | | | | | | |
| 1.111 | Electoral Area Admin Exp - SSI | 1,397,753 | 1,591,580 | 13.87% | 4,466 | 720,640 | 13,108 | 853,366 | 659,598 | 29.38% |
| 1.116 | Grant-in-Aid - Salt Spring Island | 58,785 | 73,995 | 25.87% | - | - | 270 | 73,725 | 43,752 | 68.51% |
| 1.124 | SSI Economic Development Commission | 129,349 | 68,437 | -47.09% | - | - | 3,995 | 64,442 | 53,699 | 20.01% |
| 1.236 | Salt Spring Island Fernwood Dock | 16,547 | 22,040 | 33.20% | - | - | 170 | 21,870 | 16,380 | 33.52% |
| 1.141 | Salt Spring Island Public Library | 718,950 | 768,618 | 6.91% | - | - | 1,940 | 766,678 | 717,294 | 6.88% |
| 1.238A | Community Transit (SSI) | 632,673 | 712,708 | 12.65% | - | - | 217,557 | 495,151 | 353,679 | 40.00% |
| 1.238B | Community Transportation (SSI) | 88,489 | 102,390 | 15.71% | - | - | 440 | 101,950 | 88,059 | 15.77% |
| 1.299 | Salt Spring Island Arts | 133,806 | 147,895 | 10.53% | 2,312 | - | 190 | 145,393 | 133,716 | 8.73% |
| 1.316 | SSI Building Numbering | 10,285 | 10,595 | 3.01% | - | - | 20 | 10,575 | 10,265 | 3.02% |
| 1.342 | SSI Livestock Injury Compensation | 3,158 | 3,158 | 0.00% | 3,140 | - | 5 | 13 | 13 | 0.00% |
| 1.371 | SSI Emergency Program | 144,181 | 136,329 | -5.45% | - | - | 2,249 | 134,080 | 130,170 | 3.00% |
| 1.378 | SSI Search and Rescue | 25,804 | 26,580 | 3.01% | - | - | 100 | 26,480 | 22,917 | 15.55% |
| 1.455 | Salt Spring Island - Community Parks | 1,025,297 | 1,045,126 | 1.93% | - | 371,867 | 24,650 | 648,609 | 588,527 | 10.21% |
| 1.458 | Salt Spring Is.- Community Rec | 399,235 | 402,378 | 0.79% | - | - | 267,270 | 135,108 | 118,975 | 13.56% |
| 1.459 | Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog | 2,439,891 | 2,723,369 | 11.62% | - | 92,073 | 531,165 | 2,100,131 | 1,888,013 | 11.23% |
| 1.535 | Stormwater Quality Management - SSI | 66,034 | 42,582 | -35.52% | - | - | 17,232 | 25,350 | 24,610 | 3.01% |
| 1.925 | Emergency Comm - CREST - SSI | 150,978 | 155,152 | 2.76% | - | - | 160 | 154,992 | 150,818 | 2.77% |
| 3.705 | SSI Liquid Waste Disposal | 1,208,171 | 1,233,883 | 2.13% | - | - | 817,706 | 416,177 | 416,125 | 0.01% |
| | **Total S.S.I. Regional** | **8,649,386** | **9,266,815** | **7.14%** | **9,918** | **1,184,580** | **1,898,227** | **6,174,090** | **5,416,610** | **13.98%** |
| 1.234 | SSI Street Lighting | 31,909 | 32,872 | 3.02% | - | - | 40 | 32,832 | 31,869 | 3.02% |
| 2.620 | SSI Highland Water System | 31,988 | 13,844 | -56.72% | 120 | - | 60 | 13,664 | 31,726 | -56.93% |
| 2.621 | Highland / Fernwood Water - SSI | 572,602 | 584,314 | 2.05% | - | - | 496,558 | 87,756 | 77,630 | 13.04% |
| 2.622 | Cedars of Tuam | 48,397 | 64,026 | 32.29% | - | - | 64,026 | - | - | 0.00% |
| 2.624 | Beddis Water | 293,927 | 316,694 | 7.75% | - | - | 222,171 | 94,523 | 85,940 | 9.99% |
| 2.626 | Fulford Water | 259,231 | 246,858 | -4.77% | - | - | 189,970 | 56,888 | 55,230 | 3.00% |
| 2.628 | Cedar Lane Water (SSI) | 95,342 | 106,039 | 11.22% | - | - | 84,650 | 21,389 | 17,820 | 20.03% |
| 2.660 | Fernwood Water | 14,731 | 7,165 | -51.36% | 50 | - | 40 | 7,075 | 14,621 | -51.61% |
| 3.810 | Ganges Sewer | 1,264,781 | 1,298,564 | 2.67% | - | - | 1,234,564 | 64,000 | 62,134 | 3.00% |
| 3.820 | Maliview Estates Sewer System | 268,646 | 287,608 | 7.06% | - | - | 282,388 | 5,220 | 5,070 | 2.96% |
| | **Total S.S.I. Local/Specified/Defined Services** | **2,881,554** | **2,957,984** | **2.65%** | **170** | **-** | **2,574,467** | **383,347** | **382,040** | **0.34%** |
| | **TOTAL S.S.I. ELECTORAL AREA** | **11,530,940** | **12,224,799** | **6.02%** | **10,088** | **1,184,580** | **4,472,694** | **6,557,437** | **5,798,650** | **13.09%** |
| | **Southern Gulf Islands Electoral Area** | | | | | | | | | |
| 1.110 | Electoral Area Admin Exp - SGI | 572,636 | 465,990 | -18.62% | - | - | 39,400 | 426,590 | 414,160 | 3.00% |
| 1.117 | Grant-in-Aid - Southern Gulf Islands | 111,608 | 115,050 | 3.08% | - | - | 1,290 | 113,760 | 110,354 | 3.09% |
| 1.125 | SGI Economic Development Commission | 155,896 | 627,600 | 302.58% | - | - | 497,020 | 130,580 | 126,778 | 3.00% |
| 1.138 | Southern Gulf Islands Regional Library | 247,999 | 252,930 | 1.99% | 1,225 | - | 2,610 | 249,095 | 242,724 | 2.62% |
| 1.235 | SGI Small Craft Harbour Facilities | 483,760 | 493,049 | 1.92% | - | - | 148,379 | 344,670 | 325,161 | 6.00% |
| 1.314 | SGI House Numbering | 10,111 | 10,420 | 3.06% | - | - | 130 | 10,290 | 9,987 | 3.03% |
| 1.341 | SGI Livestock Injury Compensation | 3,180 | 3,182 | 0.06% | 3,162 | - | 20 | - | - | 0.00% |
| 1.373 | SGI Emergency Program | 275,218 | 332,706 | 20.89% | - | - | 77,810 | 254,896 | 247,483 | 3.00% |
| 1.533 | Stormwater Quality Management - SGI | 41,480 | 42,828 | 3.25% | - | - | 600 | 42,228 | 41,000 | 3.00% |
| 1.923 | Emergency Comm - CREST - SGI | 187,299 | 191,142 | 2.05% | 220 | - | 2,050 | 188,872 | 185,093 | 2.04% |
| | **Total Southern Gulf Islands Regional** | **2,089,187** | **2,534,897** | **21.33%** | **4,607** | **-** | **769,309** | **1,760,981** | **1,702,740** | **3.42%** |
| 1.137 | Galiano Island Community Use Building | 70,590 | 72,936 | 3.32% | 2,500 | - | 330 | 70,106 | 67,056 | 4.55% |
| 1.170 | Gossip Island Electric Power Supply | 63,213 | 63,379 | 0.26% | 124 | - | 380 | 62,875 | 62,640 | 0.38% |
| 1.227 | Saturna Island Medical Clinic | 26,027 | 26,811 | 3.01% | 200 | - | 1,460 | 25,151 | 24,416 | 3.01% |
| 1.228 | Galiano Health Service | 144,768 | 149,125 | 3.01% | - | - | 130 | 148,995 | 144,629 | 3.02% |
| 1.229 | Pender Islands Health Care Centre | 266,575 | 275,240 | 3.25% | - | - | 2,030 | 273,210 | 264,601 | 3.25% |
| 1.352 | South Galiano Fire Protection | 606,587 | 636,003 | 4.85% | - | - | 1,420 | 634,583 | 605,467 | 4.81% |
| 1.356 | Pender Fire Protection | 1,399,332 | 1,479,126 | 5.70% | - | - | 123,526 | 1,355,600 | 1,276,153 | 6.23% |
| 1.359 | North Galiano Fire Protection | 340,969 | 328,770 | -3.58% | - | - | 1,120 | 327,650 | 315,461 | 3.86% |
| 1.363 | Saturna Island Fire | 316,453 | 326,871 | 3.29% | 610 | - | 12,770 | 313,491 | 302,461 | 3.65% |
| 1.465 | Saturna Island Comm. Parks | 33,467 | 31,110 | -7.04% | - | - | 1,330 | 29,780 | 28,909 | 3.01% |
| 1.468 | Saturna Island - Community Rec. | 20,177 | 20,079 | -0.49% | 3,777 | - | 700 | 15,602 | 15,149 | 2.99% |
| 1.475 | Mayne Is. Com. Parks & Rec | 96,569 | 99,603 | 3.14% | - | - | 300 | 99,303 | 96,281 | 3.14% |
| 1.476 | Mayne Is. Comm. Parks (reserve) | 29,771 | 23,958 | -19.53% | 13,068 | - | 10,890 | - | - | 0.00% |
| 1.478 | Mayne Is. Community Rec. | 58,682 | 48,968 | -16.55% | 10,988 | - | 60 | 37,920 | 36,816 | 3.00% |
| 1.485 | North & South Pender Com. Parks | 175,470 | 180,750 | 3.01% | - | - | 2,210 | 178,540 | 173,335 | 3.00% |
| 1.488 | North & South Pender Com. Rec | 70,816 | 72,570 | 2.48% | - | - | 850 | 71,720 | 69,632 | 3.00% |
| 1.495 | Galiano Parks | 128,309 | 132,160 | 3.00% | - | - | 21,450 | 110,710 | 107,482 | 3.00% |
| 1.498 | Galiano Community Recreation | 43,880 | 45,200 | 3.01% | - | - | 30 | 45,170 | 43,850 | 3.01% |
| 2.630 | Magic Lakes Estate Water System | 1,009,370 | 1,103,871 | 9.36% | - | - | 506,411 | 597,460 | 580,060 | 3.00% |
| 2.640 | Saturna Island Water System (Lyall Harbour) | 290,019 | 300,159 | 3.50% | - | - | 152,330 | 147,829 | 140,696 | 5.07% |
| 2.642 | Skana Water (Mayne) | 96,840 | 112,321 | 15.99% | - | - | 83,880 | 28,441 | 26,580 | 7.00% |
| 2.665 | Sticks Allison Water (Galiano) | 75,777 | 84,900 | 12.04% | - | - | 79,340 | 5,560 | 5,100 | 9.02% |
| 2.667 | Surfside Park Estates (Mayne) | 129,572 | 165,709 | 27.89% | - | - | 135,180 | 30,529 | 24,620 | 24.00% |
| 3.830 | Magic Lake Estates Sewer System | 913,885 | 959,050 | 4.94% | - | 11,940 | 322,280 | 624,830 | 606,635 | 3.00% |
| 3.830D | Magic Lake Estates Sewer Debt | 231,715 | 232,205 | 0.21% | - | - | 2,750 | 229,455 | 229,459 | 0.00% |
| | **Total SGI Local/Specified/Defined Services** | **6,638,833** | **6,970,874** | **5.00%** | **31,267** | **11,940** | **1,463,157** | **5,464,510** | **5,247,488** | **4.14%** |
| | **TOTAL SGI ELECTORAL AREA** | **8,728,020** | **9,505,771** | **8.91%** | **35,874** | **11,940** | **2,232,466** | **7,225,491** | **6,950,228** | **3.96%** |
| | **TOTAL FOR ELECTORAL AREAS ONLY** | **29,087,204** | **31,708,406** | **9.01%** | **96,306** | **1,815,769** | **9,950,311** | **19,846,020** | **17,801,539** | **11.48%** |

SCHEDULE B

# CAPITAL REGIONAL DISTRICT

## CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| EXPENDITURE / FUNDING SUMMARY (ALL SERVICES) | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | |
| Buildings | 48,573,530 | 9,222,000 | 7,164,500 | 1,746,000 | 2,522,500 | 69,228,530 |
| Equipment | 28,398,365 | 14,971,479 | 10,633,753 | 5,733,670 | 6,780,031 | 66,517,298 |
| Land | 36,110,000 | 7,130,000 | 3,025,000 | 4,695,000 | 2,865,000 | 53,825,000 |
| Engineered Structures | 162,541,013 | 105,275,750 | 129,130,286 | 141,452,375 | 96,960,000 | 635,359,424 |
| Vehicles | 7,437,250 | 3,567,000 | 4,365,000 | 4,099,500 | 2,062,500 | 21,531,250 |
| | **283,060,158** | **140,166,229** | **154,318,539** | **157,726,545** | **111,190,031** | **846,461,502** |
| **SOURCE OF FUNDS** | | | | | | |
| Capital Funds on Hand | 81,062,122 | 31,539,483 | 31,037,745 | 32,494,000 | 36,894,000 | 213,027,350 |
| Debenture Debt | 131,119,000 | 72,182,000 | 86,246,163 | 100,453,594 | 59,601,000 | 449,601,757 |
| ERF | 12,300,188 | 7,904,618 | 6,635,610 | 7,235,650 | 5,582,531 | 39,658,597 |
| Grants (Federal, Provincial) | 15,180,521 | 3,214,728 | 4,843,001 | 7,464,781 | 379,000 | 31,082,031 |
| Reserve Fund | 34,841,631 | 24,345,400 | 25,331,020 | 10,078,520 | 8,533,500 | 103,130,071 |
| Other | 8,556,696 | 980,000 | 225,000 | - | 200,000 | 9,961,696 |
| | **283,060,158** | **140,166,229** | **154,318,539** | **157,726,545** | **111,190,031** | **846,461,502** |

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# 2025 - CAPITAL EXPENDITURE PLAN

Schedule B

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Other | Capital Reserves | TOTAL |
| 1.011 | Board Expenditures | 751,000 | | | | | 751,000 | | | 751,000 | | | | 751,000 |
| 1.014 | CAO / Corporate Services | 5,754 | | | | | 5,754 | | | 5,754 | | | | 5,754 |
| 1.015 | Real Estate | - | | | | | - | | | - | | | | - |
| 1.016 | Human Resources | 9,590 | | | | | 9,590 | | | 9,590 | | | - | 9,590 |
| 1.017 | Finance | 30,182 | | 5,100,000 | | | 5,130,182 | 100,000 | 3,000,000 | 30,182 | | | 2,000,000 | 5,130,182 |
| 1.018 | Health & Capital Planning Strategies | - | | | | | - | | | - | | | | - |
| 1.022 | Information Technology | 3,690,348 | 120,000 | | | | 3,810,348 | 3,615,000 | | 195,348 | | | | 3,810,348 |
| 1.024 | GM - Planning & Protective Services | - | | | | | - | | | - | | | | - |
| 1.025 | Corporate Emergency | 6,000 | | | | | 6,000 | | | 6,000 | | | | 6,000 |
| 1.027 | First Nations Relations | - | | | | | - | | | - | | | | - |
| 1.105 | Facilities Management | 35,000 | 165,000 | | | | 200,000 | | | 200,000 | | | | 200,000 |
| 1.106 | Facilities and Risk | | | 465,000 | 25,000 | | 490,000 | - | | | | | 490,000 | 490,000 |
| 1.107 | Corporate Satellite Facilities | | | 50,000 | | | 50,000 | | | | | | 50,000 | 50,000 |
| 1.109 | JDF Admin. Expenditures | - | | | | | - | | | - | | | | - |
| 1.110 | SGI Admin. Expenditures | - | | | | | - | | | - | | | | - |
| 1.111 | SSI Admin. Expenditures | 44,900 | - | | | | 44,900 | | | 44,900 | | | | 44,900 |
| 1.118 | Corporate Communications | 72,154 | | | | | 72,154 | | | 5,754 | | | 66,400 | 72,154 |
| 1.123 | Family Court Building | | | 1,362,500 | | | 1,362,500 | 47,500 | | | | 700,000 | 615,000 | 1,362,500 |
| 1.137 | Galiano Island Community Use Building | | | 42,000 | | | 42,000 | | | | | | 42,000 | 42,000 |
| 1.141 | SSI Public Library | | | 40,000 | | | 40,000 | | | | 10,000 | | 30,000 | 40,000 |
| 1.226 | Health Facilities - VIHA | 440,000 | | 3,645,000 | 75,000 | | 4,160,000 | 615,000 | | | | 835,000 | 2,710,000 | 4,160,000 |
| 1.235 | SGI Small Craft Harbour Facilities | | | | 561,500 | | 561,500 | 386,500 | | | | | 175,000 | 561,500 |
| 1.236 | SSI Small Craft Harbour (Fernwood Dock) | | | | 250,000 | | 250,000 | 30,000 | | | 85,000 | | 135,000 | 250,000 |
| 1.238A | Community Transit (SSI) | | | | 175,000 | | 175,000 | 105,000 | | | 60,000 | | 10,000 | 175,000 |
| 1.238B | Community Transportation (SSI) | 6,000 | | | 841,000 | | 847,000 | 241,000 | - | | 476,000 | | 130,000 | 847,000 |
| 1.280 | Regional Parks | 88,400 | 1,310,000 | 600,000 | 12,665,000 | 2,000,000 | 16,663,400 | 786,000 | 9,650,000 | 1,398,400 | 500,000 | | 4,329,000 | 16,663,400 |
| 1.290 | Royal Theatre | 345,000 | | 1,058,000 | | | 1,403,000 | 112,000 | | | - | 375,000 | 916,000 | 1,403,000 |
| 1.295 | McPherson Theatre | 122,000 | | 554,000 | | | 676,000 | | | | | | 676,000 | 676,000 |
| 1.297 | Arts Grants and Development | - | | | | | - | | | - | | | | - |
| 1.309 | Climate Action and Adaptation | 1,043,257 | | | | | 1,043,257 | 278,236 | | | 765,021 | | | 1,043,257 |
| 1.310 | Land Banking and Housing | 5,000 | | 18,678,000 | | | 18,683,000 | | 16,600,000 | 5,000 | 2,078,000 | | | 18,683,000 |
| 1.313 | Animal Care Services | 23,000 | 50,000 | 100,000 | 45,000 | | 218,000 | 155,000 | | 63,000 | | | | 218,000 |
| 1.318 | Building Inspection | 27,000 | 60,000 | | | | 87,000 | | | 87,000 | | | | 87,000 |
| 1.323 | ByLaw Services | 4,000 | 25,000 | | | | 29,000 | | | 29,000 | | | | 29,000 |
| 1.324 | Regional Planning Services | 4,000 | | | | | 4,000 | | | 4,000 | | | | 4,000 |
| 1.325 | Community Planning | 3,290 | | | 450,000 | | 453,290 | | | 3,290 | 450,000 | | | 453,290 |
| 1.335 | Geo-Spatial Referencing | 250,000 | | | | | 250,000 | | | 250,000 | | | | 250,000 |
| 1.350 | Willis Point Fire | 47,250 | | 20,000 | | | 67,250 | 15,250 | | 10,000 | | | 42,000 | 67,250 |
| 1.352 | South Galiano Fire | 45,200 | 85,000 | | | | 130,200 | | | 95,200 | | | 35,000 | 130,200 |
| 1.353 | Otter Point Fire | 15,000 | - | 65,000 | | | 80,000 | 15,000 | | 15,000 | | | 50,000 | 80,000 |
| 1.356 | Pender Island Fire | 5,000 | | 35,000 | | | 40,000 | | | 5,000 | | | 35,000 | 40,000 |
| 1.357 | East Sooke Fire | 52,500 | 150,000 | | | | 202,500 | | | 202,500 | | | - | 202,500 |
| 1.358 | Port Renfrew Fire | 16,000 | | 10,000 | | | 26,000 | | | 16,000 | | | 10,000 | 26,000 |
| 1.359 | North Galiano Fire | 150,000 | | | | | 150,000 | | | 150,000 | | | | 150,000 |
| 1.360 | Shirley Fire Department | 22,000 | | | | | 22,000 | | | 22,000 | | | | 22,000 |
| 1.370 | JDF Emergency Program | 4,100 | | | | | 4,100 | | | 4,100 | | | | 4,100 |
| 1.371 | SSI Emergency Program | 11,700 | | | | | 11,700 | | | 1,700 | 10,000 | | - | 11,700 |
| 1.372 | Emergency Planning Coordination | - | - | | | | - | | | - | | | | - |
| 1.375 | Hazardous Material Incident Response | | - | | | | - | | | - | | | | - |
| 1.405 | JDF EA Community Parks & Recreation | 25,000 | | | 395,000 | 100,000 | 520,000 | 225,000 | | | 295,000 | | | 520,000 |
| 1.408 | JDF EA Community Recreation | | | 100,000 | 25,000 | | 125,000 | | | | 125,000 | | | 125,000 |
| 1.40X | SEAPARC | 543,750 | | 822,250 | 1,133,000 | | 2,499,000 | | 1,300,000 | 393,250 | 79,000 | | 726,750 | 2,499,000 |
| 1.44x | Panorama Recreation | 1,583,433 | 137,000 | 3,527,630 | 3,100,000 | | 8,348,063 | 100,730 | 4,110,000 | 1,141,233 | 1,053,500 | | 1,942,600 | 8,348,063 |
| 1.455 | SSI Community Parks | 50,000 | - | | 305,000 | | 355,000 | 155,000 | | 30,000 | 125,000 | 5,000 | 40,000 | 355,000 |
| 1.458 | SSI Community Recreation | 30,000 | | | 260,000 | | 290,000 | | | 5,000 | 150,000 | | 135,000 | 290,000 |
| 1.459 | SSI Park Land & Rec Programs | 50,000 | - | 943,000 | 570,000 | 100,000 | 1,663,000 | 765,000 | - | 40,000 | 265,000 | 378,000 | 215,000 | 1,663,000 |
| 1.465 | Saturna Island Community Parks | | | | 73,225 | | 73,225 | 5,727 | | | | | 67,498 | 73,225 |
| 1.475 | Mayne Island Community Parks | 11,320 | | 56,150 | 34,000 | | 101,470 | 36,470 | | | 30,000 | | 35,000 | 101,470 |
| 1.485 | Pender Island Community Parks | 20,000 | | | 1,805,752 | 30,000 | 1,855,752 | 71,208 | | | 875,000 | 500,000 | 409,544 | 1,855,752 |
| 1.495 | Galiano Community Parks | 1,000 | | | 45,340 | | 46,340 | 23,501 | | 1,000 | | | 21,839 | 46,340 |
| 1.521 | Environmental Resource Management | 455,000 | | | 15,306,000 | - | 15,761,000 | 1,406,000 | 8,650,000 | 455,000 | | | 5,250,000 | 15,761,000 |
| 1.523 | Port Renfrew Refuse Disposal | | | | 334,500 | | 334,500 | 292,500 | | | | | 42,000 | 334,500 |
| 1.575 | Environmental Administration Services | 6,000 | | | | | 6,000 | | | 6,000 | | | | 6,000 |

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# 2025 - CAPITAL EXPENDITURE PLAN

Schedule B

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Other | Capital Reserves | TOTAL |
| 1.576 | Environmental Engineering Services | 40,000 | 100,000 | | | | 140,000 | 45,000 | | 95,000 | | | | 140,000 |
| 1.577 | Wastewater Operations | 55,000 | 1,537,000 | | | | 1,592,000 | | | 1,592,000 | - | | | 1,592,000 |
| 1.578 | Environmental Protection | 438,971 | 180,000 | | | | 618,971 | 300,000 | | 318,971 | | | | 618,971 |
| 1.579 | Environmental Water Quality | 10,766 | | | | | 10,766 | | | 10,766 | | | | 10,766 |
| 1.911 | 911 Call Answer | - | | | | | - | | | - | | | | - |
| 2.610 | Saanich Peninsula Water Supply | 490,000 | | | 15,510,000 | | 16,000,000 | | 12,900,000 | 240,000 | | | 2,860,000 | 16,000,000 |
| 2.620 | Highland Water (SSI) | | | | 10,000 | | 10,000 | 10,000 | | | | | | 10,000 |
| 2.621 | Highland & Fernwood Water (SSI) | | | | 1,119,000 | | 1,119,000 | 170,500 | 790,000 | | 40,000 | | 118,500 | 1,119,000 |
| 2.622 | Cedars of Tuam Water (SSI) | 15,000 | | | 131,000 | | 146,000 | 20,000 | - | | 92,000 | | 34,000 | 146,000 |
| 2.624 | Beddis Water (SSI) | 19,000 | | | 400,000 | | 419,000 | 54,000 | 220,000 | | - | | 145,000 | 419,000 |
| 2.626 | Fulford Water (SSI) | 161,000 | | | 96,000 | | 257,000 | 98,000 | - | | 90,000 | | 69,000 | 257,000 |
| 2.628 | Cedar Lane Water (SSI) | | | | 403,000 | | 403,000 | 80,000 | 143,000 | | 110,000 | | 70,000 | 403,000 |
| 2.630 | Magic Lake Estates Water (Pender) | | | | 270,000 | | 270,000 | 120,000 | - | | | | 150,000 | 270,000 |
| 2.640 | Lyall Harbour Boot Cove Water (Saturna) | - | | | 770,000 | | 770,000 | 260,000 | 460,000 | | 30,000 | | 20,000 | 770,000 |
| 2.642 | Skana Water (Mayne) | 60,000 | | | 50,000 | | 110,000 | 15,000 | 50,000 | | | | 45,000 | 110,000 |
| 2.650 | Port Renfrew Water | - | | | 110,000 | | 110,000 | 100,000 | - | | - | | 10,000 | 110,000 |
| 2.665 | Sticks Allison Water (Galiano) | | | | 5,000 | | 5,000 | | - | | - | | 5,000 | 5,000 |
| 2.667 | Surfside Park Estates (Mayne) | 20,000 | | | 72,500 | | 92,500 | | 50,000 | | | | 42,500 | 92,500 |
| 2.670 | Regional Water Supply | 15,233,500 | 1,926,250 | 11,175,000 | 44,900,000 | 33,580,000 | 106,814,750 | 53,208,000 | 40,500,000 | 1,376,250 | 6,000,000 | 5,730,500 | | 106,814,750 |
| 2.680 | JDF Water Distribution | 590,000 | 1,515,000 | 125,000 | 20,563,000 | | 22,793,000 | 15,071,000 | 4,700,000 | 1,430,000 | | | 1,592,000 | 22,793,000 |
| 2.682 | Seagirt Water System | | | | - | | - | | - | | | | | - |
| 2.691 | Wilderness Mountain Water Service | 20,000 | | | - | | 20,000 | | - | | - | | 20,000 | 20,000 |
| 3.701 | Millstream Site Remediation | | | | | 300,000 | 300,000 | 183,000 | | | 117,000 | | | 300,000 |
| 3.705 | SSI Septage / Composting | | | | 329,196 | | 329,196 | 75,000 | 120,000 | | 60,000 | 33,196 | 41,000 | 329,196 |
| 3.718 | Saanich Peninsula Wastewater | 935,000 | | | 4,590,000 | | 5,525,000 | | 3,000,000 | 820,000 | - | | 1,705,000 | 5,525,000 |
| 3.750 | L.W.M.P. - Core and West Shore | | | | 1,700,000 | | 1,700,000 | 600,000 | 1,100,000 | | | | | 1,700,000 |
| 3.798C | Debt - Core Area Wastewater Treatment Program | 50,000 | | | 30,511,000 | | 30,561,000 | 375,000 | 23,175,000 | 736,000 | | | 6,275,000 | 30,561,000 |
| 3.810 | Ganges Sewer Utility (SSI) | 50,000 | 77,000 | | 314,000 | | 441,000 | 293,000 | - | | 75,000 | | 73,000 | 441,000 |
| 3.820 | Maliview Sewer Utility (SSI) | | | | 1,698,000 | | 1,698,000 | 102,000 | 601,000 | | 935,000 | | 60,000 | 1,698,000 |
| 3.830 | Magic Lake Sewer Utility (Pender) | 60,000 | | | 400,000 | | 460,000 | 200,000 | - | | 200,000 | | 60,000 | 460,000 |
| 3.850 | Port Renfrew Sewer | | | | 115,000 | | 115,000 | 100,000 | - | | | | 15,000 | 115,000 |
| **Total** | | **28,398,365** | **7,437,250** | **48,573,530** | **162,541,013** | **36,110,000** | **283,060,158** | **81,062,122** | **131,119,000** | **12,300,188** | **15,180,521** | **8,556,696** | **34,841,631** | **283,060,158** |

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# 2026 - CAPITAL EXPENDITURE PLAN

Schedule B

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Other | Capital Reserves | TOTAL |
| 1.011 | Board Expenditures | 55,000 | | | | | 55,000 | | | 55,000 | | | | 55,000 |
| 1.014 | CAO / Corporate Services | 17,262 | | | | | 17,262 | | | 17,262 | | | | 17,262 |
| 1.015 | Real Estate | 1,918 | | | | | 1,918 | | | 1,918 | | | | 1,918 |
| 1.016 | Human Resources | 349,736 | | | | | 349,736 | | | 3,836 | | | 345,900 | 349,736 |
| 1.017 | Finance | 32,754 | | - | | | 32,754 | - | - | 32,754 | | | - | 32,754 |
| 1.018 | Health & Capital Planning Strategies | 3,836 | | | | | 3,836 | | | 3,836 | | | | 3,836 |
| 1.022 | Information Technology | 2,899,688 | - | | | | 2,899,688 | 2,849,000 | | 50,688 | | | | 2,899,688 |
| 1.024 | GM - Planning & Protective Services | 2,125 | | | | | 2,125 | | | 2,125 | | | | 2,125 |
| 1.025 | Corporate Emergency | 7,000 | | | | | 7,000 | | | 7,000 | | | | 7,000 |
| 1.027 | First Nations Relations | 4,043 | | | | | 4,043 | | | 4,043 | | | | 4,043 |
| 1.105 | Facilities Management | 10,000 | 75,000 | | | | 85,000 | | | 85,000 | | | | 85,000 |
| 1.106 | Facilities and Risk | | | 370,000 | - | | 370,000 | - | | | | | 370,000 | 370,000 |
| 1.107 | Corporate Satellite Facilities | | | - | | | - | | | | | | - | - |
| 1.109 | JDF Admin. Expenditures | 2,000 | | | | | 2,000 | | | 2,000 | | | | 2,000 |
| 1.110 | SGI Admin. Expenditures | 2,800 | | | | | 2,800 | | | 2,800 | | | | 2,800 |
| 1.111 | SSI Admin. Expenditures | 15,900 | 65,000 | | | | 80,900 | | | 80,900 | | | | 80,900 |
| 1.118 | Corporate Communications | 11,508 | | | | | 11,508 | | | 11,508 | | | - | 11,508 |
| 1.123 | Family Court Building | | | - | | | - | - | | | | - | - | - |
| 1.137 | Galiano Island Community Use Building | | | - | | | - | | | | | | - | - |
| 1.141 | SSI Public Library | | | 10,000 | | | 10,000 | | | | - | | 10,000 | 10,000 |
| 1.226 | Health Facilities - VIHA | - | | 937,500 | - | | 937,500 | - | | | | 200,000 | 737,500 | 937,500 |
| 1.235 | SGI Small Craft Harbour Facilities | | | | 150,000 | | 150,000 | - | | | | | 150,000 | 150,000 |
| 1.236 | SSI Small Craft Harbour (Fernwood Dock) | | | | 60,000 | | 60,000 | - | | | - | | 60,000 | 60,000 |
| 1.238A | Community Transit (SSI) | | | | 70,000 | | 70,000 | - | | | 55,000 | | 15,000 | 70,000 |
| 1.238B | Community Transportation (SSI) | - | | | 1,640,000 | | 1,640,000 | - | 320,000 | | 1,095,000 | | 225,000 | 1,640,000 |
| 1.280 | Regional Parks | 147,700 | 655,000 | 600,000 | 14,790,000 | 2,000,000 | 18,192,700 | - | 12,000,000 | 802,700 | - | | 5,390,000 | 18,192,700 |
| 1.290 | Royal Theatre | 55,000 | | 1,043,000 | | | 1,098,000 | - | | | 380,000 | 380,000 | 338,000 | 1,098,000 |
| 1.295 | McPherson Theatre | 44,000 | | 238,000 | | | 282,000 | | | | | | 282,000 | 282,000 |
| 1.297 | Arts Grants and Development | 3,800 | | | | | 3,800 | | | 3,800 | | | | 3,800 |
| 1.309 | Climate Action and Adaptation | 792,961 | | | | | 792,961 | 211,483 | | | 581,478 | | | 792,961 |
| 1.310 | Land Banking and Housing | 10,000 | | 500,000 | | | 510,000 | | 500,000 | 10,000 | - | | | 510,000 |
| 1.313 | Animal Care Services | 5,000 | 50,000 | - | - | | 55,000 | - | | 55,000 | | | | 55,000 |
| 1.318 | Building Inspection | 21,000 | 60,000 | | | | 81,000 | | | 81,000 | | | | 81,000 |
| 1.323 | ByLaw Services | 4,000 | 75,000 | | | | 79,000 | | | 79,000 | | | | 79,000 |
| 1.324 | Regional Planning Services | 8,000 | | | | | 8,000 | | | 8,000 | | | | 8,000 |
| 1.325 | Community Planning | - | | | - | | - | | | - | - | | | - |
| 1.335 | Geo-Spatial Referencing | 10,000 | | | | | 10,000 | | | 10,000 | | | | 10,000 |
| 1.350 | Willis Point Fire | 6,000 | | - | | | 6,000 | - | | 6,000 | | | - | 6,000 |
| 1.352 | South Galiano Fire | 10,800 | - | | | | 10,800 | | | 10,800 | | | - | 10,800 |
| 1.353 | Otter Point Fire | 20,000 | - | 50,000 | | | 70,000 | - | | 20,000 | | | 50,000 | 70,000 |
| 1.356 | Pender Island Fire | 80,000 | | 30,000 | | | 110,000 | | | 80,000 | | | 30,000 | 110,000 |
| 1.357 | East Sooke Fire | 66,860 | - | | | | 66,860 | | | 53,860 | | | 13,000 | 66,860 |
| 1.358 | Port Renfrew Fire | 16,000 | | - | | | 16,000 | | | 16,000 | | | - | 16,000 |
| 1.359 | North Galiano Fire | - | | | | | - | | | - | | | | - |
| 1.360 | Shirley Fire Department | 24,380 | | | | | 24,380 | | | 24,380 | | | | 24,380 |
| 1.370 | JDF Emergency Program | - | | | | | - | | | - | | | | - |
| 1.371 | SSI Emergency Program | 38,000 | | | | | 38,000 | | | 1,000 | 12,000 | | 25,000 | 38,000 |
| 1.372 | Emergency Planning Coordination | 2,500 | - | | | | 2,500 | | | 2,500 | | | | 2,500 |
| 1.375 | Hazardous Material Incident Response | | - | | | | - | | | - | | | | - |
| 1.405 | JDF EA Community Parks & Recreation | - | | | - | - | - | - | | | - | | | - |
| 1.408 | JDF EA Community Recreation | | | - | - | | - | | | | - | | | - |
| 1.40X | SEAPARC | 189,250 | | 2,205,500 | 33,750 | | 2,428,500 | | 1,850,000 | 174,250 | 175,000 | | 229,250 | 2,428,500 |
| 1.44x | Panorama Recreation | 483,909 | - | 573,000 | - | | 1,056,909 | - | - | 483,909 | - | | 573,000 | 1,056,909 |
| 1.455 | SSI Community Parks | 15,000 | - | | 30,000 | | 45,000 | - | | 15,000 | - | - | 30,000 | 45,000 |
| 1.458 | SSI Community Recreation | 10,000 | | | 2,500 | | 12,500 | | | 5,000 | - | | 7,500 | 12,500 |
| 1.459 | SSI Park Land & Rec Programs | 50,000 | 25,000 | 2,085,000 | - | 50,000 | 2,210,000 | - | 2,000,000 | 40,000 | 70,000 | - | 100,000 | 2,210,000 |
| 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 | - | | | 15,000 | - | 15,000 | - | | | - | - | 15,000 | 15,000 |
| 1.495 | Galiano Community Parks | 1,000 | | | 3,000 | | 4,000 | - | | 1,000 | | | 3,000 | 4,000 |
| 1.521 | Environmental Resource Management | 385,000 | | | 11,125,000 | 1,000,000 | 12,510,000 | 125,000 | 2,350,000 | 385,000 | | | 9,650,000 | 12,510,000 |
| 1.523 | Port Renfrew Refuse Disposal | | | | 27,500 | | 27,500 | - | | | | | 27,500 | 27,500 |
| 1.575 | Environmental Administration Services | 6,000 | | | | | 6,000 | | | 6,000 | | | | 6,000 |
| 1.576 | Environmental Engineering Services | 40,000 | 55,000 | | | | 95,000 | - | | 95,000 | | | | 95,000 |
| 1.577 | Wastewater Operations | 70,000 | 900,000 | | | | 970,000 | | | 970,000 | - | | | 970,000 |
| 1.578 | Environmental Protection | 126,269 | 60,000 | | | | 186,269 | 50,000 | | 136,269 | | | | 186,269 |
| 1.579 | Environmental Water Quality | 6,480 | | | | | 6,480 | | | 6,480 | | | | 6,480 |
| 1.911 | 911 Call Answer | 1,000,000 | | | | | 1,000,000 | | | 1,000,000 | | | | 1,000,000 |

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# 2026 - CAPITAL EXPENDITURE PLAN

Schedule B

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Other | Capital Reserves | TOTAL |
| 2.610 | Saanich Peninsula Water Supply | 300,000 | | | 1,569,000 | | 1,869,000 | | - | 200,000 | | | 1,669,000 | 1,869,000 |
| 2.620 | Highland Water (SSI) | | | | - | | - | - | | | | | | - |
| 2.621 | Highland & Fernwood Water (SSI) | | | | 1,945,000 | | 1,945,000 | - | 1,800,000 | | - | | 145,000 | 1,945,000 |
| 2.622 | Cedars of Tuam Water (SSI) | - | | | 870,000 | | 870,000 | - | 835,000 | | - | | 35,000 | 870,000 |
| 2.624 | Beddis Water (SSI) | - | | | 393,000 | | 393,000 | - | 340,000 | | - | | 53,000 | 393,000 |
| 2.626 | Fulford Water (SSI) | - | | | 415,000 | | 415,000 | - | 390,000 | | - | | 25,000 | 415,000 |
| 2.628 | Cedar Lane Water (SSI) | | | | 379,000 | | 379,000 | - | 374,000 | | - | | 5,000 | 379,000 |
| 2.630 | Magic Lake Estates Water (Pender) | | | | 222,000 | | 222,000 | - | - | | | | 222,000 | 222,000 |
| 2.640 | Lyall Harbour Boot Cove Water (Saturna) | 58,000 | | | 25,000 | | 83,000 | - | 83,000 | | - | | - | 83,000 |
| 2.642 | Skana Water (Mayne) | 740,000 | | | 35,000 | | 775,000 | - | 745,000 | | | | 30,000 | 775,000 |
| 2.650 | Port Renfrew Water | - | | | 30,000 | | 30,000 | - | - | | - | | 30,000 | 30,000 |
| 2.665 | Sticks Allison Water (Galiano) | | | | 30,000 | | 30,000 | | - | | 30,000 | | - | 30,000 |
| 2.667 | Surfside Park Estates (Mayne) | - | | | 1,550,000 | | 1,550,000 | | 1,550,000 | | | | - | 1,550,000 |
| 2.670 | Regional Water Supply | 3,907,500 | 773,000 | 540,000 | 35,995,000 | 4,080,000 | 45,295,500 | 19,422,500 | 24,700,000 | 773,000 | - | 400,000 | | 45,295,500 |
| 2.680 | JDF Water Distribution | 217,500 | 774,000 | 40,000 | 13,576,000 | | 14,607,500 | 8,776,500 | 4,100,000 | 774,000 | | | 957,000 | 14,607,500 |
| 2.682 | Seagirt Water System | | | | - | | - | | - | | | | | - |
| 2.691 | Wilderness Mountain Water Service | - | | | 50,000 | | 50,000 | | 40,000 | | - | | 10,000 | 50,000 |
| 3.701 | Millstream Site Remediation | | | | | - | - | - | | | - | | | - |
| 3.705 | SSI Septage / Composting | | | | 2,330,000 | | 2,330,000 | - | 2,280,000 | | 40,000 | - | 10,000 | 2,330,000 |
| 3.718 | Saanich Peninsula Wastewater | 1,755,000 | | | 1,100,000 | | 2,855,000 | | 2,070,000 | 415,000 | - | | 370,000 | 2,855,000 |
| 3.750 | L.W.M.P. - Core and West Shore | | | | 3,200,000 | | 3,200,000 | - | 3,200,000 | | | | | 3,200,000 |
| 3.798C | Debt - Core Area Wastewater Treatment Program | 250,000 | | | 11,350,000 | | 11,600,000 | - | 8,850,000 | 800,000 | | | 1,950,000 | 11,600,000 |
| 3.810 | Ganges Sewer Utility (SSI) | 575,000 | - | | 1,980,000 | | 2,555,000 | 105,000 | 1,575,000 | | 731,250 | | 143,750 | 2,555,000 |
| 3.820 | Maliview Sewer Utility (SSI) | | | | 285,000 | | 285,000 | - | 230,000 | | 45,000 | | 10,000 | 285,000 |
| 3.830 | Magic Lake Sewer Utility (Pender) | - | | | - | | - | - | - | | - | | - | - |
| 3.850 | Port Renfrew Sewer | | | | - | | - | - | - | | | | - | - |
| **Total** | | **14,971,479** | **3,567,000** | **9,222,000** | **105,275,750** | **7,130,000** | **140,166,229** | **31,539,483** | **72,182,000** | **7,904,618** | **3,214,728** | **980,000** | **24,345,400** | **140,166,229** |

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## 2027 - CAPITAL EXPENDITURE PLAN

Schedule B

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Other | Capital Reserves | TOTAL |
| 1.011 | Board Expenditures | - | | | | | - | | | - | | | | - |
| 1.014 | CAO / Corporate Services | 15,965 | | | | | 15,965 | | | 15,965 | | | | 15,965 |
| 1.015 | Real Estate | - | | | | | - | | | - | | | | - |
| 1.016 | Human Resources | 725,710 | | | | | 725,710 | | | 9,590 | | | 716,120 | 725,710 |
| 1.017 | Finance | 49,321 | | - | | | 49,321 | - | - | 49,321 | | | - | 49,321 |
| 1.018 | Health & Capital Planning Strategies | 1,918 | | | | | 1,918 | | | 1,918 | | | | 1,918 |
| 1.022 | Information Technology | 883,637 | - | | | | 883,637 | 840,000 | | 43,637 | | | | 883,637 |
| 1.024 | GM - Planning & Protective Services | 3,836 | | | | | 3,836 | | | 3,836 | | | | 3,836 |
| 1.025 | Corporate Emergency | - | | | | | - | | | - | | | | - |
| 1.027 | First Nations Relations | 5,754 | | | | | 5,754 | | | 5,754 | | | | 5,754 |
| 1.105 | Facilities Management | 10,000 | 75,000 | | | | 85,000 | | | 85,000 | | | | 85,000 |
| 1.106 | Facilities and Risk | | | 2,540,000 | - | | 2,540,000 | - | | | | | 2,540,000 | 2,540,000 |
| 1.107 | Corporate Satellite Facilities | | | - | | | - | | | | | | - | - |
| 1.109 | JDF Admin. Expenditures | - | | | | | - | | | - | | | | - |
| 1.110 | SGI Admin. Expenditures | - | | | | | - | | | - | | | | - |
| 1.111 | SSI Admin. Expenditures | 10,900 | - | | | | 10,900 | | | 10,900 | | | | 10,900 |
| 1.118 | Corporate Communications | 3,836 | | | | | 3,836 | | | 3,836 | | | - | 3,836 |
| 1.123 | Family Court Building | | | - | | | - | - | | | | - | - | - |
| 1.137 | Galiano Island Community Use Building | | | - | | | - | | | | | | - | - |
| 1.141 | SSI Public Library | | | 10,000 | | | 10,000 | | | | - | | 10,000 | 10,000 |
| 1.226 | Health Facilities - VIHA | - | | - | - | | - | - | | | | - | - | - |
| 1.235 | SGI Small Craft Harbour Facilities | | | | 100,000 | | 100,000 | - | | | | | 100,000 | 100,000 |
| 1.236 | SSI Small Craft Harbour (Fernwood Dock) | | | | 10,000 | | 10,000 | - | | | - | | 10,000 | 10,000 |
| 1.238A | Community Transit (SSI) | | | | 70,000 | | 70,000 | - | | | 55,000 | | 15,000 | 70,000 |
| 1.238B | Community Transportation (SSI) | - | | | 30,000 | | 30,000 | - | - | | - | | 30,000 | 30,000 |
| 1.280 | Regional Parks | 82,800 | 890,000 | 500,000 | 15,120,000 | 2,000,000 | 18,592,800 | - | 12,000,000 | 972,800 | - | | 5,620,000 | 18,592,800 |
| 1.290 | Royal Theatre | - | | - | | | - | - | | | - | - | - | - |
| 1.295 | McPherson Theatre | - | | 190,000 | | | 190,000 | | | | | | 190,000 | 190,000 |
| 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 | - | | - | | | - | | - | - | - | | | - |
| 1.313 | Animal Care Services | 13,000 | 50,000 | - | - | | 63,000 | - | | 63,000 | | | | 63,000 |
| 1.318 | Building Inspection | 6,000 | 60,000 | | | | 66,000 | | | 66,000 | | | | 66,000 |
| 1.323 | ByLaw Services | 4,000 | 25,000 | | | | 29,000 | | | 29,000 | | | | 29,000 |
| 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 | 10,000 | | | | | 10,000 | | | 10,000 | | | | 10,000 |
| 1.350 | Willis Point Fire | 6,000 | | - | | | 6,000 | - | | 6,000 | | | - | 6,000 |
| 1.352 | South Galiano Fire | 9,700 | - | | | | 9,700 | | | 9,700 | | | - | 9,700 |
| 1.353 | Otter Point Fire | 20,000 | - | 50,000 | | | 70,000 | - | | 20,000 | | | 50,000 | 70,000 |
| 1.356 | Pender Island Fire | 20,000 | | 15,000 | | | 35,000 | | | 20,000 | | | 15,000 | 35,000 |
| 1.357 | East Sooke Fire | 35,227 | 625,000 | | | | 660,227 | | | 652,227 | | | 8,000 | 660,227 |
| 1.358 | Port Renfrew Fire | 16,000 | | - | | | 16,000 | | | 16,000 | | | - | 16,000 |
| 1.359 | North Galiano Fire | - | | | | | - | | | - | | | | - |
| 1.360 | Shirley Fire Department | 22,000 | | | | | 22,000 | | | 22,000 | | | | 22,000 |
| 1.370 | JDF Emergency Program | - | | | | | - | | | - | | | | - |
| 1.371 | SSI Emergency Program | 10,900 | | | | | 10,900 | | | 6,900 | 4,000 | | - | 10,900 |
| 1.372 | Emergency Planning Coordination | - | 70,000 | | | | 70,000 | | | 70,000 | | | | 70,000 |
| 1.375 | Hazardous Material Incident Response | | 300,000 | | | | 300,000 | | | 300,000 | | | | 300,000 |
| 1.405 | JDF EA Community Parks & Recreation | - | | | - | - | - | - | | | - | | | - |
| 1.408 | JDF EA Community Recreation | | | - | - | | - | | | | - | | | - |
| 1.40X | SEAPARC | 1,628,100 | | 254,500 | 35,000 | | 1,917,600 | | - | 112,100 | 1,500,000 | | 305,500 | 1,917,600 |
| 1.44x | Panorama Recreation | 360,400 | - | 3,395,000 | 350,000 | | 4,105,400 | - | - | 260,400 | - | | 3,845,000 | 4,105,400 |
| 1.455 | SSI Community Parks | 35,000 | 90,000 | | 30,000 | | 155,000 | - | | 30,000 | 75,000 | - | 50,000 | 155,000 |
| 1.458 | SSI Community Recreation | 10,000 | | | 2,500 | | 12,500 | | | 5,000 | - | | 7,500 | 12,500 |
| 1.459 | SSI Park Land & Rec Programs | 50,000 | - | 10,000 | - | 50,000 | 110,000 | - | - | 40,000 | - | - | 70,000 | 110,000 |
| 1.465 | Saturna Island Community Parks | | | | - | | - | - | | | | | - | - |
| 1.475 | Mayne Island Community Parks | - | | - | - | | - | - | | | - | | - | - |
| 1.485 | Pender Island Community Parks | - | | | 25,000 | - | 25,000 | - | | | - | - | 25,000 | 25,000 |
| 1.495 | Galiano Community Parks | - | | | 5,900 | | 5,900 | - | | - | | | 5,900 | 5,900 |
| 1.521 | Environmental Resource Management | 385,000 | | | 6,600,000 | - | 6,985,000 | - | - | 385,000 | | | 6,600,000 | 6,985,000 |
| 1.523 | Port Renfrew Refuse Disposal | | | | - | | - | - | | | | | - | - |
| 1.575 | Environmental Administration Services | 9,000 | | | | | 9,000 | | | 9,000 | | | | 9,000 |
| 1.576 | Environmental Engineering Services | 40,000 | - | | | | 40,000 | - | | 40,000 | | | | 40,000 |
| 1.577 | Wastewater Operations | 75,000 | 615,000 | | | | 690,000 | | | 690,000 | - | | | 690,000 |
| 1.578 | Environmental Protection | 85,309 | - | | | | 85,309 | - | | 85,309 | | | | 85,309 |
| 1.579 | Environmental Water Quality | 14,717 | | | | | 14,717 | | | 14,717 | | | | 14,717 |
| 1.911 | 911 Call Answer | - | | | | | - | | | - | | | | - |

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## 2027 - CAPITAL EXPENDITURE PLAN

**Schedule B**

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Other | Capital Reserves | TOTAL |
| 2.610 | Saanich Peninsula Water Supply | 300,000 | | | 1,950,000 | | 2,250,000 | | - | 200,000 | | | 2,050,000 | 2,250,000 |
| 2.620 | Highland Water (SSI) | | | | - | | - | - | | | | | | - |
| 2.621 | Highland & Fernwood Water (SSI) | | | | 3,801,000 | | 3,801,000 | - | 3,750,000 | | - | | 51,000 | 3,801,000 |
| 2.622 | Cedars of Tuam Water (SSI) | - | | | 470,000 | | 470,000 | - | 435,000 | | - | | 35,000 | 470,000 |
| 2.624 | Beddis Water (SSI) | - | | | 2,117,000 | | 2,117,000 | - | 2,117,000 | | - | | - | 2,117,000 |
| 2.626 | Fulford Water (SSI) | - | | | 1,550,000 | | 1,550,000 | - | 1,500,000 | | 40,000 | | 10,000 | 1,550,000 |
| 2.628 | Cedar Lane Water (SSI) | | | | 90,000 | | 90,000 | - | - | | - | | 90,000 | 90,000 |
| 2.630 | Magic Lake Estates Water (Pender) | | | | 275,000 | | 275,000 | - | 200,000 | | | | 75,000 | 275,000 |
| 2.640 | Lyall Harbour Boot Cove Water (Saturna) | - | | | 50,000 | | 50,000 | - | 50,000 | | - | | - | 50,000 |
| 2.642 | Skana Water (Mayne) | - | | | 30,000 | | 30,000 | - | 30,000 | | | | - | 30,000 |
| 2.650 | Port Renfrew Water | 50,000 | | | 2,100,000 | | 2,150,000 | - | 916,667 | | 1,233,333 | | - | 2,150,000 |
| 2.665 | Sticks Allison Water (Galiano) | | | | 50,000 | | 50,000 | | - | | - | | 50,000 | 50,000 |
| 2.667 | Surfside Park Estates (Mayne) | - | | | 400,000 | | 400,000 | | 400,000 | | | | - | 400,000 |
| 2.670 | Regional Water Supply | 3,650,000 | 855,000 | 100,000 | 57,595,000 | 975,000 | 63,175,000 | 20,895,000 | 41,200,000 | 855,000 | - | 225,000 | | 63,175,000 |
| 2.680 | JDF Water Distribution | 225,000 | 710,000 | 100,000 | 14,441,000 | | 15,476,000 | 9,259,000 | 5,400,000 | 710,000 | | | 107,000 | 15,476,000 |
| 2.682 | Seagirt Water System | | | | - | | - | | - | | | | | - |
| 2.691 | Wilderness Mountain Water Service | - | | | 733,200 | | 733,200 | | 733,200 | | - | | - | 733,200 |
| 3.701 | Millstream Site Remediation | | | | | - | - | - | | | - | | | - |
| 3.705 | SSI Septage / Composting | | | | 82,500 | | 82,500 | - | 82,500 | | - | - | - | 82,500 |
| 3.718 | Saanich Peninsula Wastewater | 1,580,000 | | | 950,000 | | 2,530,000 | | 550,000 | 200,000 | 1,080,000 | | 700,000 | 2,530,000 |
| 3.750 | L.W.M.P. - Core and West Shore | | | | 3,200,000 | | 3,200,000 | - | 3,200,000 | | | | | 3,200,000 |
| 3.798C | Debt - Core Area Wastewater Treatment Program | - | | | 14,175,000 | | 14,175,000 | - | 11,875,000 | 500,000 | | | 1,800,000 | 14,175,000 |
| 3.810 | Ganges Sewer Utility (SSI) | - | - | | 2,552,186 | | 2,552,186 | - | 1,806,796 | | 735,390 | | 10,000 | 2,552,186 |
| 3.820 | Maliview Sewer Utility (SSI) | | | | - | | - | - | - | | - | | - | - |
| 3.830 | Magic Lake Sewer Utility (Pender) | - | | | 120,000 | | 120,000 | - | - | | - | | 120,000 | 120,000 |
| 3.850 | Port Renfrew Sewer | | | | 20,000 | | 20,000 | - | - | | | | 20,000 | 20,000 |
| **Total** | | **10,633,753** | **4,365,000** | **7,164,500** | **129,130,286** | **3,025,000** | **154,318,539** | **31,037,745** | **86,246,163** | **6,635,610** | **4,843,001** | **225,000** | **25,331,020** | **154,318,539** |

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# 2028 - CAPITAL EXPENDITURE PLAN

Schedule B

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Other | Capital Reserves | TOTAL |
| 1.011 | Board Expenditures | - | | | | | - | | | - | | | | - |
| 1.014 | CAO / Corporate Services | 17,262 | | | | | 17,262 | | | 17,262 | | | | 17,262 |
| 1.015 | Real Estate | 1,918 | | | | | 1,918 | | | 1,918 | | | | 1,918 |
| 1.016 | Human Resources | 128,446 | | | | | 128,446 | | | 13,426 | | | 115,020 | 128,446 |
| 1.017 | Finance | 49,321 | | - | | | 49,321 | - | - | 49,321 | | | - | 49,321 |
| 1.018 | Health & Capital Planning Strategies | 1,918 | | | | | 1,918 | | | 1,918 | | | | 1,918 |
| 1.022 | Information Technology | 109,184 | - | | | | 109,184 | 60,000 | | 49,184 | | | | 109,184 |
| 1.024 | GM - Planning & Protective Services | 1,918 | | | | | 1,918 | | | 1,918 | | | | 1,918 |
| 1.025 | Corporate Emergency | 5,000 | | | | | 5,000 | | | 5,000 | | | | 5,000 |
| 1.027 | First Nations Relations | 1,918 | | | | | 1,918 | | | 1,918 | | | | 1,918 |
| 1.105 | Facilities Management | 10,000 | - | | | | 10,000 | | | 10,000 | | | | 10,000 |
| 1.106 | Facilities and Risk | | | 140,000 | - | | 140,000 | - | | | | | 140,000 | 140,000 |
| 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 | 6,100 | - | | | | 6,100 | | | 6,100 | | | | 6,100 |
| 1.118 | Corporate Communications | 3,836 | | | | | 3,836 | | | 3,836 | | | - | 3,836 |
| 1.123 | Family Court Building | | | - | | | - | - | | | | - | - | - |
| 1.137 | Galiano Island Community Use Building | | | - | | | - | | | | | | - | - |
| 1.141 | SSI Public Library | | | 25,000 | | | 25,000 | | | | - | | 25,000 | 25,000 |
| 1.226 | Health Facilities - VIHA | - | | - | - | | - | - | | | | - | - | - |
| 1.235 | SGI Small Craft Harbour Facilities | | | | 100,000 | | 100,000 | - | | | | | 100,000 | 100,000 |
| 1.236 | SSI Small Craft Harbour (Fernwood Dock) | | | | 10,000 | | 10,000 | - | | | - | | 10,000 | 10,000 |
| 1.238A | Community Transit (SSI) | | | | 70,000 | | 70,000 | - | | | 55,000 | | 15,000 | 70,000 |
| 1.238B | Community Transportation (SSI) | - | | | 485,000 | | 485,000 | - | 135,000 | | 320,000 | | 30,000 | 485,000 |
| 1.280 | Regional Parks | 94,400 | 1,328,000 | 750,000 | 14,645,000 | 2,000,000 | 18,817,400 | - | 15,000,000 | 1,197,400 | - | | 2,620,000 | 18,817,400 |
| 1.290 | Royal Theatre | 16,500 | | - | | | 16,500 | - | | | - | - | 16,500 | 16,500 |
| 1.295 | McPherson Theatre | 16,500 | | - | | | 16,500 | | | | | | 16,500 | 16,500 |
| 1.297 | Arts Grants and Development | - | | | | | - | | | - | | | | - |
| 1.309 | Climate Action and Adaptation | - | | | | | - | - | | | - | | | - |
| 1.310 | Land Banking and Housing | - | | - | | | - | | - | - | - | | | - |
| 1.313 | Animal Care Services | 5,000 | 50,000 | - | - | | 55,000 | - | | 55,000 | | | | 55,000 |
| 1.318 | Building Inspection | - | - | | | | - | | | - | | | | - |
| 1.323 | ByLaw Services | 4,000 | 75,000 | | | | 79,000 | | | 79,000 | | | | 79,000 |
| 1.324 | Regional Planning Services | 4,000 | | | | | 4,000 | | | 4,000 | | | | 4,000 |
| 1.325 | Community Planning | - | | | - | | - | | | - | - | | | - |
| 1.335 | Geo-Spatial Referencing | 10,000 | | | | | 10,000 | | | 10,000 | | | | 10,000 |
| 1.350 | Willis Point Fire | 6,000 | | - | | | 6,000 | - | | 6,000 | | | - | 6,000 |
| 1.352 | South Galiano Fire | 10,000 | - | | | | 10,000 | | | 10,000 | | | - | 10,000 |
| 1.353 | Otter Point Fire | 20,000 | 900,000 | - | | | 920,000 | - | | 920,000 | | | - | 920,000 |
| 1.356 | Pender Island Fire | 100,000 | | 15,000 | | | 115,000 | | | 100,000 | | | 15,000 | 115,000 |
| 1.357 | East Sooke Fire | 94,102 | - | | | | 94,102 | | | 94,102 | | | - | 94,102 |
| 1.358 | Port Renfrew Fire | 16,000 | | - | | | 16,000 | | | 16,000 | | | - | 16,000 |
| 1.359 | North Galiano Fire | - | | | | | - | | | - | | | | - |
| 1.360 | Shirley Fire Department | 22,000 | | | | | 22,000 | | | 22,000 | | | | 22,000 |
| 1.370 | JDF Emergency Program | - | | | | | - | | | - | | | | - |
| 1.371 | SSI Emergency Program | 14,500 | | | | | 14,500 | | | 2,500 | 2,000 | | 10,000 | 14,500 |
| 1.372 | Emergency Planning Coordination | - | - | | | | - | | | - | | | | - |
| 1.375 | Hazardous Material Incident Response | | - | | | | - | | | - | | | | - |
| 1.405 | JDF EA Community Parks & Recreation | - | | | - | - | - | - | | | - | | | - |
| 1.408 | JDF EA Community Recreation | | | - | - | | - | | | | - | | | - |
| 1.40X | SEAPARC | 153,650 | | 201,000 | 35,500 | | 390,150 | | 45,000 | 92,150 | - | | 253,000 | 390,150 |
| 1.44x | Panorama Recreation | 525,207 | - | 525,000 | - | | 1,050,207 | - | - | 495,207 | - | | 555,000 | 1,050,207 |
| 1.455 | SSI Community Parks | 15,000 | - | | 30,000 | | 45,000 | - | | 15,000 | - | - | 30,000 | 45,000 |
| 1.458 | SSI Community Recreation | 10,000 | | | 2,500 | | 12,500 | | | 5,000 | - | | 7,500 | 12,500 |
| 1.459 | SSI Park Land & Rec Programs | 50,000 | - | 10,000 | 85,000 | 50,000 | 195,000 | - | - | 40,000 | - | - | 155,000 | 195,000 |
| 1.465 | Saturna Island Community Parks | | | | - | | - | - | | | | | - | - |
| 1.475 | Mayne Island Community Parks | - | | - | - | | - | - | | | - | | - | - |
| 1.485 | Pender Island Community Parks | - | | | 25,000 | - | 25,000 | - | | | - | - | 25,000 | 25,000 |
| 1.495 | Galiano Community Parks | - | | | 33,000 | | 33,000 | - | | - | | | 33,000 | 33,000 |
| 1.521 | Environmental Resource Management | 385,000 | | | 2,350,000 | - | 2,735,000 | - | 350,000 | 635,000 | | | 1,750,000 | 2,735,000 |
| 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 | 65,000 | | | | 105,000 | - | | 105,000 | | | | 105,000 |
| 1.577 | Wastewater Operations | 155,000 | 436,500 | | | | 591,500 | | | 591,500 | - | | | 591,500 |

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## 2028 - CAPITAL EXPENDITURE PLAN

Schedule B

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Other | Capital Reserves | TOTAL |
| 1.578 | Environmental Protection | 136,175 | - | | | | 136,175 | - | | 136,175 | | | | 136,175 |
| 1.579 | Environmental Water Quality | 6,815 | | | | | 6,815 | | | 6,815 | | | | 6,815 |
| 1.911 | 911 Call Answer | - | | | | | - | | | - | | | | - |
| 2.610 | Saanich Peninsula Water Supply | 300,000 | | | 1,100,000 | | 1,400,000 | | - | 200,000 | | | 1,200,000 | 1,400,000 |
| 2.620 | Highland Water (SSI) | | | | - | | - | - | | | | | | - |
| 2.621 | Highland & Fernwood Water (SSI) | | | | 2,715,000 | | 2,715,000 | - | 2,665,000 | | 40,000 | | 10,000 | 2,715,000 |
| 2.622 | Cedars of Tuam Water (SSI) | - | | | 460,000 | | 460,000 | - | 435,000 | | 20,000 | | 5,000 | 460,000 |
| 2.624 | Beddis Water (SSI) | - | | | 2,830,000 | | 2,830,000 | - | 2,780,000 | | 40,000 | | 10,000 | 2,830,000 |
| 2.626 | Fulford Water (SSI) | - | | | 1,500,000 | | 1,500,000 | - | 1,500,000 | | - | | - | 1,500,000 |
| 2.628 | Cedar Lane Water (SSI) | | | | 680,000 | | 680,000 | - | 645,000 | | - | | 35,000 | 680,000 |
| 2.630 | Magic Lake Estates Water (Pender) | | | | 860,000 | | 860,000 | - | 800,000 | | | | 60,000 | 860,000 |
| 2.640 | Lyall Harbour Boot Cove Water (Saturna) | - | | | 270,000 | | 270,000 | - | 250,000 | | - | | 20,000 | 270,000 |
| 2.642 | Skana Water (Mayne) | - | | | 65,000 | | 65,000 | - | 50,000 | | | | 15,000 | 65,000 |
| 2.650 | Port Renfrew Water | 200,000 | | | 400,000 | | 600,000 | - | 600,000 | | - | | - | 600,000 |
| 2.665 | Sticks Allison Water (Galiano) | | | | 50,000 | | 50,000 | | 50,000 | | - | | - | 50,000 |
| 2.667 | Surfside Park Estates (Mayne) | - | | | 50,000 | | 50,000 | | 50,000 | | | | - | 50,000 |
| 2.670 | Regional Water Supply | 2,230,500 | 495,000 | 40,000 | 76,520,000 | 2,645,000 | 81,930,500 | 22,655,500 | 58,780,000 | 495,000 | - | - | | 81,930,500 |
| 2.680 | JDF Water Distribution | 215,500 | 750,000 | 40,000 | 9,800,000 | | 10,805,500 | 9,778,500 | - | 750,000 | | | 277,000 | 10,805,500 |
| 2.682 | Seagirt Water System | | | | - | | - | | - | | | | | - |
| 2.691 | Wilderness Mountain Water Service | - | | | 6,632,000 | | 6,632,000 | | - | | 6,632,000 | | - | 6,632,000 |
| 3.701 | Millstream Site Remediation | | | | | - | - | - | | | - | | | - |
| 3.705 | SSI Septage / Composting | | | | - | | - | - | - | | - | - | - | - |
| 3.718 | Saanich Peninsula Wastewater | 530,000 | | | 850,000 | | 1,380,000 | | 400,000 | 380,000 | - | | 600,000 | 1,380,000 |
| 3.750 | L.W.M.P. - Core and West Shore | | | | 1,500,000 | | 1,500,000 | - | 1,500,000 | | | | | 1,500,000 |
| 3.798C | Debt - Core Area Wastewater Treatment Program | - | | | 15,700,000 | | 15,700,000 | - | 13,300,000 | 600,000 | | | 1,800,000 | 15,700,000 |
| 3.810 | Ganges Sewer Utility (SSI) | - | - | | 474,375 | | 474,375 | - | 118,594 | | 355,781 | | - | 474,375 |
| 3.820 | Maliview Sewer Utility (SSI) | | | | - | | - | - | - | | - | | - | - |
| 3.830 | Magic Lake Sewer Utility (Pender) | - | | | 925,000 | | 925,000 | - | 800,000 | | - | | 125,000 | 925,000 |
| 3.850 | Port Renfrew Sewer | | | | 200,000 | | 200,000 | - | 200,000 | | | | - | 200,000 |
| **Total** | | **5,733,670** | **4,099,500** | **1,746,000** | **141,452,375** | **4,695,000** | **157,726,545** | **32,494,000** | **100,453,594** | **7,235,650** | **7,464,781** | **-** | **10,078,520** | **157,726,545** |

# 2029 - CAPITAL EXPENDITURE PLAN

Schedule B

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Other | Capital Reserves | TOTAL |
| 1.011 | Board Expenditures | 20,000 | | | | | 20,000 | | | 20,000 | | | | 20,000 |
| 1.014 | CAO / Corporate Services | 7,672 | | | | | 7,672 | | | 7,672 | | | | 7,672 |
| 1.015 | Real Estate | 1,918 | | | | | 1,918 | | | 1,918 | | | | 1,918 |
| 1.016 | Human Resources | 23,836 | | | | | 23,836 | | | 3,836 | | | 20,000 | 23,836 |
| 1.017 | Finance | 43,567 | | - | | | 43,567 | - | - | 43,567 | | | - | 43,567 |
| 1.018 | Health & Capital Planning Strategies | 1,918 | | | | | 1,918 | | | 1,918 | | | | 1,918 |
| 1.022 | Information Technology | 109,184 | - | | | | 109,184 | 60,000 | | 49,184 | | | | 109,184 |
| 1.024 | GM - Planning & Protective Services | 1,918 | | | | | 1,918 | | | 1,918 | | | | 1,918 |
| 1.025 | Corporate Emergency | - | | | | | - | | | - | | | | - |
| 1.027 | First Nations Relations | 3,836 | | | | | 3,836 | | | 3,836 | | | | 3,836 |
| 1.105 | Facilities Management | - | - | | | | - | | | - | | | | - |
| 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 | SGI Admin. Expenditures | - | | | | | - | | | - | | | | - |
| 1.111 | SSI Admin. Expenditures | 6,000 | - | | | | 6,000 | | | 6,000 | | | | 6,000 |
| 1.118 | Corporate Communications | 3,836 | | | | | 3,836 | | | 3,836 | | | - | 3,836 |
| 1.123 | Family Court Building | | | - | | | - | - | | | | - | - | - |
| 1.137 | Galiano Island Community Use Building | | | - | | | - | | | | | | - | - |
| 1.141 | SSI Public Library | | | 6,000 | | | 6,000 | | | | - | | 6,000 | 6,000 |
| 1.226 | Health Facilities - VIHA | - | | - | - | | - | - | | | | - | - | - |
| 1.235 | SGI Small Craft Harbour Facilities | | | | 100,000 | | 100,000 | - | | | | | 100,000 | 100,000 |
| 1.236 | SSI Small Craft Harbour (Fernwood Dock) | | | | 10,000 | | 10,000 | - | | | - | | 10,000 | 10,000 |
| 1.238A | Community Transit (SSI) | | | | 70,000 | | 70,000 | - | | | 55,000 | | 15,000 | 70,000 |
| 1.238B | Community Transportation (SSI) | - | | | 455,000 | | 455,000 | - | 135,000 | | 320,000 | | - | 455,000 |
| 1.280 | Regional Parks | 412,000 | 920,000 | 1,150,000 | 12,275,000 | 2,000,000 | 16,757,000 | - | 13,000,000 | 1,032,000 | - | | 2,725,000 | 16,757,000 |
| 1.290 | Royal Theatre | - | | - | | | - | - | | | - | - | - | - |
| 1.295 | McPherson Theatre | - | | - | | | - | | | | | | - | - |
| 1.297 | Arts Grants and Development | 4,000 | | | | | 4,000 | | | 4,000 | | | | 4,000 |
| 1.309 | Climate Action and Adaptation | - | | | | | - | - | | | - | | | - |
| 1.310 | Land Banking and Housing | - | | - | | | - | | - | - | - | | | - |
| 1.313 | Animal Care Services | 13,000 | 50,000 | - | - | | 63,000 | - | | 63,000 | | | | 63,000 |
| 1.318 | Building Inspection | 6,000 | - | | | | 6,000 | | | 6,000 | | | | 6,000 |
| 1.323 | ByLaw Services | 4,000 | 25,000 | | | | 29,000 | | | 29,000 | | | | 29,000 |
| 1.324 | Regional Planning Services | 72,000 | | | | | 72,000 | | | 72,000 | | | | 72,000 |
| 1.325 | Community Planning | - | | | - | | - | | | - | - | | | - |
| 1.335 | Geo-Spatial Referencing | 10,000 | | | | | 10,000 | | | 10,000 | | | | 10,000 |
| 1.350 | Willis Point Fire | 10,000 | | - | | | 10,000 | - | | 10,000 | | | - | 10,000 |
| 1.352 | South Galiano Fire | 10,000 | - | | | | 10,000 | | | 10,000 | | | - | 10,000 |
| 1.353 | Otter Point Fire | 20,000 | - | - | | | 20,000 | - | | 20,000 | | | - | 20,000 |
| 1.356 | Pender Island Fire | 162,000 | | 15,000 | | | 177,000 | | | 162,000 | | | 15,000 | 177,000 |
| 1.357 | East Sooke Fire | 19,484 | - | | | | 19,484 | | | 19,484 | | | - | 19,484 |
| 1.358 | Port Renfrew Fire | - | | - | | | - | | | - | | | - | - |
| 1.359 | North Galiano Fire | - | | | | | - | | | - | | | | - |
| 1.360 | Shirley Fire Department | 24,380 | | | | | 24,380 | | | 24,380 | | | | 24,380 |
| 1.370 | JDF Emergency Program | - | | | | | - | | | - | | | | - |
| 1.371 | SSI Emergency Program | 5,800 | | | | | 5,800 | | | 1,800 | 4,000 | | - | 5,800 |
| 1.372 | Emergency Planning Coordination | - | - | | | | - | | | - | | | | - |
| 1.375 | Hazardous Material Incident Response | | - | | | | - | | | - | | | | - |
| 1.405 | JDF EA Community Parks & Recreation | - | | | - | - | - | - | | | - | | | - |
| 1.408 | JDF EA Community Recreation | | | - | - | | - | | | | - | | | - |
| 1.40X | SEAPARC | 596,100 | | 711,500 | 36,500 | | 1,344,100 | | 426,000 | 170,100 | - | | 748,000 | 1,344,100 |
| 1.44x | Panorama Recreation | 926,845 | - | 450,000 | 40,000 | | 1,416,845 | - | - | 926,845 | - | | 490,000 | 1,416,845 |
| 1.455 | SSI Community Parks | 15,000 | - | | 20,000 | | 35,000 | - | | 15,000 | - | - | 20,000 | 35,000 |
| 1.458 | SSI Community Recreation | 5,000 | | | 2,500 | | 7,500 | | | 5,000 | - | | 2,500 | 7,500 |
| 1.459 | SSI Park Land & Rec Programs | 60,000 | - | 10,000 | - | - | 70,000 | - | - | 50,000 | - | - | 20,000 | 70,000 |
| 1.465 | Saturna Island Community Parks | | | | - | | - | - | | | | | - | - |
| 1.475 | Mayne Island Community Parks | - | | - | - | | - | - | | | - | | - | - |
| 1.485 | Pender Island Community Parks | - | | | - | - | - | - | | | - | - | - | - |
| 1.495 | Galiano Community Parks | - | | | - | | - | - | | - | | | - | - |
| 1.521 | Environmental Resource Management | 385,000 | | | 1,600,000 | - | 1,985,000 | - | - | 385,000 | | | 1,600,000 | 1,985,000 |
| 1.523 | Port Renfrew Refuse Disposal | | | | - | | - | - | | | | | - | - |
| 1.575 | Environmental Administration Services | 6,000 | | | | | 6,000 | | | 6,000 | | | | 6,000 |

## 2029 - CAPITAL EXPENDITURE PLAN

Schedule B

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Other | Capital Reserves | TOTAL |
| 1.576 | Environmental Engineering Services | 40,000 | - | | | | 40,000 | - | | 40,000 | | | | 40,000 |
| 1.577 | Wastewater Operations | 500,000 | 462,500 | | | | 962,500 | | | 962,500 | - | | | 962,500 |
| 1.578 | Environmental Protection | 98,971 | - | | | | 98,971 | - | | 98,971 | | | | 98,971 |
| 1.579 | Environmental Water Quality | 10,766 | | | | | 10,766 | | | 10,766 | | | | 10,766 |
| 1.911 | 911 Call Answer | - | | | | | - | | | - | | | | - |
| 2.610 | Saanich Peninsula Water Supply | 100,000 | | | 525,000 | | 625,000 | | - | 200,000 | | | 425,000 | 625,000 |
| 2.620 | Highland Water (SSI) | | | | - | | - | - | | | | | | - |
| 2.621 | Highland & Fernwood Water (SSI) | | | | 2,665,000 | | 2,665,000 | - | 2,665,000 | | - | | - | 2,665,000 |
| 2.622 | Cedars of Tuam Water (SSI) | - | | | - | | - | - | - | | - | | - | - |
| 2.624 | Beddis Water (SSI) | - | | | 2,780,000 | | 2,780,000 | - | 2,780,000 | | - | | - | 2,780,000 |
| 2.626 | Fulford Water (SSI) | - | | | 1,500,000 | | 1,500,000 | - | 1,500,000 | | - | | - | 1,500,000 |
| 2.628 | Cedar Lane Water (SSI) | | | | 645,000 | | 645,000 | - | 645,000 | | - | | - | 645,000 |
| 2.630 | Magic Lake Estates Water (Pender) | | | | 1,080,000 | | 1,080,000 | - | 1,000,000 | | | | 80,000 | 1,080,000 |
| 2.640 | Lyall Harbour Boot Cove Water (Saturna) | - | | | 500,000 | | 500,000 | - | 500,000 | | - | | - | 500,000 |
| 2.642 | Skana Water (Mayne) | - | | | 100,000 | | 100,000 | - | 100,000 | | | | - | 100,000 |
| 2.650 | Port Renfrew Water | - | | | 350,000 | | 350,000 | - | 350,000 | | - | | - | 350,000 |
| 2.665 | Sticks Allison Water (Galiano) | | | | 200,000 | | 200,000 | | 200,000 | | - | | - | 200,000 |
| 2.667 | Surfside Park Estates (Mayne) | - | | | 450,000 | | 450,000 | | 450,000 | | | | - | 450,000 |
| 2.670 | Regional Water Supply | 2,777,500 | 355,000 | 40,000 | 50,030,000 | 865,000 | 54,067,500 | 26,412,500 | 27,100,000 | 355,000 | - | 200,000 | | 54,067,500 |
| 2.680 | JDF Water Distribution | 212,500 | 250,000 | 40,000 | 11,276,000 | | 11,778,500 | 10,421,500 | 1,000,000 | 250,000 | | | 107,000 | 11,778,500 |
| 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 | 50,000 | | | 2,400,000 | | 2,450,000 | | 1,700,000 | 200,000 | - | | 550,000 | 2,450,000 |
| 3.750 | L.W.M.P. - Core and West Shore | | | | - | | - | - | - | | | | | - |
| 3.798C | Debt - Core Area Wastewater Treatment Program | - | | | 6,250,000 | | 6,250,000 | - | 4,450,000 | 300,000 | | | 1,500,000 | 6,250,000 |
| 3.810 | Ganges Sewer Utility (SSI) | - | - | | - | | - | - | - | | - | | - | - |
| 3.820 | Maliview Sewer Utility (SSI) | | | | - | | - | - | - | | - | | - | - |
| 3.830 | Magic Lake Sewer Utility (Pender) | - | | | 1,300,000 | | 1,300,000 | - | 1,300,000 | | - | | - | 1,300,000 |
| 3.850 | Port Renfrew Sewer | | | | 300,000 | | 300,000 | - | 300,000 | | | | - | 300,000 |
| **Total** | | **6,780,031** | **2,062,500** | **2,522,500** | **96,960,000** | **2,865,000** | **111,190,031** | **36,894,000** | **59,601,000** | **5,582,531** | **379,000** | **200,000** | **8,533,500** | **111,190,031** |

| | CENTRAL SAANICH | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 599,937 | 72.16 | 542,587 | 65.27 | 57,350 | 10.57% | 6.90 | 10.57% |
| 1.10X | Facilities Management | 7,541 | 0.91 | 7,694 | 0.93 | (153) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 6,711 | 0.81 | 5,909 | 0.71 | 803 | 13.59% | 0.10 | 13.59% |
| 1.224 | Community Health | 28,160 | 3.39 | 35,854 | 4.31 | (7,695) | -21.46% | (0.93) | -21.46% |
| 1.280 | Regional Parks | 861,000 | 103.57 | 797,213 | 95.89 | 63,788 | 8.00% | 7.67 | 8.00% |
| 1.309 | Climate Action and Adaptation | 71,378 | 8.59 | 69,067 | 8.31 | 2,311 | 3.35% | 0.28 | 3.35% |
| 1.310 | Land Banking & Housing | 147,816 | 17.78 | 82,539 | 9.93 | 65,277 | 79.09% | 7.85 | 79.09% |
| 1.312 | Regional Goose Management | 10,947 | 1.32 | 10,568 | 1.27 | 379 | 3.59% | 0.05 | 3.59% |
| 1.324 | Regional Planning Services | 58,056 | 6.98 | 56,365 | 6.78 | 1,691 | 3.00% | 0.20 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 7,649 | 0.92 | 7,423 | 0.89 | 225 | 3.04% | 0.03 | 3.04% |
| 1.374 | Regional Emergency Program Support | 6,188 | 0.74 | 6,108 | 0.73 | 80 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 20,876 | 2.51 | 15,462 | 1.86 | 5,415 | 35.02% | 0.65 | 35.02% |
| 1.911 | 911 Systems | 17,707 | 2.13 | 13,113 | 1.58 | 4,594 | 35.04% | 0.55 | 35.04% |
| 1.921 | Regional CREST Contribution | 81,481 | 9.80 | 78,544 | 9.45 | 2,936 | 3.74% | 0.35 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 5,877 | 0.71 | 9,311 | 1.12 | (3,433) | -36.88% | (0.41) | -36.88% |
| | **Total Regional** | **$1,931,323** | **$232.31** | **$1,737,756** | **$209.03** | **$193,567** | **11.14%** | **$23.28** | **11.14%** |
| 1.126 | Victoria Family Court Committee | 681 | 0.08 | 681 | 0.08 | - | 0.00% | - | 0.00% |
| 1.128 | Greater Victoria Police Victim Services | 16,292 | 1.96 | 15,974 | 1.92 | 319 | 1.99% | 0.04 | 1.99% |
| 1.230 | Traffic Safety Commission | 3,384 | 0.41 | 3,384 | 0.41 | - | 0.00% | - | 0.00% |
| 1.311 | Regional Housing Trust Fund | - | - | 37,795 | 4.55 | (37,795) | -100.00% | (4.55) | -100.00% |
| 1.330 | Regional Growth Strategy | 15,296 | 1.84 | 14,849 | 1.79 | 446 | 3.01% | 0.05 | 3.01% |
| 1.44X | Panorama Rec. Center. | 2,271,353 | 273.21 | 2,119,969 | 255.00 | 151,384 | 7.14% | 18.21 | 7.14% |
| 1.537 | Stormwater Quality Management - Peninsula | 32,911 | 3.96 | 32,031 | 3.85 | 880 | 2.75% | 0.11 | 2.75% |
| 1.538 | Source - Stormwater Quality - Peninsula | 24,932 | 3.00 | 24,205 | 2.91 | 726 | 3.00% | 0.09 | 3.00% |
| 1.912B | 911 Call Answer - Municipalities | (38,188) | (4.59) | (41,433) | (4.98) | 3,245 | 7.83% | 0.39 | 7.83% |
| 3.701 | Millstream Remediation Service | 181 | 0.02 | 305 | 0.04 | (124) | -40.66% | (0.01) | -40.66% |
| 3.718 | Peninsula Wastewater TP | 2,043,611 | 245.82 | 1,928,771 | 232.01 | 114,840 | 5.95% | 13.81 | 5.95% |
| 3.720 | LWMP - (Peninsula) - Implementation | 24,395 | 2.93 | 23,685 | 2.85 | 710 | 3.00% | 0.09 | 3.00% |
| 3.755 | Regional Source Control | 58,159 | 7.00 | 56,268 | 6.77 | 1,891 | 3.36% | 0.23 | 3.36% |
| 3.756 | Harbours Environmental Action | - | - | (863) | (0.10) | 863 | 100.00% | 0.10 | 100.00% |
| | **Total Sub Regional** | **$4,453,007** | **$535.64** | **$4,215,622** | **$507.08** | **$237,385** | **5.63%** | **$28.55** | **5.63%** |
| | **Total Capital Regional District** | **$6,384,331** | **$767.95** | **$5,953,378** | **$716.11** | **$430,952** | **7.24%** | **$51.84** | **7.24%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | 604,488 | 72.71 | 610,888 | 73.48 | (6,400) | -1.05% | (0.77) | -1.05% |
| CRHD | Capital Regional Hospital District | 1,173,451 | 141.15 | 1,173,434 | 141.15 | 18 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$8,162,270** | **$981.81** | **$7,737,700** | **$930.74** | **$424,570** | **5.49%** | **$51.07** | **5.49%** |
| | **Average residential assessment - 2024** | | | **$1,131,432** | | | | | |

| Major Impacts (Changes in $/Avg HH>) | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 57,350 | 0.74% | 6.90 | 0.74% |
| Community Health | (7,695) | -0.10% | (0.93) | -0.10% |
| Regional Parks | 63,788 | 0.82% | 7.67 | 0.82% |
| Land Banking & Housing | 65,277 | 0.84% | 7.85 | 0.84% |
| Regional Housing Trust Fund | (37,795) | -0.49% | (4.55) | -0.49% |
| Panorama Rec. Center. | 151,384 | 1.96% | 18.21 | 1.96% |
| Peninsula Wastewater TP | 114,840 | 1.48% | 13.81 | 1.48% |
| Municipalities' Own Debt - M.F.A. | (6,400) | -0.08% | (0.77) | -0.08% |
| Capital Regional Hospital District | 18 | 0.00% | 0.00 | 0.00% |
| Other | 23,805 | 0.31% | 2.86 | 0.31% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **424,570** | **5.49%** | **$51.07** | **5.49%** |

| | COLWOOD | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 527,438 | 63.89 | 477,019 | 57.78 | 50,419 | 10.57% | 6.11 | 10.57% |
| 1.10X | Facilities Management | 6,630 | 0.80 | 6,764 | 0.82 | (135) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 5,900 | 0.71 | 5,195 | 0.63 | 706 | 13.59% | 0.09 | 13.59% |
| 1.224 | Community Health | 24,757 | 3.00 | 31,522 | 3.82 | (6,765) | -21.46% | (0.82) | -21.46% |
| 1.280 | Regional Parks | 756,954 | 91.69 | 700,874 | 84.89 | 56,079 | 8.00% | 6.79 | 8.00% |
| 1.309 | Climate Action and Adaptation | 71,594 | 8.67 | 69,276 | 8.39 | 2,318 | 3.35% | 0.28 | 3.35% |
| 1.310 | Land Banking & Housing | 129,953 | 15.74 | 72,565 | 8.79 | 57,388 | 79.09% | 6.95 | 79.09% |
| 1.312 | Regional Goose Management | 10,980 | 1.33 | 10,600 | 1.28 | 380 | 3.59% | 0.05 | 3.59% |
| 1.324 | Regional Planning Services | 51,040 | 6.18 | 49,553 | 6.00 | 1,486 | 3.00% | 0.18 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 6,724 | 0.81 | 6,526 | 0.79 | 198 | 3.04% | 0.02 | 3.04% |
| 1.374 | Regional Emergency Program Support | 6,207 | 0.75 | 6,126 | 0.74 | 80 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 20,939 | 2.54 | 15,508 | 1.88 | 5,431 | 35.02% | 0.66 | 35.02% |
| 1.911 | 911 Systems | 20,052 | 2.43 | 14,849 | 1.80 | 5,203 | 35.04% | 0.63 | 35.04% |
| 1.921 | Regional CREST Contribution | 92,269 | 11.18 | 88,943 | 10.77 | 3,325 | 3.74% | 0.40 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 5,167 | 0.63 | 8,186 | 0.99 | (3,018) | -36.88% | (0.37) | -36.88% |
| | **Total Regional** | **$1,736,603** | **$210.35** | **$1,563,507** | **$189.38** | **$173,097** | **11.07%** | **$20.97** | **11.07%** |
| 1.126 | Victoria Family Court Committee | 668 | 0.08 | 668 | 0.08 | - | 0.00% | - | 0.00% |
| 1.128 | Greater Victoria Police Victim Services | 14,323 | 1.73 | 14,043 | 1.70 | 280 | 1.99% | 0.03 | 1.99% |
| 1.330 | Regional Growth Strategy | 13,447 | 1.63 | 13,055 | 1.58 | 393 | 3.01% | 0.05 | 3.01% |
| 1.536 | LWMP-Stormwater Quality Management-Core | 42,828 | 5.19 | 41,450 | 5.02 | 1,378 | 3.32% | 0.17 | 3.32% |
| 3.701 | Millstream Remediation Service | 584 | 0.07 | 983 | 0.12 | (400) | -40.66% | (0.05) | -40.66% |
| 3.707 | LWMP - On Site System Management Program | 54,136 | 7.52 | 58,662 | 8.14 | (4,526) | -7.72% | (0.63) | -7.72% |
| 3.7XX | Core Area & Legacy Trunk Sewer - Debt | 956,097 | 115.81 | 852,664 | 103.28 | 103,433 | 12.13% | 12.53 | 12.13% |
| 3.750 | LWMP - Core and West Shore | 14,699 | 1.78 | 13,603 | 1.65 | 1,096 | 8.06% | 0.13 | 8.06% |
| 3.752 | LWMP - Harbour Studies | 22,878 | 2.77 | 22,027 | 2.67 | 851 | 3.86% | 0.10 | 3.86% |
| 3.755 | Regional Source Control | 49,045 | 5.94 | 47,450 | 5.75 | 1,595 | 3.36% | 0.19 | 3.36% |
| | **Total Sub Regional** | **$1,168,706** | **$142.52** | **$1,064,607** | **$129.99** | **$104,100** | **9.78%** | **$12.53** | **9.64%** |
| | **Total Capital Regional District** | **$2,905,310** | **$352.87** | **$2,628,113** | **$319.37** | **$277,196** | **10.55%** | **$33.50** | **10.49%** |
| | **% Change** | | | | | **10.55%** | | | |
| 1.15X | Municipalities' Own Debt - M.F.A. | 423,799 | 51.33 | 631,604 | 76.50 | (207,805) | -32.90% | (25.17) | -32.90% |
| CRHD | Capital Regional Hospital District | 1,031,647 | 124.96 | 1,031,631 | 124.96 | 16 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$4,360,755** | **$529.16** | **$4,291,349** | **$520.83** | **$69,407** | **1.62%** | **$8.33** | **1.60%** |

**Average residential assessment - 2024** **$1,001,647**

**Major Impacts (Changes in $/Avg HH>)**

| | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 50,419 | 1.17% | 6.11 | 1.17% |
| Community Health | (6,765) | -0.16% | (0.82) | -0.16% |
| Regional Parks | 56,079 | 1.31% | 6.79 | 1.31% |
| Land Banking & Housing | 57,388 | 1.34% | 6.95 | 1.34% |
| Core Area & Legacy Trunk Sewer - Debt | 103,433 | 2.41% | 12.53 | 2.41% |
| Municipalities' Own Debt - M.F.A. | (207,805) | -4.84% | (25.17) | -4.84% |
| Capital Regional Hospital District | 16 | 0.00% | 0.00 | 0.00% |
| Other | 16,641 | 0.39% | $1.94 | 0.37% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **69,407** | **1.62%** | **$8.33** | **1.60%** |

| | Core Area Wastewater Operations | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.717 | Core Area Wastewater Operations | 1,349,646 | 163.48 | 1,255,108 | 152.03 | 94,538 | 7.53% | 11.45 | 7.53% |
| 3.71X | Sewer Operating (INVOICE) | 1,349,646 | 163.48 | 1,255,108 | 152.03 | 94,538 | 7.53% | 11.45 | 7.53% |

| | Core Area & Legacy Trunk Sewer - Debt | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.792 | Debt - Craigflower PS | - | - | (116) | (0.01) | 116 | 100.00% | 0.01 | 100.00% |
| 3.798 | Debt - Core Sewage Integrated Treatment Facilities | - | - | (11,121) | (1.35) | 11,121 | 100.00% | 1.35 | 100.00% |
| 3.798B | Debt - Core Sewage Integrated Treatment Facilities | 20,305 | 2.46 | 30,807 | 3.73 | (10,502) | -34.09% | (1.27) | -34.09% |
| 3.798C | Debt - Core Area Wastewater Treatment Program | 935,792 | 113.35 | 833,094 | 100.91 | 102,698 | 12.33% | 12.44 | 12.33% |
| 3.7XX | Sewer Debt | 956,097 | 115.81 | 852,664 | 103.28 | 103,433 | 12.13% | 12.53 | 12.13% |

| | ESQUIMALT | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 438,622 | 67.35 | 396,693 | 60.91 | 41,929 | 10.57% | 6.44 | 10.57% |
| 1.10X | Facilities Management | 5,513 | 0.85 | 5,625 | 0.86 | (112) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 4,907 | 0.75 | 4,320 | 0.66 | 587 | 13.59% | 0.09 | 13.59% |
| 1.224 | Community Health | 20,588 | 3.16 | 26,214 | 4.02 | (5,626) | -21.46% | (0.86) | -21.46% |
| 1.280 | Regional Parks | 629,489 | 96.65 | 582,853 | 89.49 | 46,636 | 8.00% | 7.16 | 8.00% |
| 1.309 | Climate Action and Adaptation | 62,344 | 9.57 | 60,326 | 9.26 | 2,018 | 3.35% | 0.31 | 3.35% |
| 1.310 | Land Banking & Housing | 108,070 | 16.59 | 60,346 | 9.27 | 47,725 | 79.09% | 7.33 | 79.09% |
| 1.312 | Regional Goose Management | 9,561 | 1.47 | 9,230 | 1.42 | 331 | 3.59% | 0.05 | 3.59% |
| 1.324 | Regional Planning Services | 42,445 | 6.52 | 41,209 | 6.33 | 1,236 | 3.00% | 0.19 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 5,592 | 0.86 | 5,427 | 0.83 | 165 | 3.04% | 0.03 | 3.04% |
| 1.374 | Regional Emergency Program Support | 5,405 | 0.83 | 5,335 | 0.82 | 70 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 18,234 | 2.80 | 13,505 | 2.07 | 4,729 | 35.02% | 0.73 | 35.02% |
| 1.911 | 911 Systems | 18,098 | 2.78 | 13,402 | 2.06 | 4,696 | 35.04% | 0.72 | 35.04% |
| 1.921 | Regional CREST Contribution | 83,279 | 12.79 | 80,277 | 12.33 | 3,001 | 3.74% | 0.46 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 4,297 | 0.66 | 6,807 | 1.05 | (2,510) | -36.88% | (0.39) | -36.88% |
| | **Total Regional** | **$1,456,445** | **$223.62** | **$1,311,569** | **$201.38** | **$144,875** | **11.05%** | **$22.24** | **11.05%** |
| 1.126 | Victoria Family Court Committee | 589 | 0.09 | 589 | 0.09 | - | 0.00% | - | 0.00% |
| 1.128 | Greater Victoria Police Victim Services | 11,912 | 1.83 | 11,679 | 1.79 | 233 | 1.99% | 0.04 | 1.99% |
| 1.230 | Traffic Safety Commission | 2,474 | 0.38 | 2,474 | 0.38 | - | 0.00% | - | 0.00% |
| 1.297 | Arts Grants | 181,610 | 27.88 | 176,250 | 27.06 | 5,360 | 3.04% | 0.82 | 3.04% |
| 1.311 | Regional Housing Trust Fund | - | - | 33,086 | 5.08 | (33,086) | -100.00% | (5.08) | -100.00% |
| 1.330 | Regional Growth Strategy | 11,183 | 1.72 | 10,857 | 1.67 | 326 | 3.01% | 0.05 | 3.01% |
| 1.536 | LWMP-Stormwater Quality Management-Core | 55,501 | 8.52 | 53,715 | 8.25 | 1,786 | 3.32% | 0.27 | 3.32% |
| 1.912B | 911 Call Answer - Municipalities | (39,031) | (5.99) | (42,347) | (6.50) | 3,316 | 7.83% | 0.51 | 7.83% |
| 3.701 | Millstream Remediation Service | 98 | 0.01 | 165 | 0.03 | (67) | -40.66% | (0.01) | -40.66% |
| 3.717 | Core Area Wastewater Operations | 1,558,552 | 239.30 | 1,396,891 | 214.48 | 161,660 | 11.57% | 24.82 | 11.57% |
| 3.7XX | Core Area & Legacy Trunk Sewer - Debt | 1,008,819 | 154.90 | 856,508 | 131.51 | 152,311 | 17.78% | 23.39 | 17.78% |
| 3.750 | LWMP - Core and West Shore | 25,006 | 3.84 | 24,660 | 3.79 | 346 | 1.40% | 0.05 | 1.40% |
| 3.752 | LWMP - Harbour Studies | 20,649 | 3.17 | 19,881 | 3.05 | 768 | 3.86% | 0.12 | 3.86% |
| 3.755 | Regional Source Control | 83,435 | 12.81 | 80,722 | 12.39 | 2,713 | 3.36% | 0.42 | 3.36% |
| | **Total Sub Regional** | **$2,920,796** | **$448.46** | **$2,625,129** | **$403.07** | **$295,666** | **11.26%** | **$45.40** | **11.26%** |
| | **Total Capital Regional District** | **$4,377,240** | **$672.09** | **$3,936,698** | **$604.45** | **$440,542** | **11.19%** | **$67.64** | **11.19%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | 2,068,085 | 317.54 | 2,270,279 | 348.58 | (202,194) | -8.91% | (31.05) | -8.91% |
| CRHD | Capital Regional Hospital District | 857,926 | 131.73 | 857,914 | 131.73 | 13 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$7,303,251** | **$1,121.35** | **$7,064,891** | **$1,084.75** | **$238,361** | **3.37%** | **$36.60** | **3.37%** |
| | **Average residential assessment - 2024** | | | **$1,055,897** | | | | | |

| **Major Impacts (Changes in $/Avg HH>)** | **Change in Requisition $** | **% of Total** | **Change in Cost / Avg HH $** | **% of Total** |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 41,929 | 0.59% | 6.44 | 0.59% |
| Community Health | (5,626) | -0.08% | (0.86) | -0.08% |
| Regional Parks | 46,636 | 0.66% | 7.16 | 0.66% |
| Land Banking & Housing | 47,725 | 0.67% | 7.33 | 0.68% |
| Regional Housing Trust Fund | (33,086) | -0.47% | (5.08) | -0.47% |
| Core Area Wastewater Operations | 161,660 | 2.29% | 24.82 | 2.29% |
| Core Area & Legacy Trunk Sewer - Debt | 152,311 | 2.15% | 23.39 | 2.16% |
| Municipalities' Own Debt - M.F.A. | (202,194) | -2.86% | (31.05) | -2.86% |
| Capital Regional Hospital District | 13 | 0.00% | 0.00 | 0.00% |
| Other | 28,993 | 0.41% | $4.45 | 0.41% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **238,361** | **3.37%** | **$36.60** | **3.37%** |

| | Core Area & Legacy Trunk Sewer - Debt | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.792 | Debt - Craigflower PS | - | - | (3) | (0.00) | 3 | 100.00% | 0.00 | 100.00% |
| 3.798 | Debt - Core Sewage Integrated Treatment Facilities | - | - | (10,718) | (1.65) | 10,718 | 100.00% | 1.65 | 100.00% |
| 3.798B | Debt - Core Sewage Integrated Treatment Facilities | 3,593 | 0.55 | 21,863 | 3.36 | (18,270) | -83.56% | (2.81) | -83.56% |
| 3.798C | Debt - Core Area Wastewater Treatment Program | 1,005,225 | 154.34 | 845,365 | 129.80 | 159,861 | 18.91% | 24.55 | 18.91% |
| 3.7XX | Sewer Debt | 1,008,819 | 154.90 | 856,508 | 131.51 | 152,311 | 17.78% | 23.39 | 17.78% |

| | HIGHLANDS | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 85,387 | 82.82 | 77,225 | 74.90 | 8,162 | 10.57% | 7.92 | 10.57% |
| 1.10X | Facilities Management | 1,073 | 1.04 | 1,095 | 1.06 | (22) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 955 | 0.93 | 841 | 0.82 | 114 | 13.59% | 0.11 | 13.59% |
| 1.224 | Community Health | 4,008 | 3.89 | 5,103 | 4.95 | (1,095) | -21.46% | (1.06) | -21.46% |
| 1.280 | Regional Parks | 122,544 | 118.85 | 113,465 | 110.05 | 9,079 | 8.00% | 8.81 | 8.00% |
| 1.309 | Climate Action and Adaptation | 10,078 | 9.77 | 9,751 | 9.46 | 326 | 3.35% | 0.32 | 3.35% |
| 1.374 | Regional Emergency Program Support | 874 | 0.85 | 862 | 0.84 | 11 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 2,947 | 2.86 | 2,183 | 2.12 | 764 | 35.02% | 0.74 | 35.02% |
| 1.911 | 911 Systems | 2,479 | 2.40 | 1,836 | 1.78 | 643 | 35.04% | 0.62 | 35.04% |
| 1.310 | Land Banking & Housing | 21,038 | 20.40 | 11,748 | 11.39 | 9,291 | 79.09% | 9.01 | 79.09% |
| 1.312 | Regional Goose Management | 1,546 | 1.50 | 1,492 | 1.45 | 54 | 3.59% | 0.05 | 3.59% |
| 1.324 | Regional Planning Services | 8,263 | 8.01 | 8,022 | 7.78 | 241 | 3.00% | 0.23 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 1,089 | 1.06 | 1,057 | 1.02 | 32 | 3.04% | 0.03 | 3.04% |
| 1.921 | Regional CREST Contribution | 11,407 | 11.06 | 10,996 | 10.66 | 411 | 3.74% | 0.40 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 837 | 0.81 | 1,325 | 1.29 | (489) | -36.88% | (0.47) | -36.88% |
| | **Total Regional** | **$274,524** | **$266.26** | **$247,001** | **$239.56** | **$27,523** | **11.14%** | **$26.69** | **11.14%** |
| 1.128 | Greater Victoria Police Victim Services | 2,319 | 2.25 | 2,274 | 2.21 | 45 | 1.99% | 0.04 | 1.99% |
| 1.297 | Arts Grants | 8,820 | 8.55 | 8,559 | 8.30 | 260 | 3.04% | 0.25 | 3.04% |
| 1.311 | Regional Housing Trust Fund | - | - | 5,336 | 5.17 | (5,336) | -100.00% | (5.17) | -100.00% |
| 1.126 | Victoria Family Court Committee | 99 | 0.10 | 99 | 0.10 | - | 0.00% | - | 0.00% |
| 1.313 | Animal Care Services | 28,420 | 27.56 | 24,920 | 24.17 | 3,500 | 14.05% | 3.40 | 14.05% |
| 1.913 | 913 Fire Dispatch | 10,848 | 10.52 | 9,773 | 9.48 | 1,075 | 11.00% | 1.04 | 11.00% |
| 1.330 | Regional Growth Strategy | 2,177 | 2.11 | 2,113 | 2.05 | 64 | 3.01% | 0.06 | 3.01% |
| 1.230 | Traffic Safety Commission | 482 | 0.47 | 482 | 0.47 | - | 0.00% | - | 0.00% |
| 3.701 | Millstream Remediation Service | 36 | 0.03 | 60 | 0.06 | (24) | -40.66% | (0.02) | -40.66% |
| | **Total Sub Regional** | **$53,200** | **$51.60** | **$53,615** | **$52.00** | **($415)** | **-0.77%** | **($0.40)** | **-0.77%** |
| | **Total Capital Regional District** | **$327,724** | **$317.86** | **$300,616** | **$291.56** | **$27,108** | **9.02%** | **$26.29** | **9.02%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | 54,115 | 52.49 | 79,521 | 77.13 | (25,406) | -31.95% | (24.64) | -31.95% |
| CRHD | Capital Regional Hospital District | 167,014 | 161.98 | 167,012 | 161.98 | 3 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$548,853** | **$532.33** | **$547,149** | **$530.67** | **$1,704** | **0.31%** | **$1.65** | **0.31%** |

**Average residential assessment - 2024** **$1,298,436**

| Major Impacts (Changes in $/Avg HH>) | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 8,162 | 1.48% | 7.92 | 1.48% |
| Community Health | (1,095) | -0.20% | (1.06) | -0.20% |
| Regional Parks | 9,079 | 1.65% | 8.81 | 1.65% |
| Land Banking & Housing | 9,291 | 1.69% | 9.01 | 1.69% |
| Regional Housing Trust Fund | (5,336) | -0.97% | (5.17) | -0.97% |
| Animal Care Services | 3,500 | 0.64% | 3.40 | 0.64% |
| 913 Fire Dispatch | 1,075 | 0.20% | 1.04 | 0.20% |
| Municipalities' Own Debt - M.F.A. | (25,406) | -4.62% | (24.64) | -4.62% |
| Capital Regional Hospital District | 3 | 0.00% | 0.00 | 0.00% |
| Other | 2,431 | 0.44% | $2.36 | 0.44% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **1,704** | **0.31%** | **$1.65** | **0.31%** |

| | LANGFORD | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 1,394,474 | 60.64 | 1,261,172 | 54.84 | 133,302 | 10.57% | 5.80 | 10.57% |
| 1.10X | Facilities Management | 17,528 | 0.76 | 17,884 | 0.78 | (356) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 15,600 | 0.68 | 13,734 | 0.60 | 1,866 | 13.59% | 0.08 | 13.59% |
| 1.224 | Community Health | 65,453 | 2.85 | 83,339 | 3.62 | (17,886) | -21.46% | (0.78) | -21.46% |
| 1.280 | Regional Parks | 2,001,281 | 87.02 | 1,853,016 | 80.57 | 148,266 | 8.00% | 6.45 | 8.00% |
| 1.309 | Climate Action and Adaptation | 180,441 | 7.85 | 174,600 | 7.59 | 5,841 | 3.35% | 0.25 | 3.35% |
| 1.310 | Land Banking & Housing | 343,578 | 14.94 | 191,851 | 8.34 | 151,727 | 79.09% | 6.60 | 79.09% |
| 1.312 | Regional Goose Management | 27,674 | 1.20 | 26,715 | 1.16 | 959 | 3.59% | 0.04 | 3.59% |
| 1.324 | Regional Planning Services | 134,942 | 5.87 | 131,013 | 5.70 | 3,930 | 3.00% | 0.17 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 17,778 | 0.77 | 17,254 | 0.75 | 524 | 3.04% | 0.02 | 3.04% |
| 1.374 | Regional Emergency Program Support | 15,643 | 0.68 | 15,440 | 0.67 | 203 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 52,774 | 2.29 | 39,087 | 1.70 | 13,688 | 35.02% | 0.60 | 35.02% |
| 1.911 | 911 Systems | 48,529 | 2.11 | 35,938 | 1.56 | 12,591 | 35.04% | 0.55 | 35.04% |
| 1.921 | Regional CREST Contribution | 223,308 | 9.71 | 215,260 | 9.36 | 8,048 | 3.74% | 0.35 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 13,661 | 0.59 | 21,642 | 0.94 | (7,980) | -36.88% | (0.35) | -36.88% |
| | **Total Regional** | **$4,552,666** | **$197.96** | **$4,097,944** | **$178.19** | **$454,722** | **11.10%** | **$19.77** | **11.10%** |
| 1.126 | Victoria Family Court Committee | 1,692 | 0.07 | 1,692 | 0.07 | - | 0.00% | - | 0.00% |
| 1.128 | Greater Victoria Police Victim Services | 37,869 | 1.65 | 37,129 | 1.61 | 740 | 1.99% | 0.03 | 1.99% |
| 1.230 | Traffic Safety Commission | 7,865 | 0.34 | 7,865 | 0.34 | - | 0.00% | - | 0.00% |
| 1.330 | Regional Growth Strategy | 35,553 | 1.55 | 34,515 | 1.50 | 1,038 | 3.01% | 0.05 | 3.01% |
| 1.536 | LWMP-Stormwater Quality Management-Core | 75,351 | 3.28 | 72,926 | 3.17 | 2,425 | 3.32% | 0.11 | 3.32% |
| 3.701 | Millstream Remediation Service | 543 | 0.02 | 915 | 0.04 | (372) | -40.66% | (0.02) | -40.66% |
| 3.707 | LWMP - On Site System Management Program | 29,417 | 1.66 | 31,877 | 1.79 | (2,459) | -7.72% | (0.14) | -7.72% |
| 3.717 | Core Area Wastewater Operations | 4,187,712 | 182.09 | 3,890,335 | 169.16 | 297,377 | 7.64% | 12.93 | 7.64% |
| 3.7XX | Core Area & Legacy Trunk Sewer - Debt | 2,991,114 | 130.06 | 2,692,308 | 117.07 | 298,806 | 11.10% | 12.99 | 11.10% |
| 3.750 | LWMP - Core and West Shore | 45,746 | 1.99 | 42,301 | 1.84 | 3,446 | 8.15% | 0.15 | 8.15% |
| 3.752 | LWMP - Harbour Studies | 55,369 | 2.41 | 53,310 | 2.32 | 2,059 | 3.86% | 0.09 | 3.86% |
| 3.755 | Regional Source Control | 152,634 | 6.64 | 147,672 | 6.42 | 4,962 | 3.36% | 0.22 | 3.36% |
| | **Total Sub Regional** | **$7,620,866** | **$331.75** | **$7,012,845** | **$305.35** | **$608,021** | **8.67%** | **$26.41** | **8.65%** |
| | **Total Capital Regional District** | **$12,173,532** | **$529.72** | **$11,110,789** | **$483.54** | **$1,062,743** | **9.56%** | **$46.18** | **9.55%** |
| CRHD | Capital Regional Hospital District | 2,727,533 | 118.60 | 2,727,491 | 118.60 | 41 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$14,901,065** | **$648.32** | **$13,838,280** | **$602.14** | **$1,062,784** | **7.68%** | **$46.18** | **7.67%** |
| | **Average residential assessment - 2024** | | | **$950,678** | | | | | |

| | LANGFORD Local/Specified/Defined Services | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 2.681 | Florence Lake Water System Debt | 19,001 | 1,117.71 | 11,713 | 689.00 | 7,288 | 62.22% | 428.71 | 62.22% |
| | **Total Local** | **$19,001** | **$1,117.71** | **$11,713** | **689.00** | **$7,288** | **62.22%** | **$428.71** | **62.22%** |
| | **TOTAL CRD, CRHD, MUNICIPAL DEBT & LOCAL** | **$14,920,066** | **$1,766.02** | **$13,849,993** | **1,291.14** | **$1,070,072** | **7.73%** | | |

**Major Impacts (Changes in $/Avg HH>)**

| | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 133,302 | 0.96% | 5.80 | 0.96% |
| Community Health | (17,886) | -0.13% | (0.78) | -0.13% |
| Regional Parks | 148,266 | 1.07% | 6.45 | 1.07% |
| Land Banking & Housing | 151,727 | 1.10% | 6.60 | 1.10% |
| Core Area Wastewater Operations | 297,377 | 2.15% | 12.93 | 2.15% |
| Core Area & Legacy Trunk Sewer - Debt | 298,806 | 2.16% | 12.99 | 2.16% |
| Capital Regional Hospital District | 41 | 0.00% | 0.00 | 0.00% |
| Other | 51,152 | 0.37% | $2.19 | 0.36% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **1,062,784** | **7.68%** | **$46.18** | **7.67%** |

| | Core Area & Legacy Trunk Sewer - Debt | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.792 | Debt - Craigflower PS | - | - | (127) | (0.01) | 127 | 100.00% | 0.01 | 100.00% |
| 3.798 | Debt - Core Sewage Integrated Treatment Facilities | - | - | (10,804) | (0.47) | 10,804 | 100.00% | 0.47 | 100.00% |
| 3.798B | Debt - Core Sewage Integrated Treatment Facilities | 38,382 | 1.67 | 56,423 | 2.45 | (18,040) | -31.97% | (0.78) | -31.97% |
| 3.798C | Debt - Core Area Wastewater Treatment Program | 2,952,732 | 128.39 | 2,646,817 | 115.09 | 305,915 | 11.56% | 13.30 | 11.56% |
| 3.7XX | Sewer Debt | 2,991,114 | 130.06 | 2,692,308 | 117.07 | 298,806 | 11.10% | 12.99 | 11.10% |

| | METCHOSIN | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 145,537 | 84.34 | 131,624 | 76.28 | 13,912 | 10.57% | 8.06 | 10.57% |
| 1.10X | Facilities Management | 1,829 | 1.06 | 1,867 | 1.08 | (37) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 1,628 | 0.94 | 1,433 | 0.83 | 195 | 13.59% | 0.11 | 13.59% |
| 1.224 | Community Health | 6,831 | 3.96 | 8,698 | 5.04 | (1,867) | -21.46% | (1.08) | -21.46% |
| 1.280 | Regional Parks | 208,867 | 121.04 | 193,393 | 112.08 | 15,474 | 8.00% | 8.97 | 8.00% |
| 1.309 | Climate Action and Adaptation | 18,370 | 10.65 | 17,776 | 10.30 | 595 | 3.35% | 0.34 | 3.35% |
| 1.310 | Land Banking & Housing | 35,858 | 20.78 | 20,023 | 11.60 | 15,835 | 79.09% | 9.18 | 79.09% |
| 1.312 | Regional Goose Management | 2,817 | 1.63 | 2,720 | 1.58 | 98 | 3.59% | 0.06 | 3.59% |
| 1.324 | Regional Planning Services | 14,083 | 8.16 | 13,673 | 7.92 | 410 | 3.00% | 0.24 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 1,855 | 1.08 | 1,801 | 1.04 | 55 | 3.04% | 0.03 | 3.04% |
| 1.374 | Regional Emergency Program Support | 1,593 | 0.92 | 1,572 | 0.91 | 21 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 5,373 | 3.11 | 3,979 | 2.31 | 1,394 | 35.02% | 0.81 | 35.02% |
| 1.911 | 911 Systems | 4,831 | 2.80 | 3,577 | 2.07 | 1,253 | 35.04% | 0.73 | 35.04% |
| 1.921 | Regional CREST Contribution | 22,229 | 12.88 | 21,427 | 12.42 | 801 | 3.74% | 0.46 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 1,426 | 0.83 | 2,259 | 1.31 | (833) | -36.88% | (0.48) | -36.88% |
| | **Total Regional** | **$473,128** | **$274.19** | **$425,822** | **$246.78** | **$47,305** | **11.11%** | **$27.41** | **11.11%** |
| 1.126 | Victoria Family Court Committee | 183 | 0.11 | 183 | 0.11 | - | 0.00% | - | 0.00% |
| 1.128 | Greater Victoria Police Victim Services | 3,952 | 2.29 | 3,875 | 2.25 | 77 | 1.99% | 0.04 | 1.99% |
| 1.297 | Arts Grants | 16,069 | 9.31 | 15,594 | 9.04 | 474 | 3.04% | 0.27 | 3.04% |
| 1.311 | Regional Housing Trust Fund | - | - | 9,735 | 5.64 | (9,735) | -100.00% | (5.64) | -100.00% |
| 1.313 | Animal Care Services | 48,440 | 28.07 | 42,474 | 24.61 | 5,966 | 14.05% | 3.46 | 14.05% |
| 1.330 | Regional Growth Strategy | 3,711 | 2.15 | 3,602 | 2.09 | 108 | 3.01% | 0.06 | 3.01% |
| 1.913 | 913 Fire Dispatch | 59,573 | 34.52 | 53,669 | 31.10 | 5,904 | 11.00% | 3.42 | 11.00% |
| 3.701 | Millstream Remediation Service | 117 | 0.07 | 197 | 0.11 | (80) | -40.66% | (0.05) | -40.66% |
| | **Total Sub Regional** | **$132,044** | **$76.52** | **$129,329** | **$74.95** | **$2,715** | **2.10%** | **$1.57** | **2.10%** |
| | **Total Capital Regional District** | **$605,172** | **$350.71** | **$555,151** | **$321.73** | **$50,020** | **9.01%** | **$28.99** | **9.01%** |
| CRHD | Capital Regional Hospital District | 284,663 | 164.97 | 284,659 | 164.97 | 4 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$889,835** | **$515.68** | **$839,810** | **$486.69** | **$50,025** | **5.96%** | **$28.99** | **5.96%** |

**Average residential assessment - 2024** **$1,322,368**

| Major Impacts (Changes in $/Avg HH>) | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 13,912 | 1.66% | 8.06 | 1.66% |
| Community Health | (1,867) | -0.22% | (1.08) | -0.22% |
| Regional Parks | 15,474 | 1.84% | 8.97 | 1.84% |
| Land Banking & Housing | 15,835 | 1.89% | 9.18 | 1.89% |
| Regional Housing Trust Fund | (9,735) | -1.16% | (5.64) | -1.16% |
| Animal Care Services | 5,966 | 0.71% | 3.46 | 0.71% |
| 913 Fire Dispatch | 5,904 | 0.70% | 3.42 | 0.70% |
| Capital Regional Hospital District | 4 | 0.00% | 0.00 | 0.00% |
| Other | 4,530 | 0.54% | $2.63 | 0.54% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **50,025** | **5.96%** | **$28.99** | **5.96%** |

| | NORTH SAANICH | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 592,400 | 101.75 | 535,770 | 92.03 | 56,629 | 10.57% | 9.73 | 10.57% |
| 1.10X | Facilities Management | 7,446 | 1.28 | 7,598 | 1.30 | (151) | -1.99% | (0.03) | -1.99% |
| 1.101 | G.I.S. | 6,627 | 1.14 | 5,834 | 1.00 | 793 | 13.59% | 0.14 | 13.59% |
| 1.224 | Community Health | 27,806 | 4.78 | 35,404 | 6.08 | (7,598) | -21.46% | (1.31) | -21.46% |
| 1.280 | Regional Parks | 850,183 | 146.03 | 787,197 | 135.21 | 62,986 | 8.00% | 10.82 | 8.00% |
| 1.309 | Climate Action and Adaptation | 59,841 | 10.28 | 57,904 | 9.95 | 1,937 | 3.35% | 0.33 | 3.35% |
| 1.310 | Land Banking & Housing | 145,959 | 25.07 | 81,502 | 14.00 | 64,457 | 79.09% | 11.07 | 79.09% |
| 1.312 | Regional Goose Management | 9,178 | 1.58 | 8,860 | 1.52 | 318 | 3.59% | 0.05 | 3.59% |
| 1.324 | Regional Planning Services | 57,326 | 9.85 | 55,657 | 9.56 | 1,669 | 3.00% | 0.29 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 7,552 | 1.30 | 7,330 | 1.26 | 223 | 3.04% | 0.04 | 3.04% |
| 1.374 | Regional Emergency Program Support | 5,188 | 0.89 | 5,120 | 0.88 | 67 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 17,502 | 3.01 | 12,963 | 2.23 | 4,539 | 35.02% | 0.78 | 35.02% |
| 1.911 | 911 Systems | 12,089 | 2.08 | 8,952 | 1.54 | 3,137 | 35.04% | 0.54 | 35.04% |
| 1.921 | Regional CREST Contribution | 55,627 | 9.55 | 53,622 | 9.21 | 2,005 | 3.74% | 0.34 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 5,804 | 1.00 | 9,194 | 1.58 | (3,390) | -36.88% | (0.58) | -36.88% |
| | **Total Regional** | **$1,860,526** | **$319.57** | **$1,672,906** | **$287.34** | **$187,620** | **11.22%** | **$32.23** | **11.22%** |
| 1.126 | Victoria Family Court Committee | 582 | 0.10 | 582 | 0.10 | - | 0.00% | - | 0.00% |
| 1.44X | Panorama Rec. Center. | 1,896,398 | 325.73 | 1,770,005 | 304.02 | 126,393 | 7.14% | 21.71 | 7.14% |
| 1.230 | Traffic Safety Commission | 3,341 | 0.57 | 3,341 | 0.57 | - | 0.00% | - | 0.00% |
| 1.311 | Regional Housing Trust Fund | - | - | 31,608 | 5.43 | (31,608) | -100.00% | (5.43) | -100.00% |
| 1.330 | Regional Growth Strategy | 15,104 | 2.59 | 14,663 | 2.52 | 441 | 3.01% | 0.08 | 3.01% |
| 1.537 | Stormwater Quality Management - Peninsula | 49,982 | 8.58 | 48,645 | 8.36 | 1,337 | 2.75% | 0.23 | 2.75% |
| 1.538 | Source - Stormwater Quality - Peninsula | 17,021 | 2.92 | 16,525 | 2.84 | 496 | 3.00% | 0.09 | 3.00% |
| 3.701 | Millstream Remediation Service | 181 | 0.03 | 305 | 0.05 | (124) | -40.66% | (0.02) | -40.66% |
| 3.707 | LWMP - On Site System Management Program | 43,214 | 8.14 | - | - | 43,214 | 100.00% | 8.14 | 100.00% |
| 3.720 | LWMP - (Peninsula) - Implementation | 9,426 | 1.62 | 9,151 | 1.57 | 274 | 3.00% | 0.05 | 3.00% |
| 3.755 | Regional Source Control | 24,788 | 4.26 | 23,982 | 4.12 | 806 | 3.36% | 0.14 | 3.36% |
| 3.756 | Harbours Environmental Action | - | - | (589) | (0.10) | 589 | 100.00% | 0.10 | 100.00% |
| | **Total Sub Regional** | **2,060,036** | **354.56** | **1,918,218** | **329.48** | **141,818** | **7.39%** | **25.08** | **7.61%** |
| | **Total Capital Regional District** | **3,920,562** | **$674.12** | **$3,591,124** | **$616.82** | **$329,439** | **9.17%** | **$57.30** | **9.29%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | 679,143 | 116.65 | 662,611 | 113.81 | 16,532 | 2.49% | 2.84 | 2.49% |
| CRHD | Capital Regional Hospital District | 1,158,709 | 199.02 | 1,158,691 | 199.02 | 17 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$5,758,414** | **$989.80** | **$5,412,426** | **$929.65** | **$345,988** | **6.39%** | **$60.15** | **6.47%** |
| | **Average residential assessment - 2024** | | | **$1,595,327** | | | | | |

**Major Impacts (Changes in $/Avg HH>)**

| | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 56,629 | 1.05% | 9.73 | 1.05% |
| Community Health | (7,598) | -0.14% | (1.31) | -0.14% |
| Regional Parks | 62,986 | 1.16% | 10.82 | 1.16% |
| Land Banking & Housing | 64,457 | 1.19% | 11.07 | 1.19% |
| Panorama Rec. Center. | 126,393 | 2.33% | 21.71 | 2.34% |
| Regional Housing Trust Fund | (31,608) | -0.58% | (5.43) | -0.58% |
| LWMP - On Site System Management Program | 43,214 | 0.80% | 8.14 | 0.88% |
| Municipalities' Own Debt - M.F.A. | 16,532 | 0.31% | 2.84 | 0.31% |
| Capital Regional Hospital District | 17 | 0.00% | 0.00 | 0.00% |
| Other | 14,966 | 0.28% | $2.57 | 0.28% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **345,988** | **6.39%** | **$60.15** | **6.47%** |

| | Wastewater Operations | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.718 | Peninsula Wastewater TP | 789,604 | 135.62 | 745,233 | 128.00 | 44,372 | 5.95% | 7.62 | 5.95% |
| 3.718 | Sewer Operating (INVOICE) | 789,604 | 135.62 | 745,233 | 128.00 | 44,372 | 5.95% | 7.62 | 5.95% |

| | OAK BAY | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 805,284 | 118.45 | 728,305 | 107.12 | 76,979 | 10.57% | 11.32 | 10.57% |
| 1.10X | Facilities Management | 10,122 | 1.49 | 10,328 | 1.52 | (206) | -1.99% | (0.03) | -1.99% |
| 1.101 | G.I.S. | 9,009 | 1.33 | 7,931 | 1.17 | 1,078 | 13.59% | 0.16 | 13.59% |
| 1.224 | Community Health | 37,798 | 5.56 | 48,127 | 7.08 | (10,329) | -21.46% | (1.52) | -21.46% |
| 1.280 | Regional Parks | 1,155,705 | 169.99 | 1,070,084 | 157.39 | 85,621 | 8.00% | 12.59 | 8.00% |
| 1.309 | Climate Action and Adaptation | 84,562 | 12.44 | 81,824 | 12.04 | 2,737 | 3.35% | 0.40 | 3.35% |
| 1.310 | Land Banking & Housing | 198,411 | 29.18 | 110,791 | 16.30 | 87,620 | 79.09% | 12.89 | 79.09% |
| 1.312 | Regional Goose Management | 12,969 | 1.91 | 12,519 | 1.84 | 449 | 3.59% | 0.07 | 3.59% |
| 1.324 | Regional Planning Services | 77,927 | 11.46 | 75,657 | 11.13 | 2,269 | 3.00% | 0.33 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 10,267 | 1.51 | 9,964 | 1.47 | 303 | 3.04% | 0.04 | 3.04% |
| 1.374 | Regional Emergency Program Support | 7,331 | 1.08 | 7,236 | 1.06 | 95 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 24,732 | 3.64 | 18,317 | 2.69 | 6,415 | 35.02% | 0.94 | 35.02% |
| 1.911 | 911 Systems | 18,064 | 2.66 | 13,377 | 1.97 | 4,687 | 35.04% | 0.69 | 35.04% |
| 1.921 | Regional CREST Contribution | 83,122 | 12.23 | 80,126 | 11.79 | 2,996 | 3.74% | 0.44 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 7,889 | 1.16 | 12,498 | 1.84 | (4,608) | -36.88% | (0.68) | -36.88% |
| | **Total Regional** | **$2,543,190** | **$374.06** | **$2,287,085** | **$336.40** | **$256,106** | **11.20%** | **$37.67** | **11.20%** |
| 1.126 | Victoria Family Court Committee | 828 | 0.12 | 828 | 0.12 | - | 0.00% | - | 0.00% |
| 1.128 | Greater Victoria Police Victim Services | 21,869 | 3.22 | 21,441 | 3.15 | 428 | 1.99% | 0.06 | 1.99% |
| 1.230 | Traffic Safety Commission | 4,542 | 0.67 | 4,542 | 0.67 | - | 0.00% | - | 0.00% |
| 1.290 | Royal Theatre | 55,662 | 8.19 | 54,016 | 7.94 | 1,646 | 3.05% | 0.24 | 3.05% |
| 1.297 | Arts Grants | 246,953 | 36.32 | 239,665 | 35.25 | 7,288 | 3.04% | 1.07 | 3.04% |
| 1.311 | Regional Housing Trust Fund | - | - | 44,693 | 6.57 | (44,693) | -100.00% | (6.57) | -100.00% |
| 1.330 | Regional Growth Strategy | 20,531 | 3.02 | 19,932 | 2.93 | 599 | 3.01% | 0.09 | 3.01% |
| 1.536 | LWMP-Stormwater Quality Management-Core | 72,135 | 10.61 | 69,814 | 10.27 | 2,321 | 3.32% | 0.34 | 3.32% |
| 1.912B | 911 Call Answer - Municipalities | (38,957) | (5.73) | (42,268) | (6.22) | 3,310 | 7.83% | 0.49 | 7.83% |
| 3.701 | Millstream Remediation Service | 89 | 0.01 | 149 | 0.02 | (61) | -40.66% | (0.01) | -40.66% |
| 3.7XX | Core Area & Legacy Trunk Sewer - Debt | 1,546,006 | 227.39 | 1,399,032 | 205.78 | 146,975 | 10.51% | 21.62 | 10.51% |
| 3.750 | LWMP - Core and West Shore | 32,659 | 4.80 | 30,189 | 4.44 | 2,471 | 8.18% | 0.36 | 8.18% |
| 3.755 | Regional Source Control | 108,969 | 16.03 | 105,427 | 15.51 | 3,543 | 3.36% | 0.52 | 3.36% |
| | **Total Sub Regional** | **$2,071,286** | **$304.65** | **$1,947,460** | **$286.44** | **$123,826** | **6.36%** | **$18.21** | **6.36%** |
| | **Total Capital Regional District** | **$4,614,477** | **$678.72** | **$4,234,545** | **$622.84** | **$379,932** | **8.97%** | **$55.88** | **8.97%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | - | - | - | - | - | 0.00% | - | 0.00% |
| CRHD | Capital Regional Hospital District | 1,575,102 | 231.67 | 1,575,079 | 231.67 | 24 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$6,189,579** | **$910.39** | **$5,809,623** | **$854.51** | **$379,956** | **6.54%** | **$55.89** | **6.54%** |

**Average residential assessment - 2024** **$1,857,046**

| Major Impacts (Changes in $/Avg HH>) | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 76,979 | 1.33% | 11.32 | 1.33% |
| Community Health | (10,329) | -0.18% | (1.52) | -0.18% |
| Regional Parks | 85,621 | 1.47% | 12.59 | 1.47% |
| Land Banking & Housing | 87,620 | 1.51% | 12.89 | 1.51% |
| Arts Grants | 7,288 | 0.13% | 1.07 | 0.13% |
| Regional Housing Trust Fund | (44,693) | -0.77% | (6.57) | -0.77% |
| Core Area & Legacy Trunk Sewer - Debt | 146,975 | 2.53% | 21.62 | 2.53% |
| Municipalities' Own Debt - M.F.A. | - | 0.00% | - | 0.00% |
| Capital Regional Hospital District | 24 | 0.00% | 0.00 | 0.00% |
| Other | 30,471 | 0.52% | 4.48 | 0.52% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **379,956** | **6.54%** | **$55.89** | **6.54%** |

| | Core Area Wastewater Operations | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.717 | Core Area Wastewater Operations | 2,998,692 | 441.06 | 2,785,400 | 409.69 | 213,291 | 7.66% | 31.37 | 7.66% |
| 3.71X | Sewer Operating (INVOICE) | 2,998,692 | 441.06 | 2,785,400 | 409.69 | 213,291 | 7.66% | 31.37 | 7.66% |

| | Core Area & Legacy Trunk Sewer - Debt | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.770A | Debt - NET & ECI Sewer Upgrade | - | - | (1,565) | (0.23) | 1,565 | 100.00% | 0.23 | 100.00% |
| 3.798 | Debt - Core Sewage Integrated Treatment Facilities | - | - | (12,449) | (1.83) | 12,449 | 100.00% | 1.83 | 100.00% |
| 3.798B | Debt - Core Sewage Integrated Treatment Facilities | 46,684 | 6.87 | 68,497 | 10.07 | (21,813) | -31.85% | (3.21) | -31.85% |
| 3.798C | Debt - Core Area Wastewater Treatment Program | 1,499,322 | 220.53 | 1,344,548 | 197.76 | 154,774 | 11.51% | 22.76 | 11.51% |
| 3.7XX | Sewer Debt | 1,546,006 | 227.39 | 1,399,032 | 205.78 | 146,975 | 10.51% | 21.62 | 10.51% |

| | SAANICH | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 3,465,865 | 75.30 | 3,134,553 | 68.10 | 331,312 | 10.57% | 7.20 | 10.57% |
| 1.10X | Facilities Management | 43,564 | 0.95 | 44,450 | 0.97 | (886) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 38,773 | 0.84 | 34,134 | 0.74 | 4,639 | 13.59% | 0.10 | 13.59% |
| 1.224 | Community Health | 162,680 | 3.53 | 207,133 | 4.50 | (44,454) | -21.46% | (0.97) | -21.46% |
| 1.280 | Regional Parks | 4,974,041 | 108.07 | 4,605,537 | 100.06 | 368,504 | 8.00% | 8.01 | 8.00% |
| 1.309 | Climate Action and Adaptation | 445,227 | 9.67 | 430,814 | 9.36 | 14,413 | 3.35% | 0.31 | 3.35% |
| 1.310 | Land Banking & Housing | 853,939 | 18.55 | 476,833 | 10.36 | 377,106 | 79.09% | 8.19 | 79.09% |
| 1.312 | Regional Goose Management | 68,283 | 1.48 | 65,916 | 1.43 | 2,366 | 3.59% | 0.05 | 3.59% |
| 1.324 | Regional Planning Services | 335,390 | 7.29 | 325,622 | 7.07 | 9,767 | 3.00% | 0.21 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 44,186 | 0.96 | 42,884 | 0.93 | 1,302 | 3.04% | 0.03 | 3.04% |
| 1.374 | Regional Emergency Program Support | 38,598 | 0.84 | 38,097 | 0.83 | 501 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 130,217 | 2.83 | 96,444 | 2.10 | 33,774 | 35.02% | 0.73 | 35.02% |
| 1.911 | 911 Systems | 118,969 | 2.58 | 88,101 | 1.91 | 30,868 | 35.04% | 0.67 | 35.04% |
| 1.921 | Regional CREST Contribution | 547,437 | 11.89 | 527,708 | 11.47 | 19,729 | 3.74% | 0.43 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 33,954 | 0.74 | 53,788 | 1.17 | (19,835) | -36.88% | (0.43) | -36.88% |
| | **Total Regional** | **$11,301,122** | **$245.54** | **$10,172,016** | **$221.01** | **$1,129,106** | **11.10%** | **$24.53** | **11.10%** |
| 1.536 | LWMP-Stormwater Quality Management-Core | 207,565 | 4.51 | 200,886 | 4.36 | 6,679 | 3.32% | 0.15 | 3.32% |
| 1.128 | Greater Victoria Police Victim Services | 94,121 | 2.04 | 92,281 | 2.00 | 1,840 | 1.99% | 0.04 | 1.99% |
| 3.701 | Millstream Remediation Service | 820 | 0.02 | 1,382 | 0.03 | (562) | -40.66% | (0.01) | -40.66% |
| 1.126 | Victoria Family Court Committee | 4,314 | 0.09 | 4,314 | 0.09 | - | 0.00% | - | 0.00% |
| 1.290 | Royal Theatre | 293,321 | 6.37 | 285,501 | 6.20 | 7,820 | 2.74% | 0.17 | 2.74% |
| 1.230 | Traffic Safety Commission | 19,548 | 0.42 | 19,548 | 0.42 | - | 0.00% | - | 0.00% |
| 1.297 | Arts Grants | 1,297,947 | 28.20 | 1,259,642 | 27.37 | 38,305 | 3.04% | 0.83 | 3.04% |
| 1.311 | Regional Housing Trust Fund | - | - | 235,994 | 5.13 | (235,994) | -100.00% | (5.13) | -100.00% |
| 1.330 | Regional Growth Strategy | 88,364 | 1.92 | 85,785 | 1.86 | 2,579 | 3.01% | 0.06 | 3.01% |
| 1.912B | 911 Call Answer - Municipalities | (256,572) | (5.57) | (278,372) | (6.05) | 21,801 | 7.83% | 0.47 | 7.83% |
| 3.707 | LWMP - On Site System Management Program | 39,725 | 0.98 | 43,047 | 1.06 | (3,321) | -7.72% | (0.08) | -7.72% |
| 3.750 | LWMP - Core and West Shore | 112,604 | 2.45 | 104,097 | 2.26 | 8,507 | 8.17% | 0.18 | 8.17% |
| 3.752 | LWMP - Harbour Studies | 135,737 | 2.95 | 130,689 | 2.84 | 5,048 | 3.86% | 0.11 | 3.86% |
| 3.755 | Regional Source Control | 375,706 | 8.16 | 363,492 | 7.90 | 12,215 | 3.36% | 0.27 | 3.36% |
| | **Total Sub Regional** | **$2,413,201** | **$52.55** | **$2,548,284** | **$55.49** | **($135,082)** | **-5.30%** | **($2.94)** | **-5.31%** |
| | **Total Capital Regional District** | **$13,714,323** | **$298.09** | **$12,720,299** | **$276.50** | **$994,024** | **7.81%** | **$21.59** | **7.81%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | 6,397,596 | 139.00 | 6,747,816 | 146.61 | (350,220) | -5.19% | (7.61) | -5.19% |
| CRHD | Capital Regional Hospital District | 6,779,086 | 147.29 | 6,778,983 | 147.29 | 102 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$26,891,004** | **$584.37** | **$26,247,098** | **$570.39** | **$643,906** | **2.45%** | **$13.98** | **2.45%** |
| | **Average residential assessment - 2024** | | | **$1,180,630** | | | | | |

| **Major Impacts (Changes in $/Avg HH>)** | **Change in Requisition $** | **% of Total** | **Change in Cost / Avg HH $** | **% of Total** |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 331,312 | 1.26% | 7.20 | 1.26% |
| Community Health | (44,454) | -0.17% | (0.97) | -0.17% |
| Regional Parks | 368,504 | 1.40% | 8.01 | 1.40% |
| Land Banking & Housing | 377,106 | 1.44% | 8.19 | 1.44% |
| Regional Housing Trust Fund | (235,994) | -0.90% | (5.13) | -0.90% |
| Municipalities' Own Debt - M.F.A. | (350,220) | -1.33% | (7.61) | -1.33% |
| Capital Regional Hospital District | 102 | 0.00% | 0.00 | 0.00% |
| Other | 197,549 | 0.75% | $4.28 | 0.75% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **643,906** | **2.45%** | **$13.98** | **2.45%** |

| | Core Area Wastewater Operations | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.717 | Core Area Wastewater Operations | 10,338,948 | 224.63 | 9,604,598 | 208.68 | 734,350 | 7.65% | 15.96 | 7.65% |
| 3.71X | Sewer Operating (INVOICE) | 10,338,948 | 224.63 | 9,604,598 | 208.68 | 734,350 | 7.65% | 15.96 | 7.65% |

| | Core Area & Legacy Trunk Sewer - Debt | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.770A | Debt - NET & ECI Sewer Upgrade | - | - | (2,178) | (0.05) | 2,178 | 100.00% | 0.05 | 100.00% |
| 3.798 | Debt - Core Sewage Integrated Treatment Facilities | - | - | (62,409) | (1.36) | 62,409 | 100.00% | 1.36 | 100.00% |
| 3.798B | Debt - Core Sewage Integrated Treatment Facilities | 167,106 | 3.63 | 245,126 | 5.33 | (78,019) | -31.83% | (1.70) | -31.83% |
| 3.798C | Debt - Core Area Wastewater Treatment Program | 7,122,730 | 154.75 | 6,387,856 | 138.79 | 734,874 | 11.50% | 15.97 | 11.50% |
| 3.7XX | Sewer Debt (INVOICE) | 7,289,836 | 158.39 | 6,568,394 | 142.71 | 721,442 | 10.98% | 15.67 | 10.98% |

| | SIDNEY | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 490,642 | 59.05 | 443,740 | 53.41 | 46,902 | 10.57% | 5.64 | 10.57% |
| 1.10X | Facilities Management | 6,167 | 0.74 | 6,293 | 0.76 | (125) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 5,489 | 0.66 | 4,832 | 0.58 | 657 | 13.59% | 0.08 | 13.59% |
| 1.224 | Community Health | 23,030 | 2.77 | 29,323 | 3.53 | (6,293) | -21.46% | (0.76) | -21.46% |
| 1.280 | Regional Parks | 704,145 | 84.75 | 651,978 | 78.47 | 52,167 | 8.00% | 6.28 | 8.00% |
| 1.309 | Climate Action and Adaptation | 53,220 | 6.41 | 51,497 | 6.20 | 1,723 | 3.35% | 0.21 | 3.35% |
| 1.310 | Land Banking & Housing | 120,887 | 14.55 | 67,502 | 8.12 | 53,385 | 79.09% | 6.43 | 79.09% |
| 1.312 | Regional Goose Management | 8,162 | 0.98 | 7,879 | 0.95 | 283 | 3.59% | 0.03 | 3.59% |
| 1.324 | Regional Planning Services | 47,479 | 5.71 | 46,096 | 5.55 | 1,383 | 3.00% | 0.17 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 6,255 | 0.75 | 6,071 | 0.73 | 184 | 3.04% | 0.02 | 3.04% |
| 1.374 | Regional Emergency Program Support | 4,614 | 0.56 | 4,554 | 0.55 | 60 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 15,566 | 1.87 | 11,528 | 1.39 | 4,037 | 35.02% | 0.49 | 35.02% |
| 1.911 | 911 Systems | 11,868 | 1.43 | 8,788 | 1.06 | 3,079 | 35.04% | 0.37 | 35.04% |
| 1.921 | Regional CREST Contribution | 54,609 | 6.57 | 52,641 | 6.34 | 1,968 | 3.74% | 0.24 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 4,807 | 0.58 | 7,615 | 0.92 | (2,808) | -36.88% | (0.34) | -36.88% |
| | **Total Regional** | **$1,556,938** | **$187.39** | **$1,400,338** | **$168.54** | **$156,601** | **11.18%** | **$18.85** | **11.18%** |
| 1.126 | Victoria Family Court Committee | 521 | 0.06 | 521 | 0.06 | - | 0.00% | - | 0.00% |
| 1.128 | Greater Victoria Police Victim Services | 13,324 | 1.60 | 13,064 | 1.57 | 260 | 1.99% | 0.03 | 1.99% |
| 1.230 | Traffic Safety Commission | 2,767 | 0.33 | 2,767 | 0.33 | - | 0.00% | - | 0.00% |
| 1.311 | Regional Housing Trust Fund | - | - | 28,143 | 3.39 | (28,143) | -100.00% | (3.39) | -100.00% |
| 1.330 | Regional Growth Strategy | 12,509 | 1.51 | 12,144 | 1.46 | 365 | 3.01% | 0.04 | 3.01% |
| 1.44X | Panorama Rec. Center. | 1,724,109 | 207.51 | 1,609,199 | 193.68 | 114,910 | 7.14% | 13.83 | 7.14% |
| 1.537 | Stormwater Quality Management - Peninsula | 27,532 | 3.31 | 26,795 | 3.22 | 736 | 2.75% | 0.09 | 2.75% |
| 1.538 | Source - Stormwater Quality - Peninsula | 16,709 | 2.01 | 16,223 | 1.95 | 487 | 3.00% | 0.06 | 3.00% |
| 3.701 | Millstream Remediation Service | 60 | 0.01 | 102 | 0.01 | (41) | -40.66% | (0.00) | -40.66% |
| 3.720 | LWMP - (Peninsula) - Implementation | 23,049 | 2.77 | 22,378 | 2.69 | 671 | 3.00% | 0.08 | 3.00% |
| 3.755 | Regional Source Control | 54,948 | 6.61 | 53,162 | 6.40 | 1,786 | 3.36% | 0.22 | 3.36% |
| 3.756 | Harbours Environmental Action | - | - | (579) | (0.07) | 579 | 100.00% | 0.07 | 100.00% |
| | **Total Sub Regional** | **$1,875,529** | **$225.73** | **$1,783,918** | **$214.70** | **$91,611** | **5.14%** | **$11.03** | **5.14%** |
| | **Total Capital Regional District** | **$3,432,467** | **$413.11** | **$3,184,256** | **$383.24** | **$248,212** | **7.79%** | **$29.87** | **7.79%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | 542,536 | 65.30 | 542,536 | 65.30 | - | 0.00% | - | 0.00% |
| CRHD | Capital Regional Hospital District | 959,674 | 115.50 | 959,660 | 115.50 | 14 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$4,934,678** | **$593.91** | **$4,686,451** | **$564.04** | **$248,226** | **5.30%** | **$29.88** | **5.30%** |
| | **Average residential assessment - 2024** | | | **$925,836** | | | | | |

**Major Impacts (Changes in $/Avg HH>)**

| | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 46,902 | 1.00% | 5.64 | 1.00% |
| Community Health | (6,293) | -0.13% | (0.76) | -0.13% |
| Regional Parks | 52,167 | 1.11% | 6.28 | 1.11% |
| Land Banking & Housing | 53,385 | 1.14% | 6.43 | 1.14% |
| Regional Housing Trust Fund | (28,143) | -0.60% | (3.39) | -0.60% |
| Panorama Rec. Center. | 114,910 | 2.45% | 13.83 | 2.45% |
| Municipalities' Own Debt - M.F.A. | - | 0.00% | - | 0.00% |
| Capital Regional Hospital District | 14 | 0.00% | 0.00 | 0.00% |
| Other | 15,284 | 0.33% | $1.84 | 0.33% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **248,226** | **5.30%** | **$29.88** | **5.30%** |

| | Core Area Wastewater Operations | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.718 | Peninsula Wastewater TP | 1,930,810 | 232.38 | 1,822,308 | 219.32 | 108,501 | 5.95% | 13.06 | 5.95% |
| 3.718 | Sewer Operating (INVOICE) | 1,930,810 | 232.38 | 1,822,308 | 219.32 | 108,501 | 5.95% | 13.06 | 5.95% |

| | SOOKE | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 371,327 | 51.14 | 335,831 | 46.25 | 35,496 | 10.57% | 4.89 | 10.57% |
| 1.10X | Facilities Management | 4,667 | 0.64 | 4,762 | 0.66 | (95) | -1.99% | (0.01) | -1.99% |
| 1.101 | G.I.S. | 4,154 | 0.57 | 3,657 | 0.50 | 497 | 13.59% | 0.07 | 13.59% |
| 1.224 | Community Health | 17,429 | 2.40 | 22,192 | 3.06 | (4,763) | -21.46% | (0.66) | -21.46% |
| 1.280 | Regional Parks | 532,910 | 73.40 | 493,429 | 67.96 | 39,481 | 8.00% | 5.44 | 8.00% |
| 1.309 | Climate Action and Adaptation | 53,051 | 7.31 | 51,334 | 7.07 | 1,717 | 3.35% | 0.24 | 3.35% |
| 1.310 | Land Banking & Housing | 91,490 | 12.60 | 51,087 | 7.04 | 40,403 | 79.09% | 5.56 | 79.09% |
| 1.312 | Regional Goose Management | 8,136 | 1.12 | 7,854 | 1.08 | 282 | 3.59% | 0.04 | 3.59% |
| 1.324 | Regional Planning Services | 35,933 | 4.95 | 34,887 | 4.80 | 1,046 | 3.00% | 0.14 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 4,734 | 0.65 | 4,595 | 0.63 | 140 | 3.04% | 0.02 | 3.04% |
| 1.374 | Regional Emergency Program Support | 4,599 | 0.63 | 4,540 | 0.63 | 60 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 15,516 | 2.14 | 11,492 | 1.58 | 4,024 | 35.02% | 0.55 | 35.02% |
| 1.911 | 911 Systems | 15,460 | 2.13 | 11,449 | 1.58 | 4,011 | 35.04% | 0.55 | 35.04% |
| 1.921 | Regional CREST Contribution | 71,138 | 9.80 | 68,575 | 9.44 | 2,564 | 3.74% | 0.35 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 3,638 | 0.50 | 5,763 | 0.79 | (2,125) | -36.88% | (0.29) | -36.88% |
| | **Total Regional** | **$1,234,183** | **$169.98** | **$1,111,445** | **$153.08** | **$122,738** | **11.04%** | **$16.90** | **11.04%** |
| 1.126 | Victoria Family Court Committee | 512 | 0.07 | 512 | 0.07 | - | 0.00% | - | 0.00% |
| 1.230 | Traffic Safety Commission | 2,094 | 0.29 | 2,094 | 0.29 | - | 0.00% | - | 0.00% |
| 1.297 | Arts Grants | 46,361 | 6.39 | 44,992 | 6.20 | 1,368 | 3.04% | 0.19 | 3.04% |
| 1.311 | Regional Housing Trust Fund | - | - | 28,157 | 3.88 | (28,157) | -100.00% | (3.88) | -100.00% |
| 1.313 | Animal Care Services | 123,591 | 17.02 | 108,368 | 14.93 | 15,223 | 14.05% | 2.10 | 14.05% |
| 1.330 | Regional Growth Strategy | 9,467 | 1.30 | 9,191 | 1.27 | 276 | 3.01% | 0.04 | 3.01% |
| 1.40X | SEAPARC | 2,698,332 | 371.64 | 2,547,690 | 350.89 | 150,642 | 5.91% | 20.75 | 5.91% |
| 1.913 | 913 Fire Dispatch | 118,226 | 16.28 | 106,509 | 14.67 | 11,717 | 11.00% | 1.61 | 11.00% |
| 3.701 | Millstream Remediation Service | 259 | 0.04 | 436 | 0.06 | (177) | -40.66% | (0.02) | -40.66% |
| | **Total Sub Regional** | **$2,998,842** | **$413.03** | **$2,847,949** | **$392.25** | **$150,893** | **5.30%** | **$20.78** | **5.30%** |
| 1.121 | Sooke Regional Museum | 151,920 | 20.92 | 147,439 | 20.31 | 4,481 | 3.04% | 0.62 | 3.04% |
| 1.531 | Stormwater Quality Management - Sooke | 41,656 | 5.74 | 40,443 | 5.57 | 1,213 | 3.00% | 0.17 | 3.00% |
| | **Total Local** | **$193,576** | **$26.66** | **$187,882** | **$25.88** | **$5,694** | | **$0.78** | **3.03%** |
| | **Total Capital Regional District** | **$4,426,601** | **$609.68** | **$4,147,276** | **$571.21** | **$279,325** | **6.74%** | **$38.47** | **6.74%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | 476,705 | 65.66 | 476,705 | 65.66 | - | 0.00% | - | 0.00% |
| CRHD | Capital Regional Hospital District | 726,300 | 100.03 | 726,289 | 100.03 | 11 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$5,629,606** | **$775.37** | **$5,350,270** | **$736.90** | **$279,336** | **5.22%** | **$38.47** | **5.22%** |
| | **Average residential assessment - 2024** | | | **$801,848** | | | | | |

| **Major Impacts (Changes in $/Avg HH>)** | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 35,496 | 0.66% | 4.89 | 0.66% |
| Community Health | (4,763) | -0.09% | (0.66) | -0.09% |
| Regional Parks | 39,481 | 0.74% | 5.44 | 0.74% |
| Land Banking & Housing | 40,403 | 0.76% | 5.56 | 0.76% |
| Regional Housing Trust Fund | (28,157) | -0.53% | (3.88) | -0.53% |
| Animal Care Services | 15,223 | 0.28% | 2.10 | 0.28% |
| SEAPARC | 150,642 | 2.82% | 20.75 | 2.82% |
| 913 Fire Dispatch | 11,717 | 0.22% | 1.61 | 0.22% |
| Municipalities' Own Debt - M.F.A. | - | 0.00% | - | 0.00% |
| Capital Regional Hospital District | 11 | 0.00% | 0.00 | 0.00% |
| Other | 19,283 | 0.36% | $2.66 | 0.36% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **279,336** | **5.22%** | **$38.47** | **5.22%** |

| | VICTORIA | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 3,203,348 | 67.77 | 2,897,131 | 61.29 | 306,217 | 10.57% | 6.48 | 10.57% |
| 1.10X | Facilities Management | 40,264 | 0.85 | 41,083 | 0.87 | (819) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 35,836 | 0.76 | 31,548 | 0.67 | 4,287 | 13.59% | 0.09 | 13.59% |
| 1.224 | Community Health | 150,358 | 3.18 | 191,444 | 4.05 | (41,087) | -21.46% | (0.87) | -21.46% |
| 1.280 | Regional Parks | 4,597,290 | 97.26 | 4,256,698 | 90.06 | 340,592 | 8.00% | 7.21 | 8.00% |
| 1.309 | Climate Action and Adaptation | 375,083 | 7.94 | 362,941 | 7.68 | 12,142 | 3.35% | 0.26 | 3.35% |
| 1.310 | Land Banking & Housing | 789,259 | 16.70 | 440,716 | 9.32 | 348,543 | 79.09% | 7.37 | 79.09% |
| 1.312 | Regional Goose Management | 57,525 | 1.22 | 55,532 | 1.17 | 1,993 | 3.59% | 0.04 | 3.59% |
| 1.324 | Regional Planning Services | 309,986 | 6.56 | 300,958 | 6.37 | 9,028 | 3.00% | 0.19 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 40,839 | 0.86 | 39,636 | 0.84 | 1,204 | 3.04% | 0.03 | 3.04% |
| 1.374 | Regional Emergency Program Support | 32,517 | 0.69 | 32,095 | 0.68 | 422 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 109,702 | 2.32 | 81,249 | 1.72 | 28,453 | 35.02% | 0.60 | 35.02% |
| 1.911 | 911 Systems | 91,487 | 1.94 | 67,750 | 1.43 | 23,737 | 35.04% | 0.50 | 35.04% |
| 1.921 | Regional CREST Contribution | 420,978 | 8.91 | 405,806 | 8.59 | 15,171 | 3.74% | 0.32 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 31,382 | 0.66 | 49,714 | 1.05 | (18,332) | -36.88% | (0.39) | -36.88% |
| | **Total Regional** | **$10,285,855** | **$217.62** | **$9,254,303** | **$195.79** | **$1,031,552** | **11.15%** | **$21.82** | **11.15%** |
| 1.126 | Victoria Family Court Committee | 3,626 | 0.08 | 3,626 | 0.08 | - | 0.00% | - | 0.00% |
| 1.128 | Greater Victoria Police Victim Services | 86,992 | 1.84 | 85,291 | 1.80 | 1,701 | 1.99% | 0.04 | 1.99% |
| 1.230 | Traffic Safety Commission | 18,067 | 0.38 | 18,067 | 0.38 | - | 0.00% | - | 0.00% |
| 1.290 | Royal Theatre | 247,017 | 5.23 | 240,483 | 5.09 | 6,534 | 2.72% | 0.14 | 2.72% |
| 1.295 | McPherson Theatre | 750,000 | 15.87 | 750,000 | 15.87 | - | 0.00% | - | 0.00% |
| 1.297 | Arts Grants | 1,094,300 | 23.15 | 1,062,004 | 22.47 | 32,295 | 3.04% | 0.68 | 3.04% |
| 1.311 | Regional Housing Trust Fund | - | - | 198,566 | 4.20 | (198,566) | -100.00% | (4.20) | -100.00% |
| 1.330 | Regional Growth Strategy | 81,671 | 1.73 | 79,288 | 1.68 | 2,384 | 3.01% | 0.05 | 3.01% |
| 1.536 | LWMP-Stormwater Quality Management-Core | 204,195 | 4.32 | 197,624 | 4.18 | 6,571 | 3.32% | 0.14 | 3.32% |
| 1.912B | 911 Call Answer - Municipalities | (197,303) | (4.17) | (214,068) | (4.53) | 16,765 | 7.83% | 0.35 | 7.83% |
| 3.701 | Millstream Remediation Service | 489 | 0.01 | 824 | 0.02 | (335) | -40.66% | (0.01) | -40.66% |
| 3.752 | LWMP - Harbour Studies | 104,381 | 2.21 | 100,499 | 2.13 | 3,882 | 3.86% | 0.08 | 3.86% |
| 3.755 | Regional Source Control | 492,246 | 10.41 | 476,242 | 10.08 | 16,004 | 3.36% | 0.34 | 3.36% |
| | **Total Sub Regional** | **$2,885,681** | **$61.05** | **$2,998,447** | **$63.44** | **($112,766)** | **-3.76%** | **($2.39)** | **-3.76%** |
| | **Total Capital Regional District** | **$13,171,536** | **$278.67** | **$12,252,750** | **$259.23** | **$918,786** | **7.50%** | **$19.44** | **7.50%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | 5,641,761 | 119.36 | 5,562,373 | 117.68 | 79,388 | 1.43% | 1.68 | 1.43% |
| CRHD | Capital Regional Hospital District | 6,265,615 | 132.56 | 6,265,520 | 132.56 | 94 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$25,078,912** | **$530.59** | **$24,080,644** | **$509.47** | **$998,268** | **4.15%** | **$21.12** | **4.15%** |

**Average residential assessment - 2024** **$1,062,579**

**Major Impacts (Changes in $/Avg HH>)**

| | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 306,217 | 1.27% | 6.48 | 1.27% |
| Community Health | (41,087) | -0.17% | (0.87) | -0.17% |
| Regional Parks | 340,592 | 1.42% | 7.21 | 1.41% |
| Land Banking & Housing | 348,543 | 1.45% | 7.37 | 1.45% |
| Regional Housing Trust Fund | (198,566) | -0.83% | (4.20) | -0.82% |
| Municipalities' Own Debt - M.F.A. | 79,388 | 0.33% | 1.68 | 0.33% |
| Capital Regional Hospital District | 94 | 0.00% | 0.00 | 0.00% |
| Other | 163,086 | 0.68% | $3.45 | 0.68% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **998,268** | **4.15%** | **$21.12** | **4.15%** |

| | Core Area Wastewater Operations | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.717 | Core Area Wastewater Operations | 13,545,961 | 286.59 | 12,584,640 | 266.25 | 961,321 | 7.64% | 20.34 | 7.64% |
| 3.71X | Sewer Operating (INVOICE) | 13,545,961 | 286.59 | 12,584,640 | 266.25 | 961,321 | 7.64% | 20.34 | 7.64% |

| | Liquid Waste Management | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.750 | LWMP - Core and West Shore | 147,532 | 3.12 | 136,395 | 2.89 | 11,137 | 8.17% | 0.24 | 8.17% |
| 3.750 | LWMP (INVOICE) | 147,532 | 3.12 | 136,395 | 2.89 | 11,137 | 8.17% | 0.24 | 8.17% |

| | Core Area & Legacy Trunk Sewer - Debt | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.770A | Debt - NET & ECI Sewer Upgrade | - | - | (5,952) | (0.13) | 5,952 | 100.00% | 0.13 | 100.00% |
| 3.798 | Debt - Core Sewage Integrated Treatment Facilities | - | - | (84,247) | (1.78) | 84,247 | 100.00% | 1.78 | 100.00% |
| 3.798B | Debt - Core Sewage Integrated Treatment Facilities | 224,115 | 4.74 | 328,751 | 6.96 | (104,636) | -31.83% | (2.21) | -31.83% |
| 3.798C | Debt - Core Area Wastewater Treatment Program | 8,439,754 | 178.56 | 7,568,998 | 160.14 | 870,756 | 11.50% | 18.42 | 11.50% |
| 3.7XX | Sewer Debt (INVOICE) | 8,663,869 | 183.30 | 7,807,550 | 165.18 | 856,319 | 10.97% | 18.12 | 10.97% |

| | VIEW ROYAL | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 323,069 | 68.26 | 292,185 | 61.73 | 30,883 | 10.57% | 6.53 | 10.57% |
| 1.10X | Facilities Management | 4,061 | 0.86 | 4,143 | 0.88 | (83) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 3,614 | 0.76 | 3,182 | 0.67 | 432 | 13.59% | 0.09 | 13.59% |
| 1.224 | Community Health | 15,164 | 3.20 | 19,308 | 4.08 | (4,144) | -21.46% | (0.88) | -21.46% |
| 1.280 | Regional Parks | 463,652 | 97.96 | 429,302 | 90.70 | 34,350 | 8.00% | 7.26 | 8.00% |
| 1.309 | Climate Action and Adaptation | 43,524 | 9.20 | 42,115 | 8.90 | 1,409 | 3.35% | 0.30 | 3.35% |
| 1.310 | Land Banking & Housing | 79,599 | 16.82 | 44,448 | 9.39 | 35,152 | 79.09% | 7.43 | 79.09% |
| 1.312 | Regional Goose Management | 6,675 | 1.41 | 6,444 | 1.36 | 231 | 3.59% | 0.05 | 3.59% |
| 1.324 | Regional Planning Services | 31,263 | 6.61 | 30,353 | 6.41 | 910 | 3.00% | 0.19 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 4,119 | 0.87 | 3,997 | 0.84 | 121 | 3.04% | 0.03 | 3.04% |
| 1.374 | Regional Emergency Program Support | 3,773 | 0.80 | 3,724 | 0.79 | 49 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 12,730 | 2.69 | 9,428 | 1.99 | 3,302 | 35.02% | 0.70 | 35.02% |
| 1.911 | 911 Systems | 12,116 | 2.56 | 8,972 | 1.90 | 3,143 | 35.04% | 0.66 | 35.04% |
| 1.921 | Regional CREST Contribution | 55,750 | 11.78 | 53,740 | 11.35 | 2,009 | 3.74% | 0.42 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 3,165 | 0.67 | 5,014 | 1.06 | (1,849) | -36.88% | (0.39) | -36.88% |
| | **Total Regional** | **$1,062,274** | **$224.44** | **$956,357** | **$202.06** | **$105,917** | **11.08%** | **$22.38** | **11.08%** |
| 1.126 | Victoria Family Court Committee | 410 | 0.09 | 410 | 0.09 | - | 0.00% | - | 0.00% |
| 1.128 | Greater Victoria Police Victim Services | 8,773 | 1.85 | 8,602 | 1.82 | 172 | 1.99% | 0.04 | 1.99% |
| 1.230 | Traffic Safety Commission | 1,822 | 0.38 | 1,822 | 0.38 | - | 0.00% | - | 0.00% |
| 1.297 | Arts Grants | 126,838 | 26.80 | 123,094 | 26.01 | 3,743 | 3.04% | 0.79 | 3.04% |
| 1.311 | Regional Housing Trust Fund | - | - | 23,084 | 4.88 | (23,084) | -100.00% | (4.88) | -100.00% |
| 1.330 | Regional Growth Strategy | 8,237 | 1.74 | 7,996 | 1.69 | 240 | 3.01% | 0.05 | 3.01% |
| 1.536 | LWMP-Stormwater Quality Management-Core | 38,232 | 8.08 | 37,002 | 7.82 | 1,230 | 3.32% | 0.26 | 3.32% |
| 3.701 | Millstream Remediation Service | 109 | 0.02 | 184 | 0.04 | (75) | -40.66% | (0.02) | -40.66% |
| 3.707 | LWMP - On Site System Management Program | 1,034 | 0.26 | 1,121 | 0.28 | (86) | -7.72% | (0.02) | -7.72% |
| 3.750 | LWMP - Core and West Shore | 10,266 | 2.17 | 9,493 | 2.01 | 773 | 8.14% | 0.16 | 8.14% |
| 3.752 | LWMP - Harbour Studies | 13,823 | 2.92 | 13,309 | 2.81 | 514 | 3.86% | 0.11 | 3.86% |
| 3.755 | Regional Source Control | 34,252 | 7.24 | 33,139 | 7.00 | 1,114 | 3.36% | 0.24 | 3.36% |
| | **Total Sub Regional** | **$243,796** | **$51.55** | **$259,256** | **$54.82** | **($15,459)** | **-5.96%** | **($3.27)** | **-5.96%** |
| | **Total Capital Regional District** | **$1,306,070** | **$275.99** | **$1,215,612** | **$256.88** | **$90,458** | **7.44%** | **$19.11** | **7.44%** |
| 1.15X | Municipalities' Own Debt - M.F.A. | 617,163 | 130.39 | 566,216 | 119.63 | 50,947 | 9.00% | 10.76 | 9.00% |
| CRHD | Capital Regional Hospital District | 631,909 | 133.51 | 631,899 | 133.51 | 10 | 0.00% | 0.00 | 0.00% |
| | **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **$2,555,142** | **$539.89** | **$2,413,727** | **$510.02** | **$141,415** | **5.86%** | **$29.87** | **5.86%** |
| | **Average residential assessment - 2024** | | | **$1,070,190** | | | | | |

**Major Impacts (Changes in $/Avg HH>)**

| | Change in Requisition $ | % of Total | Change in Cost / Avg HH $ | % of Total |
|---|---|---|---|---|
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | | | | |
| Legislative & General Government | 30,883 | 1.28% | 6.53 | 1.28% |
| Community Health | (4,144) | -0.17% | (0.88) | -0.17% |
| Regional Parks | 34,350 | 1.42% | 7.26 | 1.42% |
| Land Banking & Housing | 35,152 | 1.46% | 7.43 | 1.46% |
| Regional Housing Trust Fund | (23,084) | -0.96% | (4.88) | -0.96% |
| Municipalities' Own Debt - M.F.A. | 50,947 | 2.11% | 10.76 | 2.11% |
| Capital Regional Hospital District | 10 | 0.00% | 0.00 | 0.00% |
| Other | 17,301 | 0.72% | $3.65 | 0.72% |
| **TOTAL CRD, CRHD & MUNICIPAL DEBT** | **141,415** | **5.86%** | **$29.87** | **5.86%** |

| | Core Area Wastewater Operations | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.717 | Core Area Wastewater Operations | 942,575 | 199.15 | 875,891 | 185.06 | 66,684 | 7.61% | 14.09 | 7.61% |
| 3.71X | Sewer Operating (INVOICE) | 942,575 | 199.15 | 875,891 | 185.06 | 66,684 | 7.61% | 14.09 | 7.61% |

| | Core Area & Legacy Trunk Sewer - Debt | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 3.792 | Debt - Craigflower PS | - | - | (91) | (0.02) | 91 | 100.00% | 0.02 | 100.00% |
| 3.798 | Debt - Core Sewage Integrated Treatment Facilities | - | - | (9,825) | (2.08) | 9,825 | 100.00% | 2.08 | 100.00% |
| 3.798B | Debt - Core Sewage Integrated Treatment Facilities | 14,577 | 3.08 | 21,383 | 4.52 | (6,806) | -31.83% | (1.44) | -31.83% |
| 3.798C | Debt - Core Area Wastewater Treatment Program | 746,548 | 157.73 | 669,525 | 141.46 | 77,024 | 11.50% | 16.27 | 11.50% |
| 3.7XX | Sewer Debt (INVOICE) | 761,125 | 160.81 | 680,992 | 143.88 | 80,133 | 11.77% | 16.93 | 11.77% |

| | JUAN DE FUCA<br>Electoral Area | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 235,843 | 58.10 | 213,298 | 52.55 | 22,545 | 10.57% | 5.55 | 10.57% |
| 1.10X | Facilities Management | 2,964 | 0.73 | 3,025 | 0.75 | (60) | -1.99% | (0.01) | -1.99% |
| 1.101 | G.I.S. | 2,638 | 0.65 | 2,323 | 0.57 | 316 | 13.59% | 0.08 | 13.59% |
| 1.224 | Community Health | 11,070 | 2.73 | 14,095 | 3.47 | (3,025) | -21.46% | (0.75) | -21.46% |
| 1.280 | Regional Parks | 338,470 | 83.38 | 313,395 | 77.21 | 25,076 | 8.00% | 6.18 | 8.00% |
| 1.309 | Climate Action and Adaptation | 24,844 | 6.12 | 24,040 | 5.92 | 804 | 3.35% | 0.20 | 3.35% |
| 1.310 | Land Banking & Housing | 58,108 | 14.32 | 32,447 | 7.99 | 25,661 | 79.09% | 6.32 | 79.09% |
| 1.312 | Regional Goose Management | 3,810 | 0.94 | 3,678 | 0.91 | 132 | 3.59% | 0.03 | 3.59% |
| 1.324 | Regional Planning Services | 22,822 | 5.62 | 22,158 | 5.46 | 665 | 3.00% | 0.16 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 3,007 | 0.74 | 2,918 | 0.72 | 89 | 3.04% | 0.02 | 3.04% |
| 1.374 | Regional Emergency Program Support | 2,154 | 0.53 | 2,126 | 0.52 | 28 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 7,266 | 1.79 | 5,382 | 1.33 | 1,885 | 35.02% | 0.46 | 35.02% |
| 1.911 | 911 Systems | 5,330 | 1.31 | 3,947 | 0.97 | 1,383 | 35.04% | 0.34 | 35.04% |
| 1.921 | Regional CREST Contribution | 24,527 | 6.04 | 23,643 | 5.82 | 884 | 3.74% | 0.22 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 2,310 | 0.57 | 3,660 | 0.90 | (1,350) | -36.88% | (0.33) | -36.88% |
| | **Total Regional** | **$745,165** | **$183.57** | **$670,134** | **$165.09** | **$75,031** | **11.20%** | **$18.48** | **11.20%** |
| 1.126 | Victoria Family Court Committee | 245 | 0.06 | 245 | 0.06 | - | 0.00% | - | 0.00% |
| 1.230 | Traffic Safety Commission | 1,330 | 0.33 | 1,330 | 0.33 | - | 0.00% | - | 0.00% |
| 1.313 | Animal Care Services | 78,497 | 19.34 | 68,829 | 16.96 | 9,668 | 14.05% | 2.38 | 14.05% |
| 1.330 | Regional Growth Strategy | 6,013 | 1.48 | 5,837 | 1.44 | 176 | 3.01% | 0.04 | 3.01% |
| 1.913 | 913 Fire Dispatch | 51,575 | 12.71 | 46,463 | 11.45 | 5,112 | 11.00% | 1.26 | 11.00% |
| 3.701 | Millstream Remediation Service | 151 | 0.04 | 255 | 0.06 | (104) | -40.66% | (0.03) | -40.66% |
| | **Total Sub-Regional** | **$137,811** | **$33.95** | **$122,960** | **$30.29** | **$14,852** | **12.08%** | **$3.66** | **12.08%** |
| 1.103 | Elections | 9,237 | 2.28 | 8,968 | 2.21 | 269 | 3.00% | 0.07 | 3.00% |
| 1.104 | U.B.C.M. | 2,955 | 0.73 | 2,855 | 0.70 | 100 | 3.50% | 0.02 | 3.50% |
| 1.108 | Joint Electoral Area Admin | 40,045 | 9.87 | - | - | 40,045 | 100.00% | 9.87 | 100.00% |
| 1.318 | Building Inspection | 166,881 | 41.11 | 129,328 | 31.86 | 37,553 | 29.04% | 9.25 | 29.04% |
| 1.320 | Noise Control | 20,496 | 5.05 | 14,886 | 3.67 | 5,610 | 37.68% | 1.38 | 37.68% |
| 1.322 | Nuisances & Unsightly Premises | 12,863 | 3.17 | 11,801 | 2.91 | 1,062 | 9.00% | 0.26 | 9.00% |
| 1.372 | Electoral Area Emergency Program | 41,048 | 10.11 | 38,007 | 9.36 | 3,041 | 8.00% | 0.75 | 8.00% |
| | **Total Joint Electoral Area** | **$293,526** | **$72.31** | **$205,845** | **$50.71** | **$87,681** | **42.60%** | **$21.60** | **42.60%** |
| 1.109 | Electoral Area Admin Exp - JDF | 76,744 | 18.91 | 72,399 | 17.84 | 4,345 | 6.00% | 1.07 | 6.00% |
| 1.114 | Grant-in-Aid - Juan de Fuca | 11,476 | 2.83 | - | - | 11,476 | 100.00% | 2.83 | 100.00% |
| 1.317 | JDF Building Numbering | 14,169 | 3.49 | 13,750 | 3.39 | 419 | 3.05% | 0.10 | 3.05% |
| 1.319 | Soil Deposit Removal | 11,069 | 2.73 | 6,060 | 1.49 | 5,009 | 82.66% | 1.23 | 82.66% |
| 1.325 | Electoral Area Services - Planning | 816,993 | 201.27 | 743,790 | 183.24 | 73,203 | 9.84% | 18.03 | 9.84% |
| 1.340 | JDF Livestock Injury Compensation | 13 | 0.00 | 13 | 0.00 | - | 0.00% | - | 0.00% |
| 1.370 | Juan de Fuca Emergency Program | 109,167 | 26.89 | 105,055 | 25.88 | 4,112 | 3.91% | 1.01 | 3.91% |
| 1.377 | JDF Search and Rescue | 72,050 | 17.75 | 69,952 | 17.23 | 2,098 | 3.00% | 0.52 | 3.00% |
| 1.405 | JDF EA - Community Parks | 255,439 | 62.93 | 232,973 | 57.39 | 22,466 | 9.64% | 5.53 | 9.64% |
| 1.924 | Emergency Comm - CREST - JDF | 141,957 | 34.97 | 148,289 | 36.53 | (6,332) | -4.27% | (1.56) | -4.27% |
| | **Total JDF Electoral Area** | **$1,509,077** | **$371.77** | **$1,392,281** | **$342.99** | **$116,796** | **8.39%** | **$28.77** | **8.39%** |
| | **Total Capital Regional District** | **$2,685,580** | **$661.60** | **$2,391,220** | **$589.09** | **$294,360** | **12.31%** | **$72.52** | **12.31%** |
| CRHD | Capital Regional Hospital District | 461,299 | 113.64 | 461,292 | 113.64 | 7 | 0.00% | 0.00 | 0.00% |
| | **Total CRD and CRHD** | **$3,146,878** | **$775.25** | **$2,852,511** | **$702.73** | **$294,367** | **10.32%** | **$72.52** | **10.32%** |
| | **Average residential assessment - 2024** | | | **$910,937** | | | | | |

**Major Impacts (Changes in $/Avg HH>)**

| | Change in Requisition $ | % | Change in Cost / Avg HH $ | % |
|---|---|---|---|---|
| **REGIONAL** | | | | |
| Legislative & General Government | 22,545 | 0.79% | 5.55 | 0.79% |
| Community Health | (3,025) | -0.11% | (0.75) | -0.11% |
| Regional Parks | 25,076 | 0.88% | 6.18 | 0.88% |
| Land Banking & Housing | 25,661 | 0.90% | 6.32 | 0.90% |
| **JOINT EA** | | | | |
| Joint Electoral Area Admin | 40,045 | 1.40% | 9.87 | 1.40% |
| Building Inspection | 37,553 | 1.32% | 9.25 | 1.32% |
| Noise Control | 5,610 | 0.20% | 1.38 | 0.20% |
| **JDF EA** | | | | |
| Electoral Area Admin Exp - JDF | 4,345 | 0.15% | 1.07 | 0.15% |
| Grant-in-Aid - Juan de Fuca | 11,476 | 0.40% | 2.83 | 0.40% |
| Soil Deposit Removal | 5,009 | 0.18% | 1.23 | 0.18% |
| Electoral Area Services - Planning | 73,203 | 2.57% | 18.03 | 2.57% |
| Juan de Fuca Emergency Program | 4,112 | 0.14% | 1.01 | 0.14% |
| JDF EA - Community Parks | 22,466 | 0.79% | 5.53 | 0.79% |
| Emergency Comm - CREST - JDF | (6,332) | -0.22% | (1.56) | -0.22% |
| **Capital Regional Hospital District** | 7 | 0.00% | 0.00 | 0.00% |
| **Other** | 26,616 | 0.93% | 6.56 | 0.93% |
| **TOTAL CRD & CRHD** | **294,367** | **10.32%** | **$72.52** | **10.32%** |

| | JUAN DE FUCA<br>Local/Specified/Defined Services | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.119 | Vancouver Island Regional Library | 415,989 | 116.73 | 403,818 | 113.31 | 12,171 | 3.01% | 3.42 | 3.01% |
| 1.121 | Sooke Regional Museum | 82,452 | 23.14 | 80,020 | 22.45 | 2,432 | 3.04% | 0.68 | 3.04% |
| 1.128 | Greater Victoria Police Victim Services | 906 | 1.88 | 888 | 1.84 | 18 | 1.99% | 0.04 | 1.99% |
| 1.133 | Langford E.A. - Greater Victoria Public Library | 34,268 | 71.17 | 33,256 | 69.06 | 1,012 | 3.04% | 2.10 | 3.04% |
| 1.232 | Port Renfrew Street Lighting | 4,148 | 47.14 | 3,722 | 42.30 | 426 | 11.45% | 4.84 | 11.45% |
| 1.350 | Willis Point Fire Protect & Recreation | 179,788 | 752.62 | 155,590 | 651.32 | 24,199 | 15.55% | 101.30 | 15.55% |
| 1.353 | Otter Point Fire Protection | 791,177 | 699.94 | 703,795 | 622.64 | 87,382 | 12.42% | 77.31 | 12.42% |
| 1.354 | Malahat Fire Protection | 70,374 | 704.87 | 73,055 | 731.72 | (2,681) | -3.67% | (26.85) | -3.67% |
| 1.355 | Durrance Road Fire Protection | 3,016 | 335.11 | 3,016 | 335.11 | - | 0.00% | - | 0.00% |
| 1.357 | East Sooke Fire Protection | 676,632 | 761.67 | 510,868 | 575.07 | 165,764 | 32.45% | 186.60 | 32.45% |
| 1.358 | Port Renfrew Fire Protection | 148,686 | 362.76 | 127,342 | 310.69 | 21,344 | 16.76% | 52.08 | 16.76% |
| 1.360 | Shirley Fire Protection | 243,189 | 705.48 | 212,393 | 616.14 | 30,796 | 14.50% | 89.34 | 14.50% |
| 1.40X | SEAPARC | 794,550 | 249.92 | 750,192 | 235.97 | 44,358 | 5.91% | 13.95 | 5.91% |
| 1.408 | JDF EA - Community Recreation | 72,750 | 20.41 | 70,632 | 19.82 | 2,118 | 3.00% | 0.59 | 3.00% |
| 1.523 | Port Renfrew Refuse Disposal | 62,346 | 151.80 | 39,376 | 95.87 | 22,970 | 58.34% | 55.93 | 58.34% |
| 2.650 | Port Renfrew Water | 87,350 | 345.26 | 72,248 | 285.57 | 15,102 | 20.90% | 59.69 | 20.90% |
| 2.682 | Seagirt Water System Debt | 114,767 | 1,334.50 | 114,767 | 1,334.50 | - | 0.00% | - | 0.00% |
| 2.691 | Wilderness Mountain Water Service | 78,970 | 974.94 | 67,495 | 833.27 | 11,475 | 17.00% | 141.67 | 17.00% |
| 3.755 | Regional Source Control | 688 | 7.59 | 666 | 7.34 | 22 | 3.36% | 0.25 | 3.36% |
| 3.850 | Port Renfrew Sewer | 70,369 | 799.65 | 67,019 | 761.58 | 3,350 | 5.00% | 38.07 | 5.00% |
| | **Total Local/Specified/Defined Services** | **3,932,416** | | **3,490,157** | | **$442,259** | | | |
| | **Average residential assessment - 2024** | | | **$910,937** | | | | | |

| | SALT SPRING ISLAND<br>Electoral Area | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 443,366 | 66.87 | 400,984 | 60.48 | 42,383 | 10.57% | 6.39 | 10.57% |
| 1.10X | Facilities Management | 5,573 | 0.84 | 5,686 | 0.86 | (113) | -1.99% | (0.02) | -1.99% |
| 1.101 | G.I.S. | 4,960 | 0.75 | 4,367 | 0.66 | 593 | 13.59% | 0.09 | 13.59% |
| 1.224 | Community Health | 20,811 | 3.14 | 26,497 | 4.00 | (5,687) | -21.46% | (0.86) | -21.46% |
| 1.280 | Regional Parks | 636,298 | 95.98 | 589,157 | 88.87 | 47,140 | 8.00% | 7.11 | 8.00% |
| 1.309 | Climate Action and Adaptation | 48,888 | 7.37 | 47,305 | 7.14 | 1,583 | 3.35% | 0.24 | 3.35% |
| 1.310 | Land Banking & Housing | 109,239 | 16.48 | 60,998 | 9.20 | 48,241 | 79.09% | 7.28 | 79.09% |
| 1.312 | Regional Goose Management | 7,498 | 1.13 | 7,238 | 1.09 | 260 | 3.59% | 0.04 | 3.59% |
| 1.324 | Regional Planning Services | 42,904 | 6.47 | 41,655 | 6.28 | 1,249 | 3.00% | 0.19 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 5,652 | 0.85 | 5,486 | 0.83 | 167 | 3.04% | 0.03 | 3.04% |
| 1.374 | Regional Emergency Program Support | 4,238 | 0.64 | 4,183 | 0.63 | 55 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 14,298 | 2.16 | 10,590 | 1.60 | 3,708 | 35.02% | 0.56 | 35.02% |
| 1.911 | 911 Systems | 11,128 | 1.68 | 8,240 | 1.24 | 2,887 | 35.04% | 0.44 | 35.04% |
| 1.921 | Regional CREST Contribution | 51,204 | 7.72 | 49,358 | 7.44 | 1,845 | 3.74% | 0.28 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 4,344 | 0.66 | 6,881 | 1.04 | (2,537) | -36.88% | (0.38) | -36.88% |
| | **Total Regional** | **$1,410,400** | **$212.74** | **$1,268,626** | **$191.35** | **$141,774** | **11.18%** | **$21.38** | **11.18%** |
| 1.230 | Traffic Safety Commission | 2,501 | 0.38 | 2,501 | 0.38 | - | 0.00% | - | 0.00% |
| 1.311 | Regional Housing Trust Fund | - | - | 25,858 | 3.90 | (25,858) | -100.00% | (3.90) | -100.00% |
| 1.313 | Animal Care Services | 147,568 | 22.26 | 129,393 | 19.52 | 18,176 | 14.05% | 2.74 | 14.05% |
| 1.913 | 913 Fire Dispatch | 68,490 | 10.33 | 61,702 | 9.31 | 6,788 | 11.00% | 1.02 | 11.00% |
| | **Total Sub-Regional** | **$218,559** | **$32.97** | **$219,454** | **$33.10** | **($894)** | **-0.41%** | **($0.13)** | **-0.41%** |
| 1.103 | Elections | 17,365 | 2.62 | 16,859 | 2.54 | 506 | 3.00% | 0.08 | 3.00% |
| 1.104 | U.B.C.M. | 5,556 | 0.84 | 5,368 | 0.81 | 188 | 3.50% | 0.03 | 3.50% |
| 1.108 | Joint Electoral Area Admin | 75,282 | 11.36 | - | - | 75,282 | 100.00% | 11.36 | 100.00% |
| 1.318 | Building Inspection | 313,723 | 47.32 | 243,126 | 36.67 | 70,597 | 29.04% | 10.65 | 29.04% |
| 1.320 | Noise Control | 38,531 | 5.81 | 27,985 | 4.22 | 10,546 | 37.68% | 1.59 | 37.68% |
| 1.322 | Nuisances & Unsightly Premises | 24,181 | 3.65 | 22,185 | 3.35 | 1,996 | 9.00% | 0.30 | 9.00% |
| 1.372 | Electoral Area Emergency Program | 77,168 | 11.64 | 71,451 | 10.78 | 5,717 | 8.00% | 0.86 | 8.00% |
| | **Total Joint Electoral Area** | **$551,807** | **$83.23** | **$386,973** | **$58.37** | **$164,833** | **42.60%** | **$24.86** | **42.60%** |
| 1.116 | Grant-in-Aid - Salt Spring Island | 73,725 | 11.12 | 43,752 | 6.60 | 29,973 | 68.51% | 4.52 | 68.51% |
| 1.124 | SSI Economic Development Commission | 64,442 | 9.72 | 53,699 | 8.10 | 10,743 | 20.01% | 1.62 | 20.01% |
| 1.141 | Salt Spring Island Public Library | 766,678 | 115.64 | 717,294 | 108.19 | 49,384 | 6.88% | 7.45 | 6.88% |
| 1.236 | Salt Spring Island Fernwood Dock | 21,870 | 3.73 | 16,380 | 2.80 | 5,490 | 33.52% | 0.94 | 33.52% |
| 1.238A | Community Transit (SSI) | 495,151 | 74.69 | 353,679 | 53.35 | 141,472 | 40.00% | 21.34 | 40.00% |
| 1.238B | Community Transportation (SSI) | 101,950 | 15.38 | 88,059 | 13.28 | 13,891 | 15.77% | 2.10 | 15.77% |
| 1.299 | Salt Spring Island Arts | 145,393 | 21.93 | 133,716 | 20.17 | 11,677 | 8.73% | 1.76 | 8.73% |
| 1.342 | SSI Livestock Injury Compensation | 13 | 0.00 | 13 | 0.00 | - | 0.00% | - | 0.00% |
| 1.378 | SSI Search and Rescue | 26,480 | 3.99 | 22,917 | 3.46 | 3,563 | 15.55% | 0.54 | 15.55% |
| 1.455 | Salt Spring Island - Community Parks | 648,609 | 97.83 | 588,527 | 88.77 | 60,082 | 10.21% | 9.06 | 10.21% |
| 1.458 | Salt Spring Is.- Community Rec | 135,108 | 20.38 | 118,975 | 17.95 | 16,133 | 13.56% | 2.43 | 13.56% |
| 1.459 | Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog | 2,100,131 | 316.77 | 1,888,013 | 284.78 | 212,118 | 11.23% | 31.99 | 11.23% |
| 3.705 | SSI Liquid Waste Disposal | 416,177 | 71.06 | 416,125 | 71.05 | 52 | 0.01% | 0.01 | 0.01% |
| | **Total SSI LCC Services** | **$4,995,727** | **$762.24** | **$4,441,149** | **$678.49** | **$554,578** | **12.49%** | **$83.76** | **12.35%** |
| 1.111 | Electoral Area Admin Exp - SSI | 853,366 | 128.72 | 659,598 | 99.49 | 193,768 | 29.38% | 29.23 | 29.38% |
| 1.316 | SSI Building Numbering | 10,575 | 1.60 | 10,265 | 1.55 | 310 | 3.02% | 0.05 | 3.02% |
| 1.371 | SSI Emergency Program | 134,080 | 20.22 | 130,170 | 19.63 | 3,910 | 3.00% | 0.59 | 3.00% |
| 1.535 | Stormwater Quality Management - SSI | 25,350 | 3.82 | 24,610 | 3.71 | 740 | 3.01% | 0.11 | 3.01% |
| 1.925 | Emergency Comm - CREST - SSI | 154,992 | 23.38 | 150,818 | 22.75 | 4,174 | 2.77% | 0.63 | 2.77% |
| 21.E.A. | Feasibility Study Reserve Fund - E.A. | - | - | (10,000) | (1.51) | 10,000 | 100.00% | 1.51 | 100.00% |
| | **Total Other SSI Electoral Area** | **$1,178,363** | **$177.74** | **$965,461** | **$145.62** | **$212,902** | **22.05%** | **$32.11** | **22.05%** |
| | **Total SSI Electoral Area (Including SSI LCC Services)** | **$6,174,090** | **$939.98** | **$5,406,610** | **$824.11** | **$767,480** | **14.20%** | **$115.87** | **14.06%** |
| | **Total Capital Regional District** | **$8,354,857** | **$1,268.92** | **$7,281,663** | **$1,106.93** | **$1,073,194** | **14.74%** | **$161.98** | **14.63%** |
| CRHD | Capital Regional Hospital District | 867,206 | 130.80 | 867,193 | $130.80 | 13 | 0.00% | 0.00 | 0.00% |
| | **Total CRD and CRHD** | **$9,222,062** | **$1,399.72** | **$8,148,856** | **$1,237.73** | **$1,073,207** | **13.17%** | **$161.99** | **13.09%** |
| | **Average residential assessment - 2024** | | | **$1,048,500** | | | | | |

| Major Impacts (Changes in $/Avg HH>) | Change in Requisition | | Change in Cost / Avg HH | |
|---|---|---|---|---|
| | $ | % | $ | % |
| **REGIONAL** | | | | |
| Legislative & General Government | 42,383 | 0.52% | 6.39 | 0.52% |
| Community Health | (5,687) | -0.07% | (0.86) | -0.07% |
| Regional Parks | 47,140 | 0.58% | 7.11 | 0.57% |
| Land Banking & Housing | 48,241 | 0.59% | 7.28 | 0.59% |
| **SUB-REGIONAL** | | | | |
| Regional Housing Trust Fund | (25,858) | -0.32% | (3.90) | -0.32% |
| Animal Care Services | 18,176 | 0.22% | 2.74 | 0.22% |
| 913 Fire Dispatch | 6,788 | 0.08% | 1.02 | 0.08% |
| **JOINT EA** | | | | |
| Joint Electoral Area Admin | 75,282 | 0.92% | 11.36 | 0.92% |
| Building Inspection | 70,597 | 0.87% | 10.65 | 0.86% |
| Noise Control | 10,546 | 0.13% | 1.59 | 0.13% |
| **SSI LCC EA** | | | | |
| Grant-in-Aid - Salt Spring Island | 29,973 | 0.37% | 4.52 | 0.37% |
| SSI Economic Development Commission | 10,743 | 0.13% | 1.62 | 0.13% |
| Salt Spring Island Public Library | 49,384 | 0.61% | 7.45 | 0.60% |
| Community Transit (SSI) | 141,472 | 1.74% | 21.34 | 1.72% |
| Community Transportation (SSI) | 13,891 | 0.17% | 2.10 | 0.17% |
| Salt Spring Island Arts | 11,677 | 0.14% | 1.76 | 0.14% |
| Salt Spring Island - Community Parks | 60,082 | 0.74% | 9.06 | 0.73% |
| Salt Spring Is.- Community Rec | 16,133 | 0.20% | 2.43 | 0.20% |
| Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog | 212,118 | 2.60% | 31.99 | 2.59% |
| **OTHER SSI EA** | | | | |
| Electoral Area Admin Exp - SSI | 193,768 | 2.38% | 29.23 | 2.36% |
| Feasibility Study Reserve Fund - E.A. | 10,000 | 0.12% | 1.51 | 0.12% |
| **Capital Regional Hospital District** | 13 | 0.00% | 0.00 | 0.00% |
| **Other** | 36,344 | 0.45% | 5.59 | 0.45% |
| **TOTAL CRD & CRHD** | **1,073,207** | **13.17%** | **$161.99** | **13.09%** |

| | SALT SPRING ISLAND<br>Local/Specified/Defined Services | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.234 | SSI Street Lighting (LCC Service) | 32,832 | 5.08 | 31,869 | 4.93 | 963 | 3.02% | 0.15 | 3.02% |
| 2.620 | SSI Highland Water System | 13,664 | 53.80 | 31,726 | 124.91 | (18,062) | -56.93% | (71.11) | -56.93% |
| 2.621 | Highland / Fernwood Water - SSI | 87,756 | 263.53 | 77,630 | 233.12 | 10,126 | 13.04% | 30.41 | 13.04% |
| 2.624 | Beddis Water | 94,523 | 695.02 | 85,940 | 631.91 | 8,583 | 9.99% | 63.11 | 9.99% |
| 2.626 | Fulford Water | 56,888 | 557.73 | 55,230 | 541.47 | 1,658 | 3.00% | 16.25 | 3.00% |
| 2.628 | Cedar Lane Water (SSI) | 21,389 | 578.08 | 17,820 | 481.62 | 3,569 | 20.03% | 96.46 | 20.03% |
| 2.660 | Fernwood Water | 7,075 | 89.56 | 14,621 | 185.08 | (7,546) | -51.61% | (95.52) | -51.61% |
| 3.755 | Regional Source Control - Maliview Estates / Ganges Sewer | 7,871 | 10.35 | 7,615 | 10.01 | 256 | 3.36% | 0.34 | 3.36% |
| 3.810 | Ganges Sewer | 64,000 | 153.85 | 62,134 | 149.36 | 1,866 | 3.00% | 4.49 | 3.00% |
| 3.820 | Maliview Estates Sewer System | 5,220 | 55.53 | 5,070 | 53.94 | 150 | 2.96% | 1.60 | 2.96% |
| | **Total Local/Specified/Defined Services** | **391,218** | | **389,655** | | **1,563** | | | |
| | **Average residential assessment - 2024** | | | **$1,048,500** | | | | | |

| | SOUTHERN GULF ISLANDS<br>Electoral Area | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | Difference Increase/(Decrease) % | Change in Cost per Avg. Household $ | Change in Cost per Avg. Household % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 351,414 | 51.16 | 317,822 | 46.27 | 33,593 | 10.57% | 4.89 | 10.57% |
| 1.10X | Facilities Management | 4,417 | 0.64 | 4,507 | 0.66 | (90) | -1.99% | (0.01) | -1.99% |
| 1.101 | G.I.S. | 3,931 | 0.57 | 3,461 | 0.50 | 470 | 13.59% | 0.07 | 13.59% |
| 1.224 | Community Health | 16,495 | 2.40 | 21,002 | 3.06 | (4,507) | -21.46% | (0.66) | -21.46% |
| 1.280 | Regional Parks | 504,333 | 73.42 | 466,969 | 67.99 | 37,364 | 8.00% | 5.44 | 8.00% |
| 1.309 | Climate Action and Adaptation | 31,530 | 4.59 | 30,509 | 4.44 | 1,021 | 3.35% | 0.15 | 3.35% |
| 1.310 | Land Banking & Housing | 86,583 | 12.61 | 48,348 | 7.04 | 38,236 | 79.09% | 5.57 | 79.09% |
| 1.312 | Regional Goose Management | 4,836 | 0.70 | 4,668 | 0.68 | 168 | 3.59% | 0.02 | 3.59% |
| 1.324 | Regional Planning Services | 34,006 | 4.95 | 33,016 | 4.81 | 990 | 3.00% | 0.14 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 4,480 | 0.65 | 4,348 | 0.63 | 132 | 3.04% | 0.02 | 3.04% |
| 1.374 | Regional Emergency Program Support | 2,733 | 0.40 | 2,698 | 0.39 | 35 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 9,222 | 1.34 | 6,830 | 0.99 | 2,392 | 35.02% | 0.35 | 35.02% |
| 1.911 | 911 Systems | 5,159 | 0.75 | 3,820 | 0.56 | 1,338 | 35.04% | 0.19 | 35.04% |
| 1.921 | Regional CREST Contribution | 23,738 | 3.46 | 22,883 | 3.33 | 855 | 3.74% | 0.12 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 3,443 | 0.50 | 5,454 | 0.79 | (2,011) | -36.88% | (0.29) | -36.88% |
| | **Total Regional** | **$1,086,320** | **$158.16** | **$976,334** | **$142.14** | **$109,986** | **11.27%** | **$16.01** | **11.27%** |
| 1.230 | Traffic Safety Commission | 1,982 | 0.29 | 1,982 | 0.29 | - | 0.00% | - | 0.00% |
| 1.297 | Arts Grants | 27,669 | 4.03 | 26,853 | 3.91 | 817 | 3.04% | 0.12 | 3.04% |
| 1.311 | Regional Housing Trust Fund | - | - | 16,620 | 2.42 | (16,620) | -100.00% | (2.42) | -100.00% |
| 1.313 | Animal Care Services | 116,963 | 17.03 | 102,557 | 14.93 | 14,406 | 14.05% | 2.10 | 14.05% |
| 1.913 | 913 Fire Dispatch | 55,528 | 8.08 | 50,024 | 7.28 | 5,503 | 11.00% | 0.80 | 11.00% |
| | **Total Sub-Regional** | **$202,143** | **$29.43** | **$198,036** | **$28.83** | **$4,106** | **2.07%** | **$0.60** | **2.07%** |
| 1.103 | Elections | 13,764 | 2.00 | 13,362 | 1.95 | 401 | 3.00% | 0.06 | 3.00% |
| 1.104 | U.B.C.M. | 4,404 | 0.64 | 4,255 | 0.62 | 149 | 3.50% | 0.02 | 3.50% |
| 1.108 | Joint Electoral Area Admin | 59,669 | 8.69 | - | - | 59,669 | 100.00% | 8.69 | 100.00% |
| 1.318 | Building Inspection | 248,658 | 36.20 | 192,703 | 28.06 | 55,956 | 29.04% | 8.15 | 29.04% |
| 1.320 | Noise Control | 30,540 | 4.45 | 22,181 | 3.23 | 8,359 | 37.68% | 1.22 | 37.68% |
| 1.322 | Nuisances & Unsightly Premises | 19,166 | 2.79 | 17,584 | 2.56 | 1,582 | 9.00% | 0.23 | 9.00% |
| 1.372 | Electoral Area Emergency Program | 61,164 | 8.90 | 56,632 | 8.24 | 4,532 | 8.00% | 0.66 | 8.00% |
| | **Total Joint Electoral Area** | **$437,365** | **$63.68** | **$306,717** | **$44.65** | **$130,648** | **42.60%** | **$19.02** | **42.60%** |
| 1.110 | Electoral Area Admin Exp - SGI | 426,590 | 62.11 | 414,160 | 60.30 | 12,430 | 3.00% | 1.81 | 3.00% |
| 1.117 | Grant-in-Aid - Southern Gulf Islands | 113,760 | 16.56 | 110,354 | 16.07 | 3,406 | 3.09% | 0.50 | 3.09% |
| 1.125 | SGI Economic Development Commission | 130,580 | 19.01 | 126,778 | 18.46 | 3,802 | 3.00% | 0.55 | 3.00% |
| 1.138 | Southern Gulf Islands Regional Library | 249,095 | 36.27 | 242,724 | 35.34 | 6,371 | 2.62% | 0.93 | 2.62% |
| 1.235 | SGI Small Craft Harbour Facilities | 344,670 | 56.26 | 325,161 | 53.08 | 19,509 | 6.00% | 3.18 | 6.00% |
| 1.314 | SGI House Numbering | 10,290 | 1.50 | 9,987 | 1.45 | 303 | 3.03% | 0.04 | 3.03% |
| 1.341 | SGI Livestock Injury Compensation | - | - | - | - | - | 0.00% | - | 0.00% |
| 1.373 | SGI Emergency Program | 254,896 | 37.11 | 247,483 | 36.03 | 7,413 | 3.00% | 1.08 | 3.00% |
| 1.533 | Stormwater Quality Management - SGI | 42,228 | 6.15 | 41,000 | 5.97 | 1,228 | 3.00% | 0.18 | 3.00% |
| 1.923 | Emergency Comm - CREST - SGI | 188,872 | 27.50 | 185,093 | 26.95 | 3,779 | 2.04% | 0.55 | 2.04% |
| | **Total SGI Electoral Area** | **$1,760,981** | **$262.46** | **$1,702,740** | **$253.64** | **$58,241** | **3.42%** | **$8.82** | **3.48%** |
| | **Total Capital Regional District** | **$3,486,809** | **$513.72** | **$3,183,827** | **$469.27** | **$302,982** | **9.52%** | **$44.45** | **9.47%** |
| CRHD | Capital Regional Hospital District | 687,351 | 100.07 | 687,341 | 100.07 | 10 | 0.00% | 0.00 | 0.00% |
| | **Total CRD and CRHD** | **$4,174,160** | **$613.79** | **$3,871,168** | **$569.34** | **$302,992** | **7.83%** | **$44.46** | **7.81%** |

**Average residential assessment - 2024** **$802,142**

| Major Impacts (Changes in $/Avg HH>) | Change in Requisition $ | Change in Requisition % | Change in Cost / Avg HH $ | Change in Cost / Avg HH % |
|---|---|---|---|---|
| **REGIONAL** | | | | |
| Legislative & General Government | 33,593 | 0.87% | 4.89 | 0.86% |
| Community Health | (4,507) | -0.12% | (0.66) | -0.12% |
| Regional Parks | 37,364 | 0.97% | 5.44 | 0.96% |
| Land Banking & Housing | 38,236 | 0.99% | 5.57 | 0.98% |
| **SUB-REGIONAL** | | | | |
| Regional Housing Trust Fund | (16,620) | -0.43% | (2.42) | -0.43% |
| Animal Care Services | 14,406 | 0.37% | 2.10 | 0.37% |
| **JOINT EA** | | | | |
| Joint Electoral Area Admin | 59,669 | 1.54% | 8.69 | 1.53% |
| Building Inspection | 55,956 | 1.45% | 8.15 | 1.43% |
| Noise Control | 8,359 | 0.22% | 1.22 | 0.21% |
| **SGI EA** | | | | |
| Electoral Area Admin Exp - SGI | 12,430 | 0.32% | 1.81 | 0.32% |
| SGI Small Craft Harbour Facilities | 19,509 | 0.50% | 3.18 | 0.56% |
| SGI Emergency Program | 7,413 | 0.19% | 1.08 | 0.19% |
| **Capital Regional Hospital District** | 10 | 0.00% | 0.00 | 0.00% |
| **Other** | 37,174 | 0.96% | 5.41 | 0.95% |
| **TOTAL CRD & CRHD** | **302,992** | **7.83%** | **$44.46** | **7.81%** |

| | SOUTHERN GULF ISLANDS<br>Local/Specified/Defined Services | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.137 | Galiano Island Community Use Building | 70,106 | 46.35 | 67,056 | 44.34 | 3,050 | 4.55% | 2.02 | 4.55% |
| 1.170 | Gossip Island Electric Power Supply | 62,875 | 1,122.77 | 62,640 | 1,118.57 | 235 | 0.38% | 4.20 | 0.38% |
| 1.227 | Saturna Island Medical Clinic | 25,151 | 38.69 | 24,416 | 37.56 | 735 | 3.01% | 1.13 | 3.01% |
| 1.228 | Galiano Health Service | 148,995 | 98.51 | 144,629 | 95.63 | 4,366 | 3.02% | 2.89 | 3.02% |
| 1.229 | Pender Islands Health Care Centre | 273,210 | 109.39 | 264,601 | 105.94 | 8,609 | 3.25% | 3.45 | 3.25% |
| 1.352 | South Galiano Fire Protection | 691,742 | 779.80 | 634,882 | 717.13 | 56,860 | 8.96% | 62.67 | 8.74% |
| 1.356 | Pender Fire Protection | 1,488,880 | 599.24 | 1,344,740 | 541.23 | 144,139 | 10.72% | 58.01 | 10.72% |
| 1.359 | North Galiano Fire Protection | 353,554 | 895.20 | 328,792 | 833.07 | 24,763 | 7.53% | 62.13 | 7.46% |
| 1.363 | Saturna Island Fire | 313,491 | 480.18 | 302,461 | 463.29 | 11,030 | 3.65% | 16.89 | 3.65% |
| 1.465 | Saturna Island Comm. Parks | 29,780 | 45.61 | 28,909 | 44.28 | 871 | 3.01% | 1.33 | 3.01% |
| 1.468 | Saturna Island - Community Rec. | 15,602 | 23.90 | 15,149 | 23.20 | 453 | 2.99% | 0.69 | 2.99% |
| 1.475 | Mayne Is. Com. Parks & Rec | 99,303 | 58.19 | 96,281 | 56.42 | 3,022 | 3.14% | 1.77 | 3.14% |
| 1.478 | Mayne Is. Community Rec. | 37,920 | 22.22 | 36,816 | 21.57 | 1,104 | 3.00% | 0.65 | 3.00% |
| 1.485 | North & South Pender Com. Parks | 178,540 | 71.51 | 173,335 | 69.43 | 5,205 | 3.00% | 2.08 | 3.00% |
| 1.488 | North & South Pender Com. Rec | 71,720 | 28.72 | 69,632 | 27.89 | 2,088 | 3.00% | 0.84 | 3.00% |
| 1.495 | Galiano Parks | 110,710 | 84.86 | 107,482 | 82.39 | 3,228 | 3.00% | 2.47 | 3.00% |
| 1.498 | Galiano Community Recreation | 45,170 | 34.63 | 43,850 | 33.61 | 1,320 | 3.01% | 1.01 | 3.01% |
| 2.630 | Magic Lakes Estate Water System | 597,460 | 499.55 | 580,060 | 485.00 | 17,400 | 3.00% | 14.55 | 3.00% |
| 2.640 | Saturna Island Water System (Lyall Harbour) | 147,829 | 849.59 | 140,696 | 808.60 | 7,133 | 5.07% | 40.99 | 5.07% |
| 2.642 | Skana Water (Mayne) | 28,441 | 389.60 | 26,580 | 364.11 | 1,861 | 7.00% | 25.49 | 7.00% |
| 2.665 | Sticks Allison Water (Galiano) | 5,560 | 146.32 | 5,100 | 134.21 | 460 | 9.02% | 12.11 | 9.02% |
| 2.667 | Surfside Park Estates (Mayne) | 30,529 | 290.75 | 24,620 | 234.48 | 5,909 | 24.00% | 56.28 | 24.00% |
| 3.755 | Regional Source Control | 4,078 | 5.73 | 3,945 | 5.55 | 133 | 3.36% | 0.19 | 3.36% |
| 3.830 | Magic Lake Estates Sewer System | 624,830 | 881.28 | 606,635 | 855.62 | 18,195 | 3.00% | 25.66 | 3.00% |
| 3.830D | Magic Lake Estates Sewer Debt | 229,455 | 400.45 | 229,459 | 400.45 | (4) | 0.00% | (0.01) | 0.00% |
| | **Total Local/Specified/Defined Services** | **5,684,931** | | **$5,362,766** | | **$322,165** | | | |
| | **Average residential assessment - 2024** | | | **$802,142** | | | | | |

# CRD 2025 Capital Projects Greater than $500,000

**Appendix E**

| SERVICE AREA | $M | FUNDING SOURCE | COMMUNITY NEED |
|---|---|---|---|
| **Parks & Recreation** | | | |
| **REGIONAL PARKS** | | | |
| Regional Trestle Renewal, Trails Widening and Lighting Project | 8.2 | Debt, Grant | Regional Parks |
| Potential Land Acquisition Transactions | 2.0 | Debt | Regional Parks |
| Design & Expand East Sooke Aylard Farm Parking | 0.8 | Capital Funds on Hand, Reserves | Regional Parks |
| **SEAPARC** | | | |
| Skate Park Renewal | 1.1 | Debt | Arts & Recreation |
| **PANORAMA RECREATION** | | | |
| Centennial Park Multi-Sport Box | 3.0 | Debt | Arts & Recreation |
| Heat Recovery Plant | 2.2 | Debt | Climate Action |
| **Environmental Services** | | | |
| **ENVIRONMENTAL RESOURCE MANAGEMENT** | | | |
| Cell 5 Liner Construction | 4.9 | Debt | Solid Waste & Recycling |
| Cell 1,2 & 3 Transition Liner | 2.0 | Debt | Solid Waste & Recycling |
| RNG Optimization Projects | 1.8 | Capital Funds on Hand, Reserves | Solid Waste & Recycling |
| Contractor Workshop Relocation | 1.2 | Capital Funds on Hand, Reserves | Solid Waste & Recycling |
| Aggregate Production for Internal Use | 0.9 | Reserves | Solid Waste & Recycling |
| Cell 5 & 6 Gravity Retaining Wall Construction | 0.8 | Debt | Solid Waste & Recycling |
| NE & NW Aggregate Stockpile cover | 0.8 | Debt | Solid Waste & Recycling |
| Hartland North Electrical | 0.8 | Reserves | Solid Waste & Recycling |
| Gas & Leachate Collection Pipe Extension | 0.7 | Reserves | Solid Waste & Recycling |
| **ENVIRONMENTAL PROTECTION** | | | |
| Regional Electric Vehicle Charging Infrastructure | 1.0 | Capital Funds on Hand, Grant | Climate Action |
| **FACILITIES MANAGEMENT & ENGINEERING** | | | |
| Mechanical Upgrades | 1.1 | Reserves, Other | Health Facilities |
| **LIQUID WASTE MANAGEMENT - CORE & WESTSHORE** | | | |
| Biosolids Advanced Thermal Pilot Demonstration Plant | 1.7 | Capital Funds on Hand, Debt | Wastewater |
| **Legislative & General** | | | |
| **FINANCE** | | | |
| Additional Office Space at IWS Field Office | 5.0 | Debt, Reserves | Business Systems & Processes |
| **INFORMATION TECHNOLOGY** | | | |
| SAP Lifecycle Replacement | 2.5 | Capital Funds on Hand | Business Systems & Processes |
| SAP S4HANA Enhancements | 0.8 | Capital Funds on Hand | Business Systems & Processes |
| **Royal Theatre** | | | |
| Repair Building Envelope | 0.8 | Reserves, Other | Arts & Culture |
| **Integrated Water Services** | | | |
| **SAANICH PENINSULA WATER SUPPLY** | | | |
| SPW System Upgrade and Expansion | 13.7 | Debt, Reserves | Water |
| Reservoir Seismic Isolation Valves | 0.6 | Reserves | Water |
| **LYALL HARBOUR BOOT COVE WATER** | | | |
| Dam Improvement and Regulatory Requirements | 0.6 | Capital Funds on Hand, Debt | Water |
| **REGIONAL WATER SUPPLY** | | | |
| GVWSA Land Acquisition | 32.3 | Debt | Water |
| Main No. 4 - Mt Newton to Highway 17 & Bear Hill Trunk Extension | 27.8 | Capital Funds on Hand, Grant | Water |
| Goldstream IWS Field Office | 11.0 | Capital Funds on Hand, Other | Water |

*Continued on next page*

# CRD 2025 Capital Projects Greater than $500,000



| SERVICE AREA | $M | FUNDING SOURCE | COMMUNITY NEED |
|---|---|---|---|
| **REGIONAL WATER SUPPLY *continued*** | | | |
| Replacement of UV System and Controls Upgrades | 5.8 | Capital Funds on Hand, Other | Water |
| Sooke Lake & Deception Water Supply Area Dams - Upgrades and Improvements Program | 4.0 | Capital Funds on Hand, Grant | Water |
| Mount Tolmie Tank Improvements | 3.2 | Capital Funds on Hand | Water |
| RWS Supply Main No. 4 Upgrade & Main No. 1 High Pressuring | 2.8 | Capital Funds on Hand | Water |
| Vehicle & Equipment Replacement (Funding from Replacement Fund) | 1.4 | ERF | Water |
| Critical Spare Equipment Storage & Pipe Yard | 1.0 | Capital Funds on Hand | Water |
| SCADA Masterplan and System Upgrades | 1.0 | Capital Funds on Hand | Water |
| Head Tank Valve & Main No. 4 & 5 Valve Replacement | 1.0 | Capital Funds on Hand | Water |
| Sooke Lake & Deception Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses | 0.9 | Capital Funds on Hand | Water |
| Kapoor Main Mile 1 Bridge and Asphalt Upgrade | 0.8 | Capital Funds on Hand | Water |
| Bulk Supply Meter Replacement and Backflow Prevention Program | 0.8 | Capital Funds on Hand | Water |
| Goldstream Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses | 0.7 | Capital Funds on Hand | Water |
| Main No.3 Segment Replacement | 0.7 | Capital Funds on Hand | Water |
| Microwave Radio Upgrades | 0.6 | Capital Funds on Hand | Water |
| Forest Resilience Treatments | 0.6 | Capital Funds on Hand, Other | Water |
| **JDF WATER DISTRIBUTION** | | | |
| AC Pipe Replacement Program | 8.6 | Capital Funds on Hand | Water |
| Hwy 14 Watermain Relocation | 2.0 | Capital Funds on Hand | Water |
| Residential Service & Meter Replacement | 1.8 | Capital Funds on Hand | Water |
| Comprehensive Pump Station Upgrades | 1.6 | Capital Funds on Hand | Water |
| SCADA Master Plan Update & Upgrades | 1.5 | Capital Funds on Hand | Water |
| Vehicle & Equipment Replacement | 1.4 | ERF | Water |
| **JDF WATER DISTRIBUTION (DCC)** | | | |
| Sooke Henlyn Supply & Distribution Mains | 1.0 | Reserves | Water |
| **SAANICH PENINSULA TREATMENT PLANT** | | | |
| Odour Control Upgrade Construction | 3.3 | Debt, Reserves | Wastewater |
| **CORE AREA WASTEWATER** | | | |
| Gorge Siphon Inlet Chamber Upgrade | 3.4 | Reserves | Wastewater |
| Optimization of Residual Treatment Facility Operations | 3.3 | Debt | Wastewater |
| Shoreline Trunk Sewer Upgrade | 2.9 | Debt | Wastewater |
| Harling Pump Station - Complete Replacement | 2.3 | Debt | Wastewater |
| Marigold Electrical and Building Upgrades | 2.0 | Debt | Wastewater |
| Manhole Repairs and Replacement | 2.0 | Debt | Wastewater |
| Cecelia Ravine Pipe Protection | 1.5 | Debt | Wastewater |
| Annual Provisional Emergency Repairs | 1.5 | Reserves | Wastewater |
| Western Trunk Grit Chamber Repairs | 1.3 | Debt | Wastewater |
| Harriet Siphon Inlet Chamber Upgrade | 1.0 | Debt | Wastewater |
| Currie Major Electrical and Seismic Upgrades | 1.0 | Debt | Wastewater |
| Lang Cove Electrical and Building Upgrades | 0.9 | Reserves | Wastewater |
| Process & Mechanical Upgrades | 0.9 | Debt | Wastewater |
| Western Trunk Sewer Twinning | 0.8 | Debt, Reserves | Wastewater |
| SCADA and Radio Assessment | 0.8 | Debt | Wastewater |
| Secondary Odour Collection System Upgrade | 0.8 | Debt | Wastewater |
| Safety & Security Upgrades | 0.6 | Debt | Wastewater |

*Continued on next page*

# CRD 2025 Capital Projects Greater than $500,000



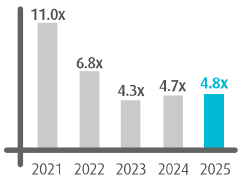
| | | | |
|---|---|---|---|
| **Land, Banking and Housing** | | | |
| Regional Housing First Program - Village on the Green | 10.3 | Debt | Housing & Health |
| Regional Housing First Program - Campus View | 5.8 | Debt | Housing & Health |
| Forest Homes Affordable Housing Project | 2.1 | Grant, Reserves | Housing & Health |
| **Salt Spring Island (SSI)** | | | |
| **SALT SPRING ISLAND ADMINISTRATION** | | | |
| Park Maintenance Facility | 0.6 | Grant, Reserves | Arts & Recreation |
| **MALIVIEW ESTATES SEWER SYSTEM** | | | |
| Wastewater Treatment Plant Upgrade | 1.2 | Debt, Grant | Wastewater |
| **Southern Gulf Island (SGI)** | | | |
| **PENDER ISLAND COMMUNITY PARKS** | | | |
| Trail Development | 1.7 | Capital Funds on Hand, Grant, Reserves, Other | Regional Parks |

| | |
|---|---|
| **Total Projects > $500K** | **224.6** |
| **Total Projects < $500K** | **58.5** |
| **Total 2025 Capital Projects** | **283.1** |

# CRD 2025 Financial Indicators



## BUILDING INFRASTRUCTURE

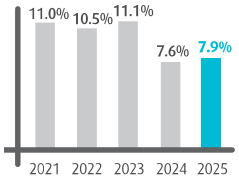



### Investment in capital is **4.8x** the rate of depreciation

This is the amount of capital invested in infrastructure for every dollar that assets depreciate each year. In 2025, the investment in capital will be $283.1M* compared to an amortization of $58.6M*.

**Amortization based on net book value as per the audited financial statements from the preceding year*

## MANAGING DEBT



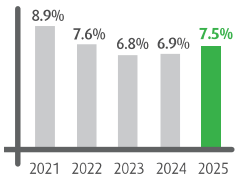

### Debt servicing costs are **7.9%** of revenue

This is the amount of annual revenue committed to debt repayment for existing and new capital. In 2025, debt servicing costs will account for $25.6M* out of total revenue of $322.5M.**

**This excludes municipal borrowing.*

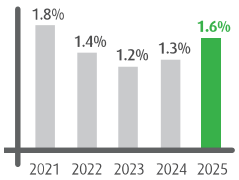
***This excludes municipal debt (17.6M), internal allocations (64.0M), and surplus carryforward (6.8M).*

## SAVING FOR THE FUTURE




### Reserve transfers make up **7.5%** of the operating budget

This is the amount of total reserve contributions compared to the total CRD operating budget. In 2025, reserve transfers will total $30.8M while the operating budget will total $410.8M.




### Reserve transfers make up **1.6%** of the depreciated value of assets

This is the amount of total reserve contributions compared to the total net book value of CRD assets. In 2025, reserve transfers will total $30.8M while the net book value will total $1,938.7M.*

**Based on net book value as per the audited statements from the preceding year.*

# CAPITAL REGIONAL DISTRICT BOARD sitting as COMMITTEE OF THE WHOLE
# October 30, 2024
# Board Room, 625 Fisgard Street, Victoria

# BUDGET REVIEW
# Part A

*Click on the **Department name** below to access budget package*


**1. Introduction/Overview**

**1.0** Budget Report

**2. Executive Services**

**2.1** C.A.O. & Executive Office
**2.2** Human Resources
**2.3** Corporate Communications
**2.4** GM - Electoral Area Services

**3. Corporate Services**

**3.1** Corporate Services
**3.2** Board Expenditures
**3.3** Real Estate
**3.4** First Nations Relations
**3.5** Victoria Family Court Committee
**3.6** Greater Victoria Police Victims Services
**3.7** Sooke Regional Museum

**4. Finance and Technology**

**4.1 Financial Services**
4.1.1 Finance

**4.2 Technology and Initiatives**
4.2.1 Information Technology
4.2.2 GIS Information Systems
4.2.3 Geo-Spatial Referencing

**4.3 Arts and Other Finance Budgets**
4.3.1 Royal Theatre
4.3.2 McPherson Theatre
4.3.3 Arts Grants and Development
4.3.4 Feasibility Study Reserve
4.3.5 Regional Grant in Aid


Reference to First Nations participation may include services provided as a client to a service by way of service agreement, services provided under a CRD to non-status residents on reserve, or services provided to those Nations that fall within the administrative boundaries of the Juan de Fuca Electoral Area. First Nations service provision and taxation is context dependent, and services may be invoiced or requisitioned depending on the nature of the relationship (for example, where participation in services are as a "client" or where services are provided through taxation by the First Nation on CRD's behalf).

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# EXECUTIVE SERVICES

## COMMITTEE OF THE WHOLE

October 2024

# COMMITTEE OF THE WHOLE
# October 30, 2024

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*Click on the service area name below to access selected budgets*


| Executive Services | | | Page |
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| **2.2** | 1.016 | Human Resources | **11 - 18** |
| **2.3** | 1.118 | Corporate Communications | **19 - 26** |
| **2.4** | 1.029 | GM - Electoral Area Services | **27 - 30** |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# CAO & Executive Services

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.014 CAO & Executive Services** **Committee: Governance Committee & Finance Committee**

**DEFINITION:**

Authorized by Letters Patent to provide for administrative expenditures of the Capital Regional District Board.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition

| Change in Budget 2024 to 2025<br>Service: 1.014 CAO & EXECUTIVE SERVICES | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **1,117,777** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 31,585 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 29,708 | |
| Annualization of 2024 position | 33,804 | Annualization of 2024 IBC 11b-7.1: Manager of Corporate Initiatives & Administration |
| Total Change in Salaries | 95,098 | |
| **Other Changes:** | | |
| Building Occupancy | 5,499 | |
| Sharepoint Online Upgrade | 10,812 | Contribution to 2025 IBC 13a-3.1: M365 Sharepoint Online Transition to IM |
| Other Costs | (325) | |
| Total Other Changes | 15,986 | |
| **2025 Budget** | **1,228,861** | |

| Summary of % Expense Increase | | |
|---|---|---|
| 2024 IBC Annualization Expense | 3.0% | |
| Other salary adjustments | 5.5% | |
| Balance of increase | 1.4% | |
| *% expense increase from 2024:* | ***9.9%*** | |
| *% Requisition increase from 2024* | ***10%*** | *Requisition funding is 100% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is a one time favourable variance of $93,700 (8.4%) largely due to variances on salary ($69,940) and savings on office supplies, meeting expenses and training ($23,000).*

| CAO & Executive Services | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 958,240 | 888,300 | 1,053,719 | - | - | 1,053,719 | 1,084,131 | 1,115,410 | 1,147,570 | 1,180,646 |
| Building Occupancy | 26,714 | 26,714 | 33,393 | - | - | 33,393 | 36,939 | 39,770 | 41,342 | 42,038 |
| Intergovernment Allocation | - | - | - | - | - | - | - | - | - | - |
| Legal Expenses | 1,970 | 1,000 | 2,030 | - | - | 2,030 | 2,070 | 2,110 | 2,150 | 2,190 |
| Software Licenses | 6,930 | 5,000 | 7,790 | - | - | 7,790 | 5,490 | 5,600 | 5,710 | 5,820 |
| Other Operating Expenses | 120,923 | 93,033 | 116,117 | - | 10,812 | 126,929 | 129,610 | 121,585 | 124,483 | 127,456 |
| **TOTAL OPERATING COSTS** | **1,114,777** | **1,014,047** | **1,213,049** | **-** | **10,812** | **1,223,861** | **1,258,239** | **1,284,475** | **1,321,254** | **1,358,150** |
| *Percentage Increase over prior year | | | | | | 9.8% | 2.8% | 2.1% | 2.9% | 2.8% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 3,000 | 10,000 | 5,000 | - | - | 5,000 | 5,100 | 5,200 | 5,300 | 5,410 |
| **TOTAL CAPITAL / RESERVES** | 3,000 | 10,000 | 5,000 | - | - | 5,000 | 5,100 | 5,200 | 5,300 | 5,410 |
| **TOTAL COSTS** | **1,117,777** | **1,024,047** | **1,218,049** | **-** | **10,812** | **1,228,861** | **1,263,339** | **1,289,675** | **1,326,554** | **1,363,560** |
| Internal Recovery from CAWTP | - | - | - | - | - | - | - | - | - | - |
| Transfer from Internal Reserve | - | - | - | - | - | - | - | - | - | - |
| **NET COSTS** | **1,117,777** | **1,024,047** | **1,218,049** | **-** | **10,812** | **1,228,861** | **1,263,339** | **1,289,675** | **1,326,554** | **1,363,560** |
| *Percentage increase over prior year Net Costs | | | 9.0% | | | 9.9% | 2.8% | 2.1% | 2.9% | 2.8% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 6.0 | 6.0 | 6.0 | | - | 6.0 | 6.0 | 6.0 | 6.0 | 6.0 |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 1.014<br>CAO / Corporate Services | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $5,754 | $17,262 | $15,965 | $17,262 | $7,672 | $63,915 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$5,754** | **$17,262** | **$15,965** | **$17,262** | **$7,672** | **$63,915** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $5,754 | $17,262 | $15,965 | $17,262 | $7,672 | $63,915 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$5,754** | **$17,262** | **$15,965** | **$17,262** | **$7,672** | **$63,915** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 1.014

**Service Name:** CAO / Corporate Services

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 24-01 | Replacement | Computer | Computer Replacement | $ 14,796 | E | ERF | | $ - | $ - | $ - | $ - | $ - | $ - |
| 25-01 | Replacement | Computer | Computer Replacement | $ 5,754 | E | ERF | | $ 5,754 | $ - | $ - | $ - | $ - | $ 5,754 |
| 26-01 | Replacement | Computer | Computer Replacement | $ 17,262 | E | ERF | | $ - | $ 17,262 | $ - | $ - | $ - | $ 17,262 |
| 27-01 | Replacement | Computer | Computer Replacement | $ 15,965 | E | ERF | | $ - | $ - | $ 15,965 | $ - | $ - | $ 15,965 |
| 28-01 | Replacement | Computer | Computer Replacement | $ 17,262 | E | ERF | | $ - | $ - | $ - | $ 17,262 | $ - | $ 17,262 |
| 29-01 | Replacement | Computer | Computer Replacement | $ 7,672 | E | ERF | | $ - | $ - | $ - | $ - | $ 7,672 | $ 7,672 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 78,711** | | | | **$ 5,754** | **$ 17,262** | **$ 15,965** | **$ 17,262** | **$ 7,672** | **$ 63,915** |

## Reserve Schedule

**Reserve Fund:** 1.014 CAO / Corporate Services

| **Fund: 1022 Fund Center: 101366**<br>ERF Group: CAO.ERF | **Estimate** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 34,709 | 32,719 | 41,965 | 40,003 | 39,638 | 38,286 |
| **Actual Purchases** | (20,991) | | | | | |
| **Planned Purchases (Based on Capital Plan)** | | (5,754) | (17,262) | (15,965) | (17,262) | (7,672) |
| **Transfer from Operating Budget** | 19,000 | 15,000 | 15,300 | 15,600 | 15,910 | 16,230 |
| **Interest Income** | | | | | | |
| **Ending Balance $** | **32,719** | **41,965** | **40,003** | **39,638** | **38,286** | **46,844** |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Human Resources

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.016 Human Resources** **Committee: Governance Committee & Finance Committee**

**DEFINITION:**

Authorized by Letters Patent to provide Human Resources services to the Board of the Capital Regional District.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2024 to 2025**

| **Service: 1.016 HUMAN RESOURCES** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **3,798,978** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 55,565 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 56,834 | |
| Annualization of 2024 position | 118,323 | 2024 IBC 11a-1.1: Develop and Implement The Corporate Accessibility Plan (3 months) |
| 1.0 FTE Manager, Safety | 80,759 | 2025 IBC 11b-1.2 Manager, Safety 2025 (6 months) |
| 0.5 FTE Term support | 72,500 | 2025 IBC 13a-3.2 SAP S4/HANA Enhancements |
| Auxiliary wages adjustment | (21,547) | |
| Total Change in Salaries | 362,434 | |
| **Other Changes:** | | |
| Office & Equipment Costs | 32,000 | Office costs associated with new ongoing FTEs |
| Contract for Services | (50,000) | Reduction in one-time funding for 2024 Employee Survey part 2 |
| Building Occupancy | 33,427 | |
| Sharepoint Online Upgrade | 25,226 | Contribution to 2025 IBC 13a-3.1: M365 Sharepoint Online Transition to IM |
| Other Costs | (50,555) | |
| Total Other Changes | (9,902) | |
| **2025 Budget** | **4,151,510** | |

| Summary of % Expense Increase | | |
|---|---|---|
| 2025 IBC Expense | 4.9% | |
| 2024 IBC Annualization Expense | 3.1% | |
| Reduction in one-time contract for services | -1.3% | |
| Other 2025 wage adjustments | 2.4% | |
| Balance of increase | 3.3% | |
| *% expense increase from 2024:* | ***9.3%*** | |
| *% Requisition increase from 2024 (if applicable):* | ***5.8%*** | *Requisition funding is 14% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $382,000 (68.4%) due largely to temporary staff vacancies ($250,000) as well as reduced training and development spending ($51,000). Further savings from reduced office supply costs and legal services.*

| 1.016 - Human Resources | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Salaries and Wages | 2,827,443 | 2,577,600 | 2,993,119 | 80,759 | 116,000 | 3,189,877 | 3,934,996 | 4,231,031 | 4,053,745 | 4,172,235 |
| Allocations | 104,168 | 104,168 | 125,054 | - | 25,226 | 150,280 | 161,116 | 144,692 | 149,860 | 152,469 |
| Legal Expenses | 17,310 | 10,000 | 17,830 | - | - | 17,830 | 18,190 | 18,550 | 18,920 | 19,300 |
| GVLRA Membership Dues and Staff Training | 181,300 | 160,000 | 188,430 | 2,500 | - | 190,930 | 212,590 | 224,400 | 228,880 | 233,460 |
| Contract for Services | 391,197 | 361,000 | 336,473 | - | 15,000 | 351,473 | 341,292 | 333,304 | 339,620 | 344,212 |
| Software Licenses | 14,500 | 12,000 | 14,940 | 1,500 | - | 16,440 | 24,420 | 40,150 | 41,730 | 43,390 |
| Other Operating Expenses | 224,060 | 149,120 | 195,680 | 4,500 | 2,500 | 202,680 | 236,134 | 236,716 | 236,527 | 241,329 |
| **TOTAL OPERATING COSTS** | **3,759,978** | **3,373,888** | **3,871,526** | **89,259** | **158,726** | **4,119,510** | **4,928,738** | **5,228,843** | **5,069,282** | **5,206,395** |
| *Percentage Increase over prior year | | | | | | 9.6% | 19.6% | 6.1% | -3.1% | 2.7% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Equipment Purchases | 30,000 | 30,000 | - | - | 20,000 | 20,000 | 30,000 | 10,600 | 810 | 830 |
| Transfer to Equipment Replacement Fund | 9,000 | 9,000 | 12,000 | - | - | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| **TOTAL CAPITAL / RESERVE** | **39,000** | **39,000** | **12,000** | **-** | **20,000** | **32,000** | **42,000** | **22,600** | **12,810** | **12,830** |
| **TOTAL COSTS** | **3,798,978** | **3,412,888** | **3,883,526** | **89,259** | **178,726** | **4,151,510** | **4,970,738** | **5,251,443** | **5,082,092** | **5,219,225** |
| | | | | | | 9.3% | 19.7% | 5.6% | -3.2% | 2.7% |
| INTERNAL RECOVERIES | | | | | | | | | | |
| Recovery Costs | (20,000) | (16,000) | (20,000) | - | (72,500) | (92,500) | (378,503) | (312,793) | (20,000) | (20,000) |
| First Aid Recovery | (6,090) | (6,090) | (6,278) | - | - | (6,278) | (6,405) | (6,534) | (6,666) | (6,798) |
| Transfer from Internal Reserve | (110,000) | (110,000) | - | - | - | - | - | - | - | - |
| Safety Officer Recovery | - | - | - | - | - | - | - | - | - | - |
| Human Resources | (3,104,516) | (3,104,516) | (3,291,510) | (89,259) | (81,000) | (3,461,769) | (3,896,791) | (4,241,744) | (4,337,435) | (4,445,623) |
| **TOTAL INTERNAL RECOVERIES** | **(3,240,606)** | **(3,236,606)** | **(3,317,788)** | **(89,259)** | **(153,500)** | **(3,560,547)** | **(4,281,699)** | **(4,561,071)** | **(4,364,101)** | **(4,472,421)** |
| **NET COSTS** | **558,372** | **176,282** | **565,738** | **-** | **25,226** | **590,964** | **689,039** | **690,372** | **717,991** | **746,804** |
| *Percentage increase over prior year Net Costs | | | | | | 5.8% | 16.6% | 0.2% | 4.0% | 4.0% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 17.0 | 17.0 | 17.0 | 1.0 | 0.5 | 18.5 | 23.5 | 25.0 | 23.0 | 23.0 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.016 Human Resources | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $9,590 | $349,736 | $725,710 | $128,446 | $23,836 | $1,237,318 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$9,590** | **$349,736** | **$725,710** | **$128,446** | **$23,836** | **$1,237,318** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $9,590 | $3,836 | $9,590 | $13,426 | $3,836 | $40,278 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $345,900 | $716,120 | $115,020 | $20,000 | $1,197,040 |
| | | **$0** | **$9,590** | **$349,736** | **$725,710** | **$128,446** | **$23,836** | **$1,237,318** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 1.016

**Service Name:** Human Resources

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 25-01 | Replacement | Computer | Computer Replacement | $ 9,590 | E | ERF | $ - | $ 9,590 | $ - | $ - | $ - | $ - | $ 9,590 |
| 26-01 | Replacement | Computer | Computer Replacement | $ 3,836 | E | ERF | $ - | $ - | $ 3,836 | $ - | $ - | $ - | $ 3,836 |
| 27-01 | Replacement | Computer | Computer Replacement | $ 9,590 | E | ERF | $ - | $ - | $ - | $ 9,590 | $ - | $ - | $ 9,590 |
| 28-01 | Replacement | Computer | Computer Replacement | $ 13,426 | E | ERF | $ - | $ - | $ - | $ - | $ 13,426 | $ - | $ 13,426 |
| 29-01 | Replacement | Computer | Computer Replacement | $ 3,836 | E | ERF | $ - | $ - | $ - | $ - | $ - | $ 3,836 | $ 3,836 |
| 26-02 | New | HRIS - Talent Suite | | $ 1,197,040 | E | Res | $ - | $ - | $ 345,900 | $ 716,120 | $ 115,020 | $ 20,000 | $ 1,197,040 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 1,237,318** | | | | **$ 9,590** | **$ 349,736** | **$ 725,710** | **$ 128,446** | **$ 23,836** | **$ 1,237,318** |

## Reserve Schedule

**Reserve Fund:** 1.016 Human Resources

### Reserve Cash Flow

| **Fund: 1022 Fund Center: 101419** | **Estimate** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| ERF Group: HR.ERF | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 21,470 | 21,470 | 23,894 | 26,129 | 31,841 | 35,909 |
| **Actual Purchases** | (6,576) | - | - | - | | - |
| **Planned Purchases (Based on Capital Plan)** | | (9,590) | (3,836) | (9,590) | (13,426) | (3,836) |
| **Transfer from Operating Budget** | 9,000 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| **Interest Income** | - | - | - | - | - | - |
| **Ending Balance $** | **23,894** | **23,880** | **32,058** | **28,539** | **30,415** | **44,073** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Corporate Communications

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.118 Corporate Communications** **Committee: Governance Committee & Finance Committee**

**DEFINITION:**

Authorized by Letters Patent to provide administrative services to the Board of the Capital Regional District.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

| Change in Budget 2024 to 2025<br>Service: 1.118 Corporate Communications | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **1,545,346** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 31,943 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 10,602 | |
| Auxiliary wages adjustment | (108,000) | 2023 IBC 15f-1.15 Corporate Website - conclusion of one year term position |
| Total Change in Salaries | (65,454) | |
| **Other Changes:** | | |
| Contract for Services | (50,000) | Conclusion of 2024 IBC 12b-2.1 Citizen Experience Survey |
| | (25,000) | Conclusion of 2024 IBC 12b-1.1 Build EDI Principles into Public Participation Framework |
| SharePoint Online Upgrade | 10,812 | Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM |
| Building Occupancy | 8,199 | |
| Human Resources Allocation | 7,176 | Increase in 2024 salary budget; corporate safety resourcing |
| Other Costs | (120) | |
| Total Other Changes | (48,933) | |
| **2025 Budget** | **1,430,959** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and benefit change | 2.1% |
| Allocations | 1.7% |
| Auxiliary wages adjustment | -7.0% |
| 2024 One-time Items | -3.2% |
| Balance of decrease | -1.0% |
| *% expense increase from 2024:* | ***-7.4%*** |
| *% Requisition decrease from 2024 (if applicable):* | ***-7%*** |

*Requisition funding is 37% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $29,045 (2%) due mainly to one-time vacant positions, software licencing and staff training. This variance will be moved to the Legislative and General Operating Reserve.*

| 1.118 - CORPORATE COMMUNICATIONS | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 1,256,637 | 1,174,735 | 1,191,183 | - | - | 1,191,183 | 1,339,376 | 1,378,090 | 1,417,899 | 1,458,844 |
| Allocations | 79,029 | 79,029 | 96,194 | - | 10,812 | 107,006 | 118,160 | 116,228 | 119,873 | 122,360 |
| Contract for Services | 113,370 | 171,029 | 23,010 | 10,000 | - | 33,010 | 33,670 | 34,340 | 35,030 | 35,730 |
| Printing & Copying | 8,140 | 7,560 | 8,390 | - | - | 8,390 | 8,560 | 8,730 | 8,900 | 9,080 |
| Other Operating Expenses | 83,170 | 68,947 | 85,370 | - | - | 85,370 | 87,126 | 88,940 | 90,803 | 92,698 |
| **TOTAL OPERATING COSTS** | **1,540,346** | **1,501,300** | **1,404,147** | **10,000** | **10,812** | **1,424,959** | **1,586,892** | **1,626,328** | **1,672,505** | **1,718,712** |
| *Percentage Increase over prior year | | | -8.8% | 0.6% | 0.7% | -7.5% | 11.4% | 2.5% | 2.8% | 2.8% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 5,000 | 5,000 | 6,000 | - | - | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| **TOTAL CAPITAL / RESERVES** | 5,000 | 5,000 | 6,000 | - | - | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| **TOTAL COSTS** | **1,545,346** | **1,506,300** | **1,410,147** | **10,000** | **10,812** | **1,430,959** | **1,592,892** | **1,632,328** | **1,678,505** | **1,724,712** |
| *Percentage increase over prior year Total Costs | | | -8.7% | 0.6% | 0.7% | -7.4% | 11.3% | 2.5% | 2.8% | 2.8% |
| Funding from Internal Reserves | (125,000) | (115,000) | - | - | - | - | - | - | - | - |
| **TOTAL COSTS LESS INTERNAL RECOVERIES** | **1,420,346** | **1,391,300** | **1,410,147** | **10,000** | **10,812** | **1,430,959** | **1,592,892** | **1,632,328** | **1,678,505** | **1,724,712** |
| REVENUE | | | | | | | | | | |
| Interest Income | - | - | - | - | - | - | - | - | - | - |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **NET COSTS** | **1,420,346** | **1,391,300** | **1,410,147** | **10,000** | **10,812** | **1,430,959** | **1,592,892** | **1,632,328** | **1,678,505** | **1,724,712** |
| *Percentage increase over prior year Net Costs | | | -0.7% | 0.7% | 0.8% | 0.7% | 11.3% | 2.5% | 2.8% | 2.8% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 8.0 | 8.0 | 8.0 | | - | 8.0 | 9.0 | 9.0 | 9.0 | 9.0 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.118 Corporate Communications | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $66,400 | $72,154 | $11,508 | $3,836 | $3,836 | $3,836 | $95,170 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$66,400** | **$72,154** | **$11,508** | **$3,836** | **$3,836** | **$3,836** | **$95,170** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $5,754 | $11,508 | $3,836 | $3,836 | $3,836 | $28,770 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $66,400 | $66,400 | $0 | $0 | $0 | $0 | $66,400 |
| | **$66,400** | **$72,154** | **$11,508** | **$3,836** | **$3,836** | **$3,836** | **$95,170** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.118

**Service Name:** Corporate Communications

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 25-01 | Replacement | Computer | Computer Replacement | $ 5,754 | E | ERF | | $ 5,754 | $ - | $ - | $ - | $ - | $ 5,754 |
| 26-01 | Replacement | Computer | Computer Replacement | $ 11,508 | E | ERF | | $ - | $ 11,508 | $ - | $ - | $ - | $ 11,508 |
| 27-01 | Replacement | Computer | Computer Replacement | $ 3,836 | E | ERF | | $ - | $ - | $ 3,836 | $ - | $ - | $ 3,836 |
| 28-01 | Replacement | Computer | Computer Replacement | $ 3,836 | E | ERF | | $ - | $ - | $ - | $ 3,836 | $ - | $ 3,836 |
| 22-01 | Replacement | Computer | CRD Public Website | $ 3,836 | E | ERF | | $ - | $ - | $ - | $ - | $ 3,836 | $ 3,836 |
| 22-01 | Replacement | CRD Public Website | CRD Public Website | $ 450,000 | E | Res | $ 66,400 | $ 66,400 | $ - | $ - | $ - | $ - | $ 66,400 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 478,770** | | | | **$ 72,154** | **$ 11,508** | **$ 3,836** | **$ 3,836** | **$ 3,836** | **$ 95,170** |

## Reserve Schedule

**Reserve Fund: 1.118 Corporate Communications**

Assets held by Corporate Communications consists of computers and equipment to support service delivery.

### Reserve Cash Flow

| Fund: 1022 Fund Center: 101518<br>ERF Group: COMREL.ERF | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 11,410 | 13,149 | 13,395 | 7,887 | 10,051 | 12,215 |
| **Actual Purchases** | (3,288) | | | | | |
| **Planned Purchases (Based on Capital Plan)** | | (5,754) | (11,508) | (3,836) | (3,836) | (3,836) |
| **Transfer from Operating Budget** | 5,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| **Interest Income** | 27 | | | | | |
| **Ending Balance $** | **13,149** | **13,395** | **7,887** | **10,051** | **12,215** | **14,379** |

**Assumptions/Background:**

2025 - 3 standard laptops
2026 - 6 standard laptops
2027 - 2 standard laptops
2028 - 2 standard laptops
2029 - 2 standard laptops

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# GM - Electoral Area Services

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.029 GM - Electoral Area Services**

**DEFINITION:**

The oversight of Electoral Area Services for the Capital Regional District Board

**SERVICE DESCRIPTION:**

The General Manager provides overall direction and supporting administrative oversight for all Electoral Area Services excluding fire protection and emergency management services.

The department and its divisions report to the Board, Hospital District Board, Electoral Area Services Committee and the Salt Spring Island Local Community Commission.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**FUNDING:**

Requisition and Internal Recoveries

**Change in Budget 2024 to 2025**

| **Service: 1.029 GM - Electoral Area Services** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **-** | |
| **Change in Salaries:** | | |
| 1.0 FTE General Manager | 140,092 | 2025 IBC 16e-5.1 Electoral Area Services Department Oversight (6 months) |
| 1.0 FTE Administrative Staff | 51,902 | 2025 IBC 16e-5.1 Electoral Area Services Department Oversight (6 months) |
| Total Change in Salaries | 191,995 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 25,000 | |
| Supplies | 20,000 | Office costs associated with new ongoing FTEs |
| Contract For Services | 4,500 | Ongoing contractor and legal expenses |
| Other | 8,500 | |
| Total Other Changes | 58,000 | |
| **2025 Budget** | **249,995** | |
| Summary of % Expense Change | | |
| *% expense increase from 2024:* | *100.0%* | |
| *% Requisition increase from 2024 (if applicable):* | *100.0%* | *Requisition funding is (30%) of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*This function is new in the 2025 fiscal year.*

| 1.029 - GM - Electoral Area Services | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | - | - | - | 191,995 | - | 191,995 | 395,115 | 406,556 | 418,323 | 430,424 |
| Contract for Services | - | - | - | 4,500 | - | 4,500 | 4,590 | 4,680 | 4,770 | 4,860 |
| Internal Allocations | - | - | - | 25,000 | - | 25,000 | 50,000 | 51,000 | 52,020 | 53,060 |
| Operating Other | - | - | - | 8,500 | 20,000 | 28,500 | 8,670 | 8,840 | 9,010 | 9,180 |
| **TOTAL OPERATING COSTS** | **-** | **-** | **-** | **229,995** | **20,000** | **249,995** | **458,375** | **471,076** | **484,123** | **497,524** |
| *Percentage Increase over prior year | | | | | | NA | 83.4% | 2.8% | 2.8% | 2.8% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVES** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **TOTAL COSTS** | **-** | **-** | **-** | **229,995** | **20,000** | **249,995** | **458,375** | **471,076** | **484,123** | **497,524** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Internal Recoveries | - | - | - | (160,997) | (14,000) | (174,997) | (320,863) | (329,753) | (338,886) | (348,267) |
| **TOTAL REVENUES** | **-** | **-** | **-** | **(160,997)** | **(14,000)** | **(174,997)** | **(320,863)** | **(329,753)** | **(338,886)** | **(348,267)** |
| **NET COSTS** | **-** | **-** | **-** | **68,998** | **6,000** | **74,998** | **137,512** | **141,323** | **145,237** | **149,257** |
| *Percentage increase over prior year Net Costs | | | | | | NA | 83.4% | 2.8% | 2.8% | 2.8% |
| AUTHORIZED POSITIONS: Salaried | | | 0.0 | 2.0 | | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# CORPORATE SERVICES

## COMMITTEE OF THE WHOLE

October 2024

# COMMITTEE OF THE WHOLE
# October 30, 2024

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# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Corporate Services

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.014 Corporate Services** **Committee: Governance Committee & Finance Committee**

**DEFINITION:**

Authorized by Letters Patent to provide for administrative expenditures of the Capital Regional District Board.

**SERVICE DESCRIPTION:**

Risk management including insurance claims, loss control and tender call/contract review.
Corporate administrative support including legal services, legislative services, procurement, records management and privacy and Freedom of information requests.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2024 to 2025**

| **Service: 1.014B CORPORATE SERVICES** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **3,177,282** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 31,744 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 51,412 | |
| 1.0 FTE Senior Analyst | 117,695 | 2025 IBC 13a-3.1 M365 Sharepoint Online Transition to IM |
| Auxiliary support | 30,000 | 2025 IBC 13a-3.1 M365 Sharepoint Online Transition to IM |
| Annualization of 2024 position | 32,091 | Annualization of 2024 IBC 12a-1.1: Privacy and Information Senior Analyst |
| Other minor adjustments | 26,251 | |
| Total Change in Salaries | 289,193 | |
| **Other Changes:** | | |
| Contract for Services | 542,800 | 2025 IBC 13a-3.1 M365 Sharepoint Online Transition to IM |
| Contract for Services | (290,000) | Reduction for 2024 one-time costs for EDRMS |
| Contract for Services | (170,000) | Reduction for 2024 one-time costs for centralizing procurement study and actuarial support |
| Office & Equipment Costs | 20,500 | Office costs associated with new ongoing FTEs |
| Building Occupancy | 26,258 | |
| Other Costs | 29,649 | |
| Total Other Changes | 159,207 | |
| **2025 Budget** | **3,625,682** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 IBC Expense | 22.4% |
| 2024 IBC Annualization Expense | 1.0% |
| Reduction in one-time contract for services | -14.5% |
| Balance of increase | 5.2% |
| *% expense increase from 2024:* | ***14.1%*** |
| *% Requisition increase from 2024 (if applicable):* | ***23%*** |

*Requisition funding is 73% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is a one time favourable variance of $214,000 (7.8%) largely due to temporary staff vacancies ($248,500) and deferral of EDRMS contract for services expenses ($290,000).This is largely offset by reduced transfers from reserve for EDRMS of $290,000, increased legal advisory and contributions to Equipment Reserve Fund.*

| CORPORATE SERVICES | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 2,457,348 | 2,208,886 | 2,598,846 | 117,695 | 30,000 | 2,746,542 | 3,066,927 | 3,248,948 | 3,342,433 | 3,438,558 |
| Building Occupancy | 122,984 | 128,734 | 154,992 | - | - | 154,992 | 172,068 | 185,716 | 193,218 | 196,449 |
| Legal Expenses | 7,920 | 25,000 | 8,160 | - | - | 8,160 | 8,320 | 8,490 | 8,660 | 8,830 |
| Contract for Services | 460,000 | 170,000 | - | - | 542,800 | 542,800 | 542,800 | - | - | - |
| Software Licenses | 15,060 | 33,000 | 15,510 | 1,500 | - | 17,010 | 20,440 | 20,850 | 21,270 | 21,700 |
| Other Operating Expenses | 106,970 | 87,120 | 100,453 | 8,000 | 37,726 | 146,179 | 187,508 | 152,971 | 123,420 | 123,939 |
| **TOTAL OPERATING COSTS** | **3,170,282** | **2,652,740** | **2,877,961** | **127,195** | **610,526** | **3,615,682** | **3,998,063** | **3,616,975** | **3,689,001** | **3,789,475** |
| *Percentage Increase over prior year | | | | | | 14.0% | 10.6% | -9.5% | 2.0% | 2.7% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 7,000 | 27,000 | 10,000 | - | - | 10,000 | 10,200 | 10,400 | 10,610 | 10,820 |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| Transfer to Climate Action Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVES** | **7,000** | **27,000** | **10,000** | **-** | **-** | **10,000** | **10,200** | **10,400** | **10,610** | **10,820** |
| **TOTAL COSTS** | **3,177,282** | **2,679,740** | **2,887,961** | **127,195** | **610,526** | **3,625,682** | **4,008,263** | **3,627,375** | **3,699,611** | **3,800,295** |
| *Percentage increase over prior year | | | -9.1% | | | 14.1% | 10.6% | -9.5% | 2.0% | 2.7% |
| **REVENUE** | | | | | | | | | | |
| FOI Revenue | - | - | - | - | - | - | - | - | - | - |
| Allocation Recovery | - | - | - | - | (406,339) | (406,339) | (406,339) | - | - | - |
| Transfer from Operating Reserve | (460,000) | (170,000) | - | - | - | - | - | - | - | - |
| **TOTAL REVENUE** | **(460,000)** | **(170,000)** | **-** | **-** | **(406,339)** | **(406,339)** | **(406,339)** | **-** | **-** | **-** |
| **NET COSTS** | **2,717,282** | **2,509,740** | **2,887,961** | **127,195** | **204,187** | **3,219,343** | **3,601,924** | **3,627,375** | **3,699,611** | **3,800,295** |
| *Percentage increase over prior year Net Costs | | | 6.3% | | | 18.5% | 11.9% | 0.7% | 2.0% | 2.7% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 16.6 | 16.6 | 16.6 | 1.0 | - | 17.6 | 19.6 | 20.6 | 20.6 | 20.6 |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 1.014<br>CAO / Corporate Services | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $5,754 | $17,262 | $15,965 | $17,262 | $7,672 | $63,915 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$5,754** | **$17,262** | **$15,965** | **$17,262** | **$7,672** | **$63,915** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $5,754 | $17,262 | $15,965 | $17,262 | $7,672 | $63,915 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$5,754** | **$17,262** | **$15,965** | **$17,262** | **$7,672** | **$63,915** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 1.014

**Service Name:** CAO / Corporate Services

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 24-01 | Replacement | Computer | Computer Replacement | $ 14,796 | E | ERF | | $ - | $ - | $ - | $ - | $ - | $ - |
| 25-01 | Replacement | Computer | Computer Replacement | $ 5,754 | E | ERF | | $ 5,754 | $ - | $ - | $ - | $ - | $ 5,754 |
| 26-01 | Replacement | Computer | Computer Replacement | $ 17,262 | E | ERF | | $ - | $ 17,262 | $ - | $ - | $ - | $ 17,262 |
| 27-01 | Replacement | Computer | Computer Replacement | $ 15,965 | E | ERF | | $ - | $ - | $ 15,965 | $ - | $ - | $ 15,965 |
| 28-01 | Replacement | Computer | Computer Replacement | $ 17,262 | E | ERF | | $ - | $ - | $ - | $ 17,262 | $ - | $ 17,262 |
| 29-01 | Replacement | Computer | Computer Replacement | $ 7,672 | E | ERF | | $ - | $ - | $ - | $ - | $ 7,672 | $ 7,672 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 78,711** | | | | **$ 5,754** | **$ 17,262** | **$ 15,965** | **$ 17,262** | **$ 7,672** | **$ 63,915** |

## Reserve Schedule

**Reserve Fund:** 1.014 CAO / Corporate Services

| **Fund: 1022 Fund Center: 101366**<br>ERF Group: CAO.ERF | **Estimate** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 34,709 | 32,719 | 41,965 | 40,003 | 39,638 | 38,286 |
| **Actual Purchases** | (20,991) | | | | | |
| **Planned Purchases (Based on Capital Plan)** | | (5,754) | (17,262) | (15,965) | (17,262) | (7,672) |
| **Transfer from Operating Budget** | 19,000 | 15,000 | 15,300 | 15,600 | 15,910 | 16,230 |
| **Interest Income** | | | | | | |
| **Ending Balance $** | **32,719** | **41,965** | **40,003** | **39,638** | **38,286** | **46,844** |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Board Expenditures

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.011 Board Expenditures** **Committee: Governance Committee & Finance Committee**

**DEFINITION:**

Authorized by Letters Patent to provide for the remuneration and expenses of the Capital Regional District members of the Board. One-half of the remuneration paid to the electoral area directors is charged to the Electoral Area Administrative Budgets (starting with the year 2003 budget).

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition

| 1.011 - Board Expenditures | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Directors' Remuneration | 910,194 | 890,000 | 936,900 | - | - | 936,900 | 955,640 | 974,750 | 994,250 | 1,014,140 |
| Standard Overhead Allocation | 60,175 | 60,175 | 68,189 | - | - | 68,189 | 70,234 | 71,639 | 73,072 | 74,533 |
| Building Occupancy | 111,261 | 111,261 | 140,337 | - | - | 140,337 | 155,826 | 168,187 | 174,982 | 177,907 |
| Legal Expenses | 15,530 | - | 16,000 | - | - | 16,000 | 16,320 | 16,650 | 16,980 | 17,320 |
| Contract for Services | 40,000 | 30,000 | 10,300 | - | - | 10,300 | 10,510 | 10,720 | 10,930 | 11,150 |
| Software Licenses | 156,030 | 122,699 | 78,310 | - | 30,000 | 108,310 | 79,880 | 81,480 | 83,110 | 84,770 |
| Meetings & Printing | 15,070 | 12,700 | 15,520 | - | - | 15,520 | 15,830 | 16,150 | 16,470 | 16,800 |
| Scholarship Programs | 18,750 | 18,660 | 19,240 | - | - | 19,240 | 19,570 | 19,910 | 20,260 | 20,620 |
| Other Operating Expenses | 36,760 | 19,370 | 38,270 | - | - | 38,270 | 39,316 | 40,408 | 41,549 | 42,764 |
| **TOTAL OPERATING COSTS** | **1,363,770** | **1,264,865** | **1,323,066** | **-** | **30,000** | **1,353,066** | **1,363,126** | **1,399,894** | **1,431,603** | **1,460,004** |
| *Percentage Increase over prior year | | | | | | -0.8% | 0.7% | 2.7% | 2.3% | 2.0% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 56,930 | 56,930 | 58,640 | - | - | 58,640 | 59,810 | 61,010 | 62,230 | 63,470 |
| **TOTAL CAPITAL / RESERVE** | **56,930** | **56,930** | **58,640** | **-** | **-** | **58,640** | **59,810** | **61,010** | **62,230** | **63,470** |
| **TOTAL COSTS** | **1,420,700** | **1,321,795** | **1,381,706** | **-** | **30,000** | **1,411,706** | **1,422,936** | **1,460,904** | **1,493,833** | **1,523,474** |
| | | | | | | -0.6% | 0.8% | 2.7% | 2.3% | 2.0% |
| INTERNAL RECOVERIES | | | | | | | | | | |
| Transfer from Internal Reserve | (80,000) | (50,000) | - | - | (30,000) | (30,000) | - | - | - | - |
| Other | (2,500) | (2,500) | (2,500) | - | - | (2,500) | (2,500) | (2,500) | (2,500) | (2,500) |
| **NET COSTS** | **1,338,200** | **1,269,295** | **1,379,206** | **-** | **-** | **1,379,206** | **1,420,436** | **1,458,404** | **1,491,333** | **1,520,974** |
| *Percentage increase over prior year Total Costs | | | 3.1% | | | 3.1% | 3.0% | 2.7% | 2.3% | 2.0% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 24 | 24 | 24 | | | 24 | 24 | 24 | 24 | 24 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.011 Board Expenditures | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $696,000 | $751,000 | $55,000 | $0 | $0 | $20,000 | $826,000 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$696,000** | **$751,000** | **$55,000** | **$0** | **$0** | **$20,000** | **$826,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $696,000 | $751,000 | $55,000 | $0 | $0 | $20,000 | $826,000 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$696,000** | **$751,000** | **$55,000** | **$0** | **$0** | **$20,000** | **$826,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 1.011

**Service Name:** Board Expenditures

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 19-01 | Replacement | Boardroom Video Distribution Equipment | Replacement of all existing video switching equipment | $ 81,000 | E | ERF | $ 81,000 | $ 81,000 | | | | | $ 81,000 |
| 19-02 | Replacement | Boardroom Projector and Screen Replacement | Replace projector and screen in Main office boardroom | $ 60,000 | E | ERF | | $ 60,000 | | | | | $ 60,000 |
| 19-03 | Replacement | Boardroom Chairs | Replace boardroom chairs | $ 30,000 | E | ERF | $ 30,000 | $ 30,000 | | | | | $ 30,000 |
| 20-01 | Replacement | Boardroom Audio System | Replace boardroom audio system | $ 21,700 | E | ERF | $ 10,000 | $ 10,000 | | | | | $ 10,000 |
| 21-02 | Replacement | Boardroom Video Streaming Equipment Replacement | Replace video streaming equipment (Granicus is way more than this...) | $ 20,000 | E | ERF | | | | | | $ 20,000 | $ 20,000 |
| 22-01 | Replacement | iPad and Tablet Replacements | Replace director iPads and tablets | $ 50,000 | E | ERF | | $ - | $ 50,000 | | | | $ 50,000 |
| 22-02 | Replacement | Boardroom Microphone System Replacement | Replace microphone system (this has not been done) | $ 100,000 | E | ERF | $ 100,000 | $ 100,000 | | | | | $ 100,000 |
| 23-02 | Replacement | Replace/Expand Recording Secretary Table | Replace/Expand Recording Secretary Table | $ 25,000 | E | ERF | $ 25,000 | $ 25,000 | | | | | $ 25,000 |
| 23-03 | Replacement | Multi-Camera System | Replace existing video Camera with a Mult-=Camera System | $ 80,000 | E | ERF | $ 75,000 | $ 75,000 | | | | | $ 75,000 |
| 24-01 | Replacement | AV & lighting for Boardroom | AV for Boardroom, as identiefied in 2024 IBC 12b-4.1: Meeting Management Improvements | $ 150,000 | E | ERF | $ 150,000 | $ 150,000 | | | | | $ 150,000 |
| 24-02 | Replacement | Boardroom Table redesign & upgrades | Replace Boardroom Table, as identiefied in 2024 IBC 12b-4.1: Meeting Management Improvements | $ 200,000 | E | ERF | $ 200,000 | $ 200,000 | | | | | $ 200,000 |
| 24-03 | Replacement | Wiring | Replace wiring to accommodate new Board table | $ 15,000 | E | ERF | $ 15,000 | $ 15,000 | $ - | | | | $ 15,000 |
| 24-05 | New | Granicus Integrated Voting | | $ 20,000 | E | ERF | $ 10,000 | $ 5,000 | $ 5,000 | | | | $ 10,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 852,700** | | | **$ 696,000** | **$ 751,000** | **$ 55,000** | **$ -** | **$ -** | **$ 20,000** | **$ 826,000** |

## Reserve Schedule

**Reserve Fund:** 1.011 Board

Boardroom Technology, Furniture and Equipment - The Board of Director assets include IPADs, computers, equipment and furniture used to support the Board and for activities held in the Boardroom.

### Reserve Cash Flow

| **Fund: 1022 Fund Center: 101413**<br>ERF Group: BOARD.ERF | **Actual** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 730,469 | 785,685 | 93,325 | 98,135 | 159,145 | 221,375 |
| **Actual Purchases** | (1,715) | - | - | - | - | |
| **Planned Purchases (Based on Capital Plan)** | | (751,000) | (55,000) | - | - | (20,000) |
| **Transfer from Operating Budget** | 56,930 | 58,640 | 59,810 | 61,010 | 62,230 | 63,470 |
| **Transfer from Operating Reserve** | | - | - | - | - | - |
| **Interest Income** | | - | - | - | - | - |
| **Ending Balance $** | **785,685** | **93,325** | **98,135** | **159,145** | **221,375** | **264,845** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Real Estate

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.015 Real Estate** **Committee: Governance Committee & Finance Committee**

**DEFINITION:**

Authorized by Letters Patent to provide for administrative expenditures of the Capital Regional District Board.

**SERVICE DESCRIPTION:**

Acquisition, disposal and management of real estate interests on behalf of CRD departments and commissions/committees.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Internal recoveries and requisition

| 1.015 - Real Estate Services | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 440,064 | 428,152 | 456,035 | - | - | 456,035 | 469,145 | 482,632 | 496,495 | 510,756 |
| Allocations | 69,483 | 69,483 | 78,393 | - | 3,604 | 81,997 | 88,534 | 90,064 | 92,726 | 94,544 |
| Legal Expenses | 1,500 | 1,500 | 1,550 | - | - | 1,550 | 1,580 | 1,610 | 1,640 | 1,670 |
| Software Licenses | 9,960 | 9,960 | 10,260 | - | - | 10,260 | 10,470 | 10,680 | 10,890 | 11,110 |
| Other Operating Expenses | 23,800 | 15,884 | 24,410 | - | - | 24,410 | 24,883 | 25,387 | 25,893 | 26,400 |
| **TOTAL OPERATING COSTS** | **544,807** | **524,979** | **570,648** | **-** | **3,604** | **574,252** | **594,612** | **610,373** | **627,644** | **644,480** |
| *Percentage increase/-decrease over prior year | | | | | | 5.4% | 3.5% | 2.7% | 2.8% | 2.7% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVE** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **TOTAL COSTS** | **544,807** | **524,979** | **570,648** | **-** | **3,604** | **574,252** | **594,612** | **610,373** | **627,644** | **644,480** |
| *Percentage increase/-decrease over prior year Total Costs | | | | | | 5.4% | 3.5% | 2.7% | 2.8% | 2.7% |
| Internal Recoveries | (435,846) | (435,846) | (456,518) | - | (2,883) | (459,401) | (475,690) | (488,298) | (502,115) | (515,584) |
| **NET COSTS** | **108,961** | **89,133** | **114,130** | **-** | **721** | **114,851** | **118,922** | **122,075** | **125,529** | **128,896** |
| *Percentage increase over prior year Net Costs | | | | | | 5.4% | 3.5% | 2.7% | 2.8% | 2.7% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 3.0 | 3.0 | 3.0 | | | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.015 Real Estate | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $0 | $1,918 | $0 | $1,918 | $1,918 | $5,754 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$1,918** | **$0** | **$1,918** | **$1,918** | **$5,754** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $1,918 | $0 | $1,918 | $1,918 | $5,754 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$1,918** | **$0** | **$1,918** | **$1,918** | **$5,754** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.015

**Service Name:** Real Estate

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 24-01 | Replacement | Computer | Computer Replacement | $ 1,500 | E | ERF | | $ - | $ - | $ - | $ - | $ - | $ - |
| 26-01 | Replacement | Computer | Computer Replacement | $ 1,918 | E | ERF | | $ - | $ 1,918 | $ - | $ - | $ - | $ 1,918 |
| 28-01 | Replacement | Computer | Computer Replacement | $ 1,918 | E | ERF | | $ - | $ - | $ - | $ 1,918 | $ - | $ 1,918 |
| 29-01 | Replacement | Computer | Computer Replacement | $ 1,918 | E | ERF | | $ - | $ - | $ - | $ - | $ 1,918 | $ 1,918 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 7,254** | | | | **$ -** | **$ 1,918** | **$ -** | **$ 1,918** | **$ 1,918** | **$ 5,754** |

## Reserve Schedule

**Reserve Fund:** 1.015 Real Estate

### Reserve Cash Flow

| **Fund: 1022 Fund Center: 101418** | **Estimate** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| ERF Group: PRPSRV.ERF | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 24,136 | 22,851 | 22,851 | 20,933 | 20,933 | 19,015 |
| **Actual Purchases** | (1,500) | | | | | |
| **Planned Purchases (Based on Capital Plan)** | | - | (1,918) | - | (1,918) | (1,918) |
| **Transfer from Operating Budget** | - | - | - | - | - | - |
| **Interest Income** | 215 | | | | | |
| **Ending Balance $** | **22,851** | **22,851** | **20,933** | **20,933** | **19,015** | **17,097** |

**Assumptions/Background:**

2026 - 1 standard laptop
2028 - 1 standard laptop
2029 - 1 standard laptop

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# First Nations Relations

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.027 First Nations Relations** **Committee: First Nations Relations**

**DEFINITION:**

To provide for the management of intergovernmental relations between the CRD and the First Nations.

**SERVICE DESCRIPTION:**

This service was created to provide for 1) the management of intergovernmental relations, primarily First Nations, through a process of consultation, and 2) the coordination of various CRD First Nations initiatives to ensure the alignment of interests and to build positive working relationships between the CRD and First Nations communities within the Region.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

First Nations Relations

**FUNDING:**

Requisition

**Change in Budget 2024 to 2025**

| **Service: 1.027 First Nations Relations** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **1,463,202** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 25,146 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 12,111 | Inclusive of annualization of 2024 IBC position |
| Annualization of 2024 position | 97,544 | Annualization of 2024 IBC 15a-1.2: First Nations Relations Staffing |
| 1.0 FTE First Nations Relations advisor | 93,943 | 2024 IBC 15a-1.2: First Nations Relations Staffing |
| Other changes | 169 | |
| Total Change in Salaries | 228,913 | |
| **Other Changes:** | | |
| Contract for Services | (119,320) | One-time First Nations initiatives completed in 2024 |
| Meetings, Programs & Special Events | (26,810) | One-time forum of all councils completed in 2024 |
| Standard Overhead Allocation | 6,233 | Increase in 2024 operating costs |
| Human Resources Allocation | 4,795 | Increase in 2024 salary budget; corporate safety resourcing |
| SharePoint Online Upgrade | 7,208 | Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM |
| Other Costs | 5,330 | |
| Total Other Changes | (122,564) | |
| **2025 Budget** | **1,569,551** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and benefit change | 1.7% |
| +1.0 FTE and salary annualization | 13.1% |
| 2024 one-time initiatives | -10.0% |
| Balance of increase | 2.5% |
| *% expense increase from 2024:* | ***7.3%*** |
| *% Requisition increase from 2024 (if applicable):* | ***23.1%*** |

*Requisition funding is 90% of service revenue*

**Overall 2024 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $97,374 (8.5%) due to temporary staff vacancy. This surplus will be transferred to the Legislative and General Operating Reserve.*

| 1.027 First Nations Relations | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries and Wages | 620,562 | 588,571 | 755,533 | 93,943 | - | 849,475 | 906,253 | 932,447 | 959,382 | 987,079 |
| Allocations | 68,350 | 68,350 | 79,378 | - | 7,208 | 86,586 | 91,163 | 87,404 | 89,224 | 91,151 |
| Meetings, Programs & Special Events | 98,210 | 71,760 | 47,600 | - | 24,000 | 71,600 | 48,560 | 49,530 | 50,520 | 51,540 |
| Contract for Services | 626,890 | 448,590 | 369,970 | - | 137,600 | 507,570 | 377,370 | 384,920 | 392,620 | 400,470 |
| Legal Expenses | 1,270 | - | 1,310 | - | - | 1,310 | 1,340 | 1,370 | 1,400 | 1,430 |
| Other Operating Expenses | 45,380 | 31,917 | 33,810 | 4,200 | 12,400 | 50,410 | 38,898 | 39,834 | 40,812 | 41,822 |
| **TOTAL OPERATING COSTS** | **1,460,662** | **1,209,188** | **1,287,601** | **98,143** | **181,208** | **1,566,951** | **1,463,584** | **1,495,505** | **1,533,958** | **1,573,492** |
| *Percentage Increase over prior year | | | -11.8% | 6.7% | 12.4% | 7.3% | -6.6% | 2.2% | 2.6% | 2.6% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Reserve | 2,540 | 10,040 | 2,600 | - | - | 2,600 | 2,600 | 2,600 | 2,600 | 2,600 |
| **TOTAL COSTS** | **1,463,202** | **1,219,228** | **1,290,201** | **98,143** | **181,208** | **1,569,551** | **1,466,184** | **1,498,105** | **1,536,558** | **1,576,092** |
| *Percentage Increase over prior year Total Costs | | | -11.8% | 6.7% | 12.4% | 7.3% | -6.6% | 2.2% | 2.6% | 2.6% |
| Internal Recoveries | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS LESS INTERNAL RECOVERIES** | **1,463,202** | **1,219,228** | **1,290,201** | **98,143** | **181,208** | **1,569,551** | **1,466,184** | **1,498,105** | **1,536,558** | **1,576,092** |
| SOURCES OF FUNDING | | | | | | | | | | |
| Transfer from Internal Reserve Account | (319,700) | (173,100) | - | - | (161,600) | (161,600) | - | - | - | - |
| Other Income | - | - | - | - | - | - | - | - | - | - |
| **TOTAL REVENUE** | **(319,700)** | **(173,100)** | **-** | **-** | **(161,600)** | **(161,600)** | **-** | **-** | **-** | **-** |
| **NET COSTS** | **1,143,502** | **1,046,128** | **1,290,201** | **98,143** | **19,608** | **1,407,951** | **1,466,184** | **1,498,105** | **1,536,558** | **1,576,092** |
| *Percentage Increase over prior year Net Costs | | | 12.8% | 8.6% | 1.7% | 23.1% | 4.1% | 2.2% | 2.6% | 2.6% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 5.0 | 5.0 | 5.0 | 1.0 | - | 6.0 | 6.0 | 6.0 | 6.0 | 6.0 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.027 First Nations Relations | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $0 | $4,043 | $5,754 | $1,918 | $3,836 | $15,551 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$4,043** | **$5,754** | **$1,918** | **$3,836** | **$15,551** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $4,043 | $5,754 | $1,918 | $3,836 | $15,551 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$4,043** | **$5,754** | **$1,918** | **$3,836** | **$15,551** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.027

**Service Name:** First Nations Relations

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 26-01 | Replacement | Computer Equipment Replacement | Computer Equipment Replacement | $ 4,043 | E | ERF | | $ - | $ 4,043 | $ - | $ - | $ - | $ 4,043 |
| 27-01 | Replacement | Computer Equipment Replacement | Computer Equipment Replacement | $ 5,754 | E | ERF | | $ - | $ - | $ 5,754 | $ - | $ - | $ 5,754 |
| 28-01 | Replacement | Computer Equipment Replacement | Computer Equipment Replacement | $ 1,918 | E | ERF | | $ - | $ - | $ - | $ 1,918 | $ - | $ 1,918 |
| 29-01 | Replacement | Computer Equipment Replacement | Computer Equipment Replacement | $ 3,836 | E | ERF | | $ - | $ - | $ - | $ - | $ 3,836 | $ 3,836 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 15,551** | | | | **$ -** | **$ 4,043** | **$ 5,754** | **$ 1,918** | **$ 3,836** | **$ 15,551** |

## Reserve Schedule

**Reserve Fund:** 1.027 FIRST NATIONS RELATIONS

### Reserve Cash Flow

| **Fund: 1022 Fund Center: 102157**<br>ERF Group: INTGOV.ERF | **Estimate** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 385 | 8,781 | 11,381 | 9,938 | 6,784 | 7,466 |
| **Actual Purchases** | (1,644) | | | | | |
| **Planned Purchases (Based on Capital Plan)** | | - | (4,043) | (5,754) | (1,918) | (3,836) |
| **Transfer from Operating Budget** | 10,040 | 2,600 | 2,600 | 2,600 | 2,600 | 2,600 |
| **Interest Income** | - | | | | | |
| **Ending Balance $** | **8,781** | **11,381** | **9,938** | **6,784** | **7,466** | **6,230** |

**Assumptions/Background:**

2026 - 1 standard laptop & 1 ultra portable laptop
2027 - 3 standard laptops
2028 - 1 standard laptop
2029 - 2 standard laptop

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Victoria Family Court Committee

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.126 Vic Family Court & Youth Justice Committee** **Committee: Planning and Protective Services**

**DEFINITION:**

To operate and fund the operation of the Victoria Family Court Committee, a family court committee under the *Provincial Court Act ;* as well as to direct funding to juvenile justice committees appointed by the Board (Bylaw No. 2560, Family Court Committee Extended Service Establishment Bylaw No. 1, 1997).

**SERVICE DESCRIPTION:**

This service provides funding for the operation and funding of a *Provincial Court Act* family court committee, currently operating as the Victoria Family Court and Youth Justice Committee. Historically, such committees were mandatory. Now, they are optional. The mandate of the committee is:

- To monitor proceedings of the court and address issues pertaining to resources and legislation concerning families and youth;
- To promote and examine extra-legal options in the youth and family systems;
- To liaise with governmental and non-governmental bodies around youth justice;
- To meet at least four times a year and to provide an annual report to CRD, other local governments, and the Attorney General

The Victoria Family Court and Youth Justice committee has been a federal Youth Justice Committee under the *Youth Criminal Justice* Act since the 1980s.

**PARTICIPATION:**

Participants include all 13 municipalities in the CRD and the Juan de Fuca Electoral Area.

On the basis of the net taxable value of land and improvements as fixed for taxation in the immediately preceding year for Hospital District purposes as to one half of such cost, and the other one half shall be apportioned on the basis of population based on the last census established by Census Canada prior to year of apportionment.

**MAXIMUM LEVY:**

$15,000 (Bylaw No. 3048)

**MAXIMUM CAPITAL DEBT:**

Nil

**METHOD OF AUTHORIZATION:**

Bylaw No. 2560, Family Court Committee Extended Service Establishment Bylaw No. 1, 1997
*Provincial Court Act*
*Youth Criminal Justice Act*

**COMMISSION:**

**FUNDING:**

| 1.126 Vic Family Court &Youth Justice Committee | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Internal Allocation | 316 | 316 | 1,172 | - | - | 1,172 | 1,207 | 1,231 | 1,256 | 1,281 |
| Meeting Costs | 8,000 | 8,000 | 8,160 | - | - | 8,160 | 8,323 | 8,489 | 8,659 | 8,832 |
| Third Party Payments | 50,281 | 16,000 | 6,492 | - | 35,869 | 42,361 | 6,294 | 6,104 | 5,909 | 5,711 |
| **TOTAL OPERATING COSTS** | **58,597** | **24,316** | **15,824** | **-** | **35,869** | **51,693** | **15,824** | **15,824** | **15,824** | **15,824** |
| *Percentage Increase | | -58.5% | -73.00% | | | -11.78% | -69.4% | 0.0% | 0.0% | 0.0% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Estimated balance C/F from current to Next year | - | 35,869 | - | - | - | - | - | - | - | - |
| Balance C/F from Prior to Current year | (42,773) | (42,773) | - | - | (35,869) | (35,869) | - | - | - | - |
| Interest income | - | (1,588) | - | - | - | - | - | - | - | - |
| Management Fee Offset | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (824) | (824) | (824) | - | - | (824) | (824) | (824) | (824) | (824) |
| TOTAL REVENUE | (43,597) | (9,316) | (824) | - | (35,869) | (36,693) | (824) | (824) | (824) | (824) |
| **REQUISITION** | **(15,000)** | **(15,000)** | **(15,000)** | **-** | **-** | **(15,000)** | **(15,000)** | **(15,000)** | **(15,000)** | **(15,000)** |
| *Percentage Increase | | 0.0% | 0.00% | | | 0.00% | 0.0% | 0.0% | 0.0% | 0.0% |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Greater Victoria Police Victims Services

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.128 Greater Victoria Police Victims Services** **Committee: Planning and Protective Services**

**DEFINITION:**

To make Grants-In-Aid to the Greater Victoria Police Victims Services on behalf of participating members.
Extended service Bylaw No. 1998 (May 27, 1992).

**SERVICE DESCRIPTION:**

Greater Victoria Police Victims Services is contracted by the provincial gov't (Solicitor General who provide partial funding) to provide the following services under the Victims of Crime Act to those impacted by crime or trauma : Emotional support/Service referral including at scene triage and referral to Sexual Assault, Spousal Assault, Child Abuse and Men's Trauma centres; Public Education on victim's rights and support services, justice system and court orientation; Court Support for Crown Counsel in Victoria and West Shore including orientation and ongoing support through judicial process for victims, witnesses, friends and family; Safety planning assistance for ongoing safety following criminal victimization; Emotional support for next-of-kin sudden death notification (police accompaniment); Convicted Criminal updates to victims regarding court dates, sentencing, parole hearings and decisions and release dates/ conditions; Victim Impact Statement guidance on content of statement; Victims of Crime Assistance applications for lost income from criminal victimization.

**PARTICIPATION:**

All municipalities except the District of North Saanich and the District of Sooke and a portion of the electoral Area of Juan de Fuca (former small Langford Electoral Area).

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

| 1.128 Greater Victoria Police Victims Services | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Internal Allocation | 6,097 | 6,097 | 6,464 | - | - | 6,464 | 6,658 | 6,791 | 6,927 | 7,066 |
| Third Party Payments | 314,759 | 314,759 | 321,054 | - | - | 321,054 | 327,476 | 334,026 | 340,706 | 347,520 |
| Interest Charge | 2,359 | 2,359 | 1,836 | - | - | 1,836 | 1,873 | 1,910 | 1,948 | 1,987 |
| **TOTAL OPERATING COSTS** | **323,215** | **323,215** | **329,354** | **-** | **-** | **329,354** | **336,007** | **342,727** | **349,581** | **356,573** |
| *Percentage Increase | | 0.0% | 1.90% | | | 1.90% | 2.0% | 2.0% | 2.0% | 2.0% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Estimated balance C/F from current to Next year | - | - | - | - | - | - | - | - | - | - |
| Balance C/F from Prior to Current year | (3) | (3) | - | - | - | - | - | - | - | - |
| Grants in Lieu | (15,190) | (15,190) | (15,190) | - | - | (15,190) | (15,190) | (15,190) | (15,190) | (15,190) |
| Interest Income | - | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (15,193) | (15,193) | (15,190) | - | - | (15,190) | (15,190) | (15,190) | (15,190) | (15,190) |
| **REQUISITION** | **(308,022)** | **(308,022)** | **(314,164)** | **-** | **-** | **(314,164)** | **(320,817)** | **(327,537)** | **(334,391)** | **(341,383)** |
| *Percentage Increase | | 0.0% | 1.99% | | | 1.99% | 2.1% | 2.1% | 2.1% | 2.1% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Sooke Region Museum

### COMMITTEE OF THE WHOLE

October 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of $191,000 or $0.063 / $1,000 of actual assessed value of land and improvements.

**FUNDING:**

Requisition

| 1.121 - Sooke Region Museum | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Payments to Sooke Regional Museum | 225,630 | 225,630 | 232,400 | - | - | 232,400 | 237,050 | 241,790 | 246,630 | 251,560 |
| Allocations | 4,447 | 4,447 | 4,602 | - | - | 4,602 | 4,740 | 4,835 | 4,932 | 5,030 |
| Other Operating Expenses | 30 | 30 | 30 | - | - | 30 | 31 | 32 | 33 | 34 |
| **TOTAL COSTS** | **230,107** | **230,107** | **237,032** | **-** | **-** | **237,032** | **241,821** | **246,657** | **251,595** | **256,624** |
| *Percentage Increase over prior year | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 1,990 | (1,990) | - | - | (1,990) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (1,995) | (1,995) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (643) | (643) | (660) | - | - | (660) | (680) | (700) | (720) | (740) |
| Other Revenue | (10) | (2,000) | (10) | - | - | (10) | (10) | (10) | (10) | (10) |
| **TOTAL REVENUE** | **(2,648)** | **(2,648)** | **(2,660)** | **-** | **-** | **(2,660)** | **(690)** | **(710)** | **(730)** | **(750)** |
| **REQUISITION** | **(227,459)** | **(227,459)** | **(234,372)** | **-** | **-** | **(234,372)** | **(241,131)** | **(245,947)** | **(250,865)** | **(255,874)** |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.9% | 2.0% | 2.0% | 2.0% |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# FINANCE & TECHNOLOGY

## COMMITTEE OF THE WHOLE

October 2024

# COMMITTEE OF THE WHOLE
# October 30, 2024
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# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Finance

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.017 Finance** **Committee: Governance Committee & Finance Committee**

**DEFINITION:**

Authorized by Letters Patent to provide financial services to the Board of the Capital Regional District.

**SERVICE DESCRIPTION:**

Financial services and systems including budget preparation, financial accounting and reporting, financial analysis, accounts payable and payments, revenue billing and collection, payroll, financial systems support, banking, investments, long term debt and bylaw preparation.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

| Change in Budget 2024 to 2025<br>Service: 1.017 Finance | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **9,087,725** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 139,893 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 149,454 | Inclusive of annualization and reclassification of 2024 IBC positions |
| 2.0 FTE Financial Analysts | 187,885 | 2025 IBC 13d-1.1: Support Division IBC - Financial Services (9 months) |
| 1.0 FTE Manager of Finance - Regional Housing | 162,077 | 2025 IBC 5a-1.6: Manager Finance Regional Housing |
| 1.0 FTE Senior Corporate Financial Analyst | 96,291 | 2025 IBC 13c-1.3: Senior Financial Advisor (9 months) |
| 1.0 FTE Manager of Procurement and Supply Chain | 163,087 | 2025 IBC 13a-1.2 Manager of Procurement |
| (3.0) FTE Asset Management personnel | (444,419) | Reassignment of Asset Management function to IWS in 2025 |
| Other | (12,640) | Discontinued term positions, auxiliary labour, overtime, and standby pay |
| Total Change in Salaries | 441,629 | |
| **Other Changes:** | | |
| Field Operations Centre (HQ2) | 109,220 | Field Operations Centre allocation and debt servicing costs |
| Building Occupancy | 51,280 | Facilities allocation |
| SharePoint Online Upgrade | 36,037 | Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM |
| Office and Equipment Costs | 93,100 | Office costs associated with new on-going and term FTEs |
| Asset Management Program | (449,540) | Reassignment of Asset Management function to IWS in 2025 |
| Other | (30,624) | |
| Total Other Changes | (190,527) | |
| **2025 Budget** | **9,338,826** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and step increases | 3.2% |
| 2025 IBC Expense | 7.1% |
| Internal Allocations | 2.2% |
| Asset management budget reallocation | -9.9% |
| *% expense increase from 2024:* | ***2.8%*** |
| *% Requisition increase from 2024:* | ***2.9%*** |

*Requisition funding is 33% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $256,896 (3.3%) due mainly to temporary vacancies on permanent staff positions and hiring new staff at lower pay steps; partially offset by one-time contribution to the general capital fund. This surplus will be transferred to the Legislative and General Operating Reserve.*

| 1.017 - FINANCE | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 7,206,303 | 6,629,499 | 7,038,592 | 609,340 | - | 7,647,932 | 8,120,425 | 8,117,678 | 8,351,909 | 8,508,406 |
| Allocations | 328,522 | 328,522 | 393,861 | - | 36,037 | 429,898 | 465,925 | 459,305 | 476,801 | 485,930 |
| Auditing Expense | 83,000 | 83,000 | 86,000 | - | - | 86,000 | 89,000 | 90,780 | 92,600 | 94,450 |
| Contract for Services | 714,220 | 300,934 | 77,480 | - | 179,096 | 256,576 | 250,000 | 250,000 | 250,000 | 250,000 |
| Postage & Freight | 255,170 | 228,630 | 262,820 | - | - | 262,820 | 268,080 | 273,450 | 278,920 | 284,500 |
| Supplies | 87,890 | 73,563 | 78,640 | - | 14,000 | 92,640 | 80,610 | 80,030 | 81,620 | 83,250 |
| Other Operating Expenses | 377,620 | 370,866 | 350,860 | 23,500 | 55,600 | 429,960 | 481,275 | 470,973 | 480,903 | 491,119 |
| **TOTAL OPERATING COSTS** | **9,052,725** | **8,015,014** | **8,288,253** | **632,840** | **284,733** | **9,205,826** | **9,755,314** | **9,742,216** | **10,012,752** | **10,197,655** |
| *Percentage Increase over prior year | | | -8.4% | 7.0% | 3.1% | 1.7% | 6.0% | -0.1% | 2.8% | 1.8% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 35,000 | 35,000 | 35,000 | - | - | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| Transfer to General Capital Fund | - | 400,000 | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVES** | **35,000** | **435,000** | **35,000** | **-** | **-** | **35,000** | **35,000** | **35,000** | **35,000** | **35,000** |
| Debt Expenditures | - | - | 98,000 | - | - | 98,000 | 203,000 | 304,332 | 304,332 | 304,332 |
| **TOTAL COSTS** | **9,087,725** | **8,450,014** | **8,421,253** | **632,840** | **284,733** | **9,338,826** | **9,993,314** | **10,081,548** | **10,352,084** | **10,536,987** |
| *Percentage Increase over prior year | | | -7.3% | 7.0% | 3.1% | 2.8% | 7.0% | 0.9% | 2.7% | 1.8% |
| REVENUE | | | | | | | | | | |
| US Bank Rebate | (61,980) | (61,980) | (63,840) | - | - | (63,840) | (65,120) | (66,420) | (67,750) | (69,110) |
| Provincial Grants | (60,000) | (60,000) | (60,000) | - | - | (60,000) | (60,000) | (60,000) | (60,000) | (60,000) |
| Sales of Services | (240,330) | (215,348) | (256,980) | - | - | (256,980) | (262,120) | (267,360) | (272,710) | (278,160) |
| Other | (90,406) | (89,117) | (93,201) | - | - | (93,201) | (96,015) | (98,900) | (101,868) | (104,911) |
| Allocation Recoveries | (107,680) | (107,680) | (208,910) | - | - | (208,910) | (395,530) | (500,690) | (504,620) | (508,640) |
| Transfer from Reserve | (796,833) | (442,289) | (161,303) | - | (179,096) | (340,399) | (165,977) | - | - | - |
| **TOTAL REVENUES** | **(1,357,228)** | **(976,413)** | **(844,235)** | **-** | **(179,096)** | **(1,023,331)** | **(1,044,762)** | **(993,370)** | **(1,006,948)** | **(1,020,821)** |
| **NET COSTS** | **7,730,497** | **7,473,601** | **7,577,018** | **632,840** | **105,637** | **8,315,495** | **8,948,553** | **9,088,178** | **9,345,137** | **9,516,166** |
| *Percentage increase over prior year Net Costs | | | -2.0% | 8.2% | 1.4% | 7.6% | 7.6% | 1.6% | 2.8% | 1.8% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 50.0 | 50.0 | 47.0 | 4.0 | - | 51.0 | 53.5 | 53.5 | 53.5 | 53.5 |
| Term | 3.5 | 3.5 | 3.0 | 1.0 | - | 4.0 | 3.5 | 1.5 | 1.5 | 1.0 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.017 Finance | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $850,000 | $5,100,000 | $0 | $0 | $0 | $0 | $5,100,000 |
| Equipment | | $0 | $30,182 | $32,754 | $49,321 | $49,321 | $43,567 | $205,145 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$850,000** | **$5,130,182** | **$32,754** | **$49,321** | **$49,321** | **$43,567** | **$5,305,145** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $100,000 | $100,000 | $0 | $0 | $0 | $0 | $100,000 |
| Debenture Debt (New Debt Only) | | $0 | $3,000,000 | $0 | $0 | $0 | $0 | $3,000,000 |
| Equipment Replacement Fund | | $0 | $30,182 | $32,754 | $49,321 | $49,321 | $43,567 | $205,145 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $750,000 | $2,000,000 | $0 | $0 | $0 | $0 | $2,000,000 |
| | | **$850,000** | **$5,130,182** | **$32,754** | **$49,321** | **$49,321** | **$43,567** | **$5,305,145** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.017

**Service Name:** Finance

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 25-01 | Replacement | Computer | Computer and Office Equipment Replacement | $ 30,182 | E | ERF | | $ 30,182 | $ - | $ - | $ - | $ - | $ 30,182 |
| 26-01 | Replacement | Computer | Computer and Office Equipment Replacement | $ 32,754 | E | ERF | | $ - | $ 32,754 | $ - | $ - | $ - | $ 32,754 |
| 27-01 | Replacement | Computer | Computer and Office Equipment Replacement | $ 49,321 | E | ERF | | $ - | $ - | $ 49,321 | $ - | $ - | $ 49,321 |
| 28-01 | Replacement | Computer | Computer and Office Equipment Replacement | $ 49,321 | E | ERF | | $ - | $ - | $ - | $ 49,321 | $ - | $ 49,321 |
| 29-01 | Replacement | Computer | Computer and Office Equipment Replacement | $ 43,567 | E | ERF | | $ - | $ - | $ - | $ - | $ 43,567 | $ 43,567 |
| 24-02 | New | Office Renovations | Office Renovations | $ 100,000 | B | Cap | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| 24-03 | New | Additional Office Space at IWS Field Office | First year project costs related to construction of additional office space at the IWS Field Office. | $ 5,000,000 | B | Res | $ 750,000 | $ 2,000,000 | $ - | $ - | $ - | $ - | $ 2,000,000 |
| 24-03 | New | Additional Office Space at IWS Field Office | First year project costs related to construction of additional office space at the IWS Field Office. | | B | Debt | | $ 3,000,000 | $ - | $ - | $ - | $ - | $ 3,000,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 5,305,145** | | | | **$ 5,130,182** | **$ 32,754** | **$ 49,321** | **$ 49,321** | **$ 43,567** | **$ 5,305,145** |

## Reserve Schedule

**Reserve Fund:** 1.017 Finance

### Reserve Cash Flow

| Fund: 1022 Fund Center: 101420 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| ERF Group: FIN.ERF | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 413,696 | 370,741 | 375,559 | 377,805 | 363,484 | 349,163 |
| **Actual Purchases** | (81,549) | | | | | |
| **Planned Purchases (Based on Capital Plan)** | | (30,182) | (32,754) | (49,321) | (49,321) | (43,567) |
| **Transfer from Operating Budget** | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| **Interest Income** | 3,594 | - | - | - | - | - |
| **Ending Balance $** | **370,741** | **375,559** | **377,805** | **363,484** | **349,163** | **340,596** |

**Assumptions/Background:**

2025 - Replace 6 standard laptops, 1 semi-ruggedized laptop, peripherals and binding equipment
2026 - Replace 3 standard laptops, peripherals, and postage meter for print shop
2027 - Replace 22 standard laptops, and 1 ultra-portable laptop, plus peripherals
2028 - Replace 22 standard laptops, and 1 ultra-portable laptop, plus peripherals
2029 - Replace 19 standard laptops, and 1 ultra-portable laptop, plus peripherals

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Information Technology

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.022 Information Technology** **Committee: Governance Committee & Finance Committee**

**DEFINITION:**

Support services to the departments of the Capital Regional District.

**SERVICE DESCRIPTION:**

Corporate information system development and support, telecommunications & phone systems, desktop support, networking, 911 systems, data communications, emergency systems, radio systems design & support, corporate web site, social media, application analysis & development, data management, Geographic Information Systems, web mapping, geospatial services, mapping and property information.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2024 to 2025**
**Service: 1.022 Information Technology**

| | Total Expenditure | |
|---|---|---|
| **2024 Budget** | **13,385,490** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 58,229 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 92,942 | |
| 1.0 FTE Technical Analyst | 88,272 | 2025 IBC 13d-1.2 Support Division IBC – IT & GIS 2025 (9 months) |
| 1.0 FTE User Experience (UX) Designer | 88,272 | 2025 IBC 13d-1.2 Support Division IBC – IT & GIS 2025 (9 months) |
| 1.0 FTE Senior Administrative Coordinator | 21,647 | 2025 IBC 13a-6.3 Sr IT Administrative Coordinator Conversion (partial cost offset from aux) |
| 1.0 FTE Cyber Security Analyst | 106,462 | 2025 IBC 13a-6.2 Cybersecurity Risk Specialist (9 months) |
| 1.0 FTE Application Developer/Programmer | 35,487 | 2025 IBC 13a-5.2 MyCRD and Supporting Platforms (3 months) |
| 0.5 FTE Senior System Programmer Analyst | 70,975 | 2025 IBC 13a-5.1 Project & Service Management Platform |
| (1.0) FTE Web Developer (2-year term) | (120,954) | Conclusion of 2023 IBC: 15f-1.15 Digital Communication Governance |
| Other | (21,068) | |
| Total Change in Salaries | 420,263 | |
| **Other Changes:** | | |
| Human Resources Allocation | 15,504 | Increase in 2024 salary budget; corporate safety resourcing |
| Building Occupancy | 64,121 | Facilities allocation |
| SAP S/4 Conversion and New Financial Model | 750,000 | 2023 IBC 15f-1.9 SAP Lifecycle Replacement |
| Contracts and Procurement and Digital Signature Software | 265,000 | 2025 IBC 13a-1.3 Contracts and Procurement Modernization |
| Software Licencing and Consultancy | 39,500 | 2025 IBC 13a-3.1 M365 SharePoint Online Transition |
| | 100,000 | 2024 IBC 11b-1.1 HRIS Talent Suite |
| | 200,000 | 2025 IBC 13a-5.2 MyCRD and Supporting Platforms |
| | 224,000 | 2025 IBC 13a-5.1 Project Service Management Platform |
| Ongoing technological improvements | 125,000 | 2022 IBC 15c-1.4 Human Resource Information System (HRIS) |
| Corporate website hosting | 100,000 | 2023 IBC 15f-1.15 Digital Communication Governance and Support Services |
| Azure Landing Zone | 100,000 | Moving critical applications from on-prem to cloud in alignment with IT technology strategy |
| Combined IT/IWS cyber security remediation project | 100,000 | Joint departmental review |
| SAP licences | 75,000 | Incremental headcount and 2025 rate increases |
| Microsoft CoPilot | 25,000 | Implement data governance model to support classification of organizational data |
| Orbis | 5,000 | Repository for lifecycle of organizational applications |
| SharePoint Analytics | (44,800) | Conclusion of 2023 IBC 15f-1.15 Digital Communication Governance |
| Software licencing, implementation services, prologue data migration | (635,000) | Conclusion of 2023 IBC 15f-1.23 EPDMS |
| Other Costs | 78,692 | |
| Total Other Changes | 1,587,017 | |
| **2025 Budget** | **15,392,770** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary, step and paygrade change | 1.1% |
| 2023-2025 IBC Expense | 16.6% |
| Transformational and joint departmental operating expenses | 2.3% |
| 2024 One-time items | -6.0% |
| Balance of increase | 1.0% |
| *% expense increase from 2024:* | ***15.0%*** |
| *% Requisition increase from 2024:* | ***8.0%*** *Requisition funding is 19% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $29,830 (0.25%) due mainly to staff vacancies partially offset by software licencing costs. This variance will be moved to the Legislative and General Operating Reserve.*

| 1.022 INFORMATION TECHNOLOGY | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 7,577,375 | 6,712,351 | 7,586,524 | 411,114 | - | 7,997,638 | 8,605,258 | 8,387,381 | 8,589,336 | 8,796,017 |
| Allocations | 566,415 | 566,415 | 660,055 | - | 25,227 | 685,282 | 762,096 | 798,013 | 824,040 | 840,714 |
| Consulting | 48,470 | 30,300 | 49,930 | - | 217,500 | 267,430 | 78,820 | 122,370 | 66,250 | 55,650 |
| Contract for Services | 1,098,010 | 1,001,346 | 810,620 | (110,250) | 100,000 | 800,370 | 1,084,940 | 698,640 | 721,190 | 744,500 |
| Software Licenses & Computer Mtce | 2,782,440 | 2,765,899 | 2,385,880 | 726,000 | 411,500 | 3,523,380 | 3,613,600 | 3,674,294 | 3,749,962 | 3,863,232 |
| Other Operating Expenses | 724,940 | 511,008 | 594,700 | 25,500 | 143,000 | 763,200 | 613,617 | 637,226 | 647,332 | 667,281 |
| **TOTAL OPERATING COSTS** | **12,797,650** | **11,587,319** | **12,087,709** | **1,052,364** | **897,227** | **14,037,300** | **14,758,331** | **14,317,924** | **14,598,110** | **14,967,394** |
| *Percentage Increase over prior year | | | -5.5% | 8.2% | 7.0% | 9.7% | 5.1% | -3.0% | 2.0% | 2.5% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to General Capital Fund | 468,570 | 718,570 | 605,470 | - | 750,000 | 1,355,470 | 1,461,336 | 565,360 | 582,320 | 599,790 |
| Transfer to Equipment Replacement Fund | 119,270 | 119,270 | - | - | - | - | - | 71,885 | 74,040 | 76,270 |
| **TOTAL CAPITAL / RESERVES** | **587,840** | **837,840** | **605,470** | **-** | **750,000** | **1,355,470** | **1,461,336** | **637,245** | **656,360** | **676,060** |
| **TOTAL COSTS** | **13,385,490** | **12,425,159** | **12,693,179** | **1,052,364** | **1,647,227** | **15,392,770** | **16,219,667** | **14,955,169** | **15,254,470** | **15,643,454** |
| *Percentage increase over prior year Total Costs | | | -5.2% | 7.9% | 12.3% | 15.0% | 5.4% | -7.8% | 2.0% | 2.5% |
| Funding from Capital Fund | (1,237,094) | (441,094) | (475,531) | - | - | (475,531) | (486,937) | - | - | - |
| Funding from Operating Reserve | (305,254) | (165,754) | - | - | (857,000) | (857,000) | - | - | - | - |
| **TOTAL COSTS LESS INTERNAL RECOVERIES** | **11,843,142** | **11,818,311** | **12,217,648** | **1,052,364** | **790,227** | **14,060,239** | **15,732,730** | **14,955,169** | **15,254,470** | **15,643,454** |
| Service Fees | (40,000) | (40,000) | (40,000) | - | - | (40,000) | (40,000) | (40,000) | (40,000) | (40,000) |
| Other Income | - | (5,000) | - | - | - | - | - | - | - | - |
| **TOTAL REVENUES** | **(40,000)** | **(45,000)** | **(40,000)** | **-** | **-** | **(40,000)** | **(40,000)** | **(40,000)** | **(40,000)** | **(40,000)** |
| **NET COSTS** | **11,803,142** | **11,773,311** | **12,177,648** | **1,052,364** | **790,227** | **14,020,239** | **15,692,730** | **14,915,169** | **15,214,470** | **15,603,454** |
| *Percentage increase over prior year Net Costs | | | 3.2% | 8.9% | 6.7% | 18.8% | 11.9% | -5.0% | 2.0% | 2.6% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 49.27 | 49.27 | 49.27 | 5.50 | | 54.77 | 56.27 | 56.77 | 56.77 | 56.77 |
| Term | 4.0 | 4.0 | 3.0 | | | 3.0 | 3.0 | - | - | - |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.022 Information Technology | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $310,449 | $3,690,348 | $2,899,688 | $883,637 | $109,184 | $109,184 | $7,692,041 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $120,000 | $0 | $0 | $0 | $0 | $120,000 |
| | | **$310,449** | **$3,810,348** | **$2,899,688** | **$883,637** | **$109,184** | **$109,184** | **$7,812,041** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $310,449 | $3,615,000 | $2,849,000 | $840,000 | $60,000 | $60,000 | $7,424,000 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $195,348 | $50,688 | $43,637 | $49,184 | $49,184 | $388,041 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$310,449** | **$3,810,348** | **$2,899,688** | **$883,637** | **$109,184** | **$109,184** | **$7,812,041** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.022

**Service Name:** Information Technology

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 25-01 | Replacement | Computer Equipment | Staff Computer Equipment Replacements | $ 138,041 | E | ERF | $ - | $ 25,348 | $ 30,688 | $ 23,637 | $ 29,184 | $ 29,184 | $ 138,041 |
| 17-01 | Replacement | SAP | Business Warehouse | $ 75,000 | E | Cap | $ 50,000 | $ 75,000 | $ - | $ - | $ - | $ - | $ 75,000 |
| 19-06 | Replacement | Data Centre Replacements | Wi-Fi Network System | $ 170,000 | E | Cap | $ - | $ 20,000 | $ - | $ - | $ - | $ - | $ 20,000 |
| 20-02 | Replacement | Data Centre Replacements | Virtual Server Hosts | $ 550,000 | E | Cap | $ 100,000 | $ 100,000 | $ - | $ 450,000 | $ - | $ - | $ 550,000 |
| 20-03 | Replacement | Data Centre Replacements | Application Load Balancer | $ 65,000 | E | Cap | $ - | $ - | $ - | $ 65,000 | $ - | $ - | $ 65,000 |
| 20-05 | Replacement | Data Centre Replacements | Uninterruptible Power Supply | $ 150,000 | E | Cap | $ - | $ 10,000 | $ 10,000 | $ 10,000 | $ 60,000 | $ 60,000 | $ 150,000 |
| 20-06 | Replacement | Data Centre Replacements | Fisgard Phone System | $ 430,000 | E | Cap | $ 30,000 | | $ 30,000 | $ - | $ - | $ - | $ 30,000 |
| 20-07 | Replacement | Meeting Room Equipment Replacement | Replacement of A/V technology components | $ 130,000 | E | ERF | $ - | $ 50,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 130,000 |
| 23-01 | Replacement | 2023 IBC 15f-1.9 SAP Lifecycle Replacement | SAP Migration from ECC to S4 | $ 8,709,000 | E | Cap | $ 120,449 | $ 2,500,000 | $ 649,000 | $ - | $ - | $ - | $ 3,149,000 |
| 24-05 | New | Physical Security | Card access for data facilities | $ 100,000 | E | Cap | $ - | $ 40,000 | $ - | $ - | $ - | $ - | $ 40,000 |
| 24-06 | Replacement | Brightsign replacements | Replace and upgrade systems to current standards | $ 10,000 | E | Cap | $ 10,000 | $ 10,000 | $ - | $ - | $ - | $ - | $ 10,000 |
| 24-18 | Replacement | VDI system upgrades | Increase capacity to existing VDI infrastructure to improve the VDI environment and prepare for high perf loads | $ 50,000 | E | Cap | $ - | $ 50,000 | $ - | $ - | $ - | $ - | $ 50,000 |
| 25-02 | Replacement | Van | Replace IT Van (want this outfitted with proper shelving and bins) | $ 120,000 | V | ERF | $ - | $ 120,000 | $ - | $ - | $ - | $ - | $ 120,000 |
| 25-03 | Renewal | 2025 IBC 13a-3.2 - SAP S4HANA Enhancements | Post migration enhancements to optimize performance, streamline processes, enhance analytics, integrate automation, and improve scalability and security. Includes upgrades to user interfaces, backup, disaster recovery, and integration with other applications. | $ 2,610,000 | E | Cap | $ - | $ 810,000 | $ 1,800,000 | $ - | $ - | $ - | $ 2,610,000 |
| 26-02 | Replacement | 2025 IBC 13a-3.3 - Communications Infrastructure Improvements | Enhance network and cellular communication across critical facilities, addressing deficiencies in coverage and quality to ensure reliable and secure infrastructure. | $ 160,000 | E | Cap | $ - | $ - | $ 160,000 | $ - | $ - | $ - | $ 160,000 |
| 26-03 | Replacement | 2025 IBC 13a-4.3 - Cyber Security Network Improvements | Advance cybersecurity at CRD, by investing in Identity Management, MFA, SIEM, encryption, Zero Trus EDR, and network segmentation. We will also enhance backup, CSPM, DevSecOps, incident response, third-party risk management, and user training. | $ 200,000 | E | Cap | $ - | $ - | $ 200,000 | $ - | $ - | $ - | $ 200,000 |
| 27-02 | Replacement | 2025 IBC 13a-5.1 - Alternate Data Centre | Build a backup Data Center at McLoughlin Point Wastewater Treatment Plant by 2027 to support CRD's critical applications and services. This will include backup technology, storage, compute power, virtual servers, security, network, UPS, and power systems. | $ 315,000 | E | Cap | $ - | $ - | $ - | $ 315,000 | $ - | $ - | $ 315,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 13,982,041** | | | | **$ 3,810,348** | **$ 2,899,688** | **$ 883,637** | **$ 109,184** | **$ 109,184** | **$ 7,812,041** |

## Equipment Reserve Schedule

**Equipment Reserve Fund:** 1.022 Information Technology

### Equipment Reserve Cash Flow

| **Fund: 1022 Fund Center: 101421**<br>ERF Group: INFOTECH.ERF (ITG.ERF) | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 363,858 | 546,213 | 400,865 | 370,177 | 418,425 | 463,281 |
| **Actual Purchases** | (27,000) | | | | | |
| **Planned Purchases (Based on Capital Plan)** | | (145,348) | (30,688) | (23,637) | (29,184) | (29,184) |
| **Transfer from Operating Budget** | 208,652 | - | - | 71,885 | 74,040 | 76,270 |
| **Interest Income** | 703 | | | | | |
| **Ending Balance $** | **546,213** | **400,865** | **370,177** | **418,425** | **463,281** | **510,367** |

**Assumptions/Background:**

Planned purchases include computer equipment replacements for staff (2025-2029) and replacement of one vehicle in 2025.

## Equipment Reserve Schedule

**Reserve Fund:** 1.022 Fisgard Meeting Room ERF

Fisgard Meeting Room Technology - Funding for replacement of IT equipment and infrastructure in the various meeting rooms at the 625 Fisgard St location.

### Equipment Reserve Cash Flow

| **Fund: 1022 Fund Center: 102217**<br>ERF Group: ITMTGROOM.ERF (ITG.ERF) | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 100,844 | 101,744 | 71,744 | 71,744 | 71,744 | 71,744 |
| **Actual Purchases** | (19,600) | | | | | |
| **Planned Purchases (Based on Capital Plan)** | | (50,000) | (20,000) | (20,000) | (20,000) | (20,000) |
| **Transfer from Operating Budget** | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| **Interest Income** | 500 | | | | | |
| **Ending Balance $** | **101,744** | **71,744** | **71,744** | **71,744** | **71,744** | **71,744** |

**Assumptions/Background:**

Replacement of meeting room audio/video components.

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# GIS Information Systems

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.101 GIS Information Systems** **Committee: Governance Committee & Finance Committee**

**DEFINITION:**

Authorized by Letters Patent under the general administrative provisions of the Local Government Act.
Provides GIS Services to CRD departments, municipalities and Electoral Areas.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries.

| 1.101 GIS INFORMATION SYSTEMS | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 406,349 | 435,404 | 428,529 | - | - | 428,529 | 438,798 | 449,306 | 460,057 | 471,058 |
| Allocations | 14,306 | 14,306 | 15,122 | - | - | 15,122 | 17,012 | 18,512 | 18,929 | 19,401 |
| Data Processing Services | 101,240 | 88,337 | 104,280 | - | - | 104,280 | 106,370 | 108,500 | 110,670 | 112,880 |
| Supplies | 47,860 | 50,000 | 49,300 | - | - | 49,300 | 50,300 | 51,320 | 52,350 | 53,410 |
| Other Operating Expenses | 15,600 | 13,334 | 16,540 | - | - | 16,540 | 16,886 | 17,234 | 17,583 | 17,944 |
| **TOTAL OPERATING COSTS** | **585,355** | **601,381** | **613,771** | **-** | **-** | **613,771** | **629,366** | **644,872** | **659,589** | **674,693** |
| *Percentage Increase over prior year | | | 4.9% | 0.0% | | 4.9% | 2.5% | 2.5% | 2.3% | 2.3% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 18,260 | 14,889 | 18,240 | - | - | 18,240 | 18,600 | 18,970 | 19,350 | 19,740 |
| Transfer to Operating Reserve Fund | 50,000 | 37,345 | 50,000 | - | - | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| **TOTAL CAPITAL / RESERVES** | 68,260 | 52,234 | 68,240 | - | - | 68,240 | 68,600 | 68,970 | 69,350 | 69,740 |
| **TOTAL COSTS** | **653,615** | **653,615** | **682,011** | **-** | **-** | **682,011** | **697,966** | **713,842** | **728,939** | **744,433** |
| | | | 4.3% | 0.0% | | 4.3% | 2.3% | 2.3% | 2.1% | 2.1% |
| **Internal Recoveries** | (514,396) | (514,396) | (524,684) | - | - | (524,684) | (535,180) | (545,880) | (556,800) | (567,940) |
| **TOTAL COSTS LESS INTERNAL RECOVERIES** | **139,219** | **139,219** | **157,327** | **-** | - | **157,327** | **162,786** | **167,962** | **172,139** | **176,493** |
| SOURCES OF FUNDING | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| PILT Revenue | (5,972) | (5,972) | (5,972) | - | - | (5,972) | (6,150) | (6,270) | (6,390) | (6,510) |
| **TOTAL REVENUE** | (5,972) | (5,972) | (5,972) | - | - | (5,972) | (6,150) | (6,270) | (6,390) | (6,510) |
| **REQUISITION** | **(133,247)** | **(133,247)** | **(151,355)** | **-** | **-** | **(151,355)** | **(156,636)** | **(161,692)** | **(165,749)** | **(169,983)** |
| *Percentage increase over prior year requisition | | | 13.6% | 0.0% | | 13.6% | 3.5% | 3.2% | 2.5% | 2.6% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 3.0 | 3.0 | 3.0 | | | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |

## Operating Reserve Schedule

**Operating Reserve Fund:** 1.101 GIS Information Systems

Established by Bylaw No. 4102 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

### Operating Reserve Cash Flow

| Fund: 1500 Fund Center: 105510 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 42,189 | 106,848 | 156,848 | 206,848 | 256,848 | 306,848 |
| **Actual Purchases** | (167,176) | | | | | |
| **Planned Purchases** | | - | - | - | - | - |
| **Transfer from Operating Budget** | 226,450 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| **Interest Income** | 5,385 | | | | | |
| **Ending Balance $** | **106,848** | **156,848** | **206,848** | **256,848** | **306,848** | **356,848** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Geo-Spatial Referencing

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.335 Geo-Spatial Referencing** **Committee: Governance Committee & Finance Committee**

**DEFINITION:**

To replace the network of permanent survey control monuments in the Capital Regional District with a reference system based on Differential Global Positioning System (DGPS) technology. The Province will no longer support the current permanent monument system. The CRD will assume responsibility for acquiring and operating the new system on behalf of its member municipalities. This information is required to effectively deal with development infrastructure issues as well as the ongoing infrastructure works.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

None stated.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition

**AUTHORITY:**

General Services under the Municipal Act.

| 1.335 GEOSPATIAL REFERENCING | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Allocations | 23,186 | 23,186 | 23,879 | - | - | 23,879 | 24,596 | 25,087 | 25,589 | 26,101 |
| Contract for Services | 22,690 | 22,690 | 23,370 | - | - | 23,370 | 23,840 | 24,320 | 24,810 | 25,310 |
| Consulting | 15,210 | - | 15,670 | - | - | 15,670 | 15,980 | 16,300 | 16,630 | 16,960 |
| Facilities Rental | 15,930 | 8,021 | 16,410 | - | - | 16,410 | 16,740 | 17,070 | 17,410 | 17,760 |
| Software Licenses & Fees | 23,890 | 21,310 | 24,600 | - | - | 24,600 | 25,090 | 25,590 | 26,100 | 26,620 |
| Other Operating Expenses | 18,490 | 12,297 | 19,250 | - | - | 19,250 | 19,699 | 20,257 | 20,745 | 21,254 |
| **TOTAL OPERATING COSTS** | **119,396** | **87,504** | **123,179** | **-** | **-** | **123,179** | **125,945** | **128,624** | **131,284** | **134,005** |
| *Percentage Increase over prior year | | | 3.2% | | | 3.2% | 2.2% | 2.1% | 2.1% | 2.1% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 64,010 | 96,842 | 35,000 | - | - | 35,000 | 35,700 | 36,185 | 36,910 | 37,650 |
| Transfer to Capital Reserve Fund | - | - | 30,550 | - | - | 30,550 | 30,660 | 31,270 | 31,900 | 32,440 |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVES** | 64,010 | 96,842 | 65,550 | - | - | 65,550 | 66,360 | 67,455 | 68,810 | 70,090 |
| **TOTAL COSTS** | **183,406** | **184,346** | **188,729** | **-** | **-** | **188,729** | **192,305** | **196,079** | **200,094** | **204,095** |
| | | | | | | 2.9% | 1.9% | 2.0% | 2.0% | 2.0% |
| SOURCES OF FUNDING | | | | | | | | | | |
| PILT Revenue | (7,870) | (7,870) | (7,870) | - | - | (7,870) | (7,840) | (8,000) | (8,170) | (8,340) |
| Sale of Services | (8,660) | (9,600) | (8,920) | - | - | (8,920) | (9,100) | (9,280) | (9,470) | (9,660) |
| Interest Income | (160) | (160) | (160) | - | - | (160) | (160) | (160) | (160) | (160) |
| **TOTAL REVENUE** | **(16,690)** | **(17,630)** | **(16,950)** | **-** | **-** | **(16,950)** | **(17,100)** | **(17,440)** | **(17,800)** | **(18,160)** |
| **REQUISITION** | **(166,716)** | **(166,716)** | **(171,779)** | **-** | **-** | **(171,779)** | **(175,205)** | **(178,639)** | **(182,294)** | **(185,935)** |
| *Percentage increase over prior year requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.335 Geo-Spatial Referencing | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $190,000 | $250,000 | $10,000 | $10,000 | $10,000 | $10,000 | $290,000 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$190,000** | **$250,000** | **$10,000** | **$10,000** | **$10,000** | **$10,000** | **$290,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $190,000 | $250,000 | $10,000 | $10,000 | $10,000 | $10,000 | $290,000 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$190,000** | **$250,000** | **$10,000** | **$10,000** | **$10,000** | **$10,000** | **$290,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.335

**Service Name:** Geo-Spatial Referencing

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 17-01 | Replacement | RTK System Digital Infrastructure | RTK system infrastrucuture (computers, communications, power) | $ 80,000 | E | ERF | $ 30,000 | $ 40,000 | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 | $ 80,000 |
| 24-01 | Replacement | RTK Tool System Refresh | RTK Tool System Refresh (replacement of EOL tool systems) | $ 210,000 | E | ERF | $ 160,000 | $ 210,000 | | | | | $ 210,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 290,000** | | | | **$ 250,000** | **$ 10,000** | **$ 10,000** | **$ 10,000** | **$ 10,000** | **$ 290,000** |

## Operating Reserve Schedule

**Operating Reserve Fund:** 1.335 Geo-Spatial Referencing

Established by Bylaw No. 4521, Amendment No. 3 2022 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

### Operating Reserve Cash Flow

| Fund: 1500 Fund Center: 105552 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 11,387 | 11,640 | 11,640 | 11,640 | 11,640 | 11,640 |
| **Actual Purchases** | - | | | | | |
| **Planned Purchases** | | - | - | - | - | - |
| **Transfer from Operating Budget** | - | - | - | - | - | - |
| **Interest Income** | 254 | - | - | - | - | - |
| **Ending Balance $** | **11,640** | **11,640** | **11,640** | **11,640** | **11,640** | **11,640** |

**Assumptions/Background:**

## Equipment Reserve Schedule

**Reserve Fund:** 1.335 Geospatial

### Equipment Reserve Cash Flow

| **Fund: 1022 Fund Center: 101726**<br>ERF Group: GEOSPA.ERF | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 305,994 | 390,849 | 175,849 | 201,549 | 227,734 | 254,644 |
| **Actual Purchases** | (11,987) | | | | | |
| **Planned Purchases (Based on Capital Plan)** | | (250,000) | (10,000) | (10,000) | (10,000) | (10,000) |
| **Transfer from Operating Budget** | 96,842 | 35,000 | 35,700 | 36,185 | 36,910 | 37,650 |
| **Interest Income** | - | | | | | |
| **Ending Balance $** | **390,849** | **175,849** | **201,549** | **227,734** | **254,644** | **282,294** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Royal Theatre

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.290 Royal Theatre** **Committee: Finance**

**DEFINITION:**

The function of purchasing, maintaining, equipping, operating and selling the Royal Theatre in Victoria to the Capital Regional District. The function is for the purpose of pleasure, recreation and community use and includes all facilities and concessions associated with the Royal Theatre and a parking lot. Local Services Establishment Bylaw No. 2587, March 25, 1998.

**SERVICE DESCRIPTION:**

This is a service to provide funding for the support of the Royal Theatre in the City of Victoria as a community centre of art and education. Ownership was transferred to the CRD in 1998. The service operates under an agreement with the Royal and McPherson Theatres Society Board who manage the theatre in return for financial support.

**PARTICIPATION:**

City of Victoria, District of Saanich, and District of Oak Bay, apportioned 50% on converted value of land and improvements and 50% on the basis of population (see bylaw for details).

**MAXIMUM LEVY:**

Greater of $580,000 or $0.00590 per $1000 of net taxable value of land and improvements.

Note: Grants in Lieu of Taxes paid to the Regional District will be held to the credit of the participant.

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance Committee.

**FUNDING:**

| ROYAL THEATRE | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Third Party Payment | 37,535 | 37,535 | 37,096 | - | - | 37,096 | 37,521 | 37,529 | 37,070 | 35,989 |
| Insurance Costs | 44,300 | 44,300 | 50,490 | - | - | 50,490 | 55,539 | 61,092 | 67,201 | 73,922 |
| Standard Overhead Allocation | 17,565 | 17,565 | 17,814 | - | - | 17,814 | 18,340 | 18,779 | 19,229 | 19,689 |
| Arts Manager Allocation | - | - | - | - | - | 0 | - | - | - | - |
| Operating Cost - Other (Interest) | 600 | 600 | 600 | - | - | 600 | 600 | 600 | 600 | 600 |
| **TOTAL OPERATING COSTS** | **100,000** | **100,000** | **106,000** | **-** | **-** | **106,000** | **112,000** | **118,000** | **124,100** | **130,200** |
| *Percentage Increase | | 0.00% | 6.00% | | | 6.00% | 5.66% | 5.36% | 5.17% | 4.92% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Capital Equipment Purchase | 105,000 | 105,000 | 105,000 | - | - | 105,000 | 105,000 | 109,000 | 109,000 | 113,000 |
| Transfer to Capital Reserve Fund | 375,000 | 375,000 | 385,000 | - | - | 385,000 | 385,000 | 381,000 | 381,000 | 377,000 |
| **TOTAL CAPITAL COSTS** | **480,000** | **480,000** | **490,000** | **-** | **-** | **490,000** | **490,000** | **490,000** | **490,000** | **490,000** |
| **TOTAL COSTS** | **580,000** | **580,000** | **596,000** | **-** | **-** | **596,000** | **602,000** | **608,000** | **614,100** | **620,200** |
| | | 0.00% | 2.76% | | | 2.76% | 1.01% | 1.00% | 1.00% | 0.99% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Estimated balance C/F from current to Next year | | | | | | | | | | |
| Balance C/F from Prior to Current year | | | | | | | | | | |
| Revenue - Other | - | - | | | | | | | | |
| TOTAL REVENUE | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **REQUISITION** | **(580,000)** | **(580,000)** | **(596,000)** | **-** | **-** | **(596,000)** | **(602,000)** | **(608,000)** | **(614,100)** | **(620,200)** |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.290 Royal Theatre | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $112,000 | $1,058,000 | $1,043,000 | $0 | $0 | $0 | $2,101,000 |
| Equipment | $0 | $345,000 | $55,000 | $0 | $16,500 | $0 | $416,500 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$112,000** | **$1,403,000** | **$1,098,000** | **$0** | **$16,500** | **$0** | **$2,517,500** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $112,000 | $112,000 | $0 | $0 | $0 | $0 | $112,000 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | $0 | $0 | $380,000 | $0 | $0 | $0 | $380,000 |
| Donations / Third Party Funding | $0 | $375,000 | $380,000 | $0 | $0 | $0 | $755,000 |
| Reserve Fund | $0 | $916,000 | $338,000 | $0 | $16,500 | $0 | $1,270,500 |
| | **$112,000** | **$1,403,000** | **$1,098,000** | **$0** | **$16,500** | **$0** | **$2,517,500** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.290

**Service Name:** Royal Theatre

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 20-03 | New | Add Balcony & Pit Railings | Add railings to ensure patron safety and comfort | $ 75,000 | B | Res | | 75,000 | | | | | $ 75,000 |
| 21-12 | Renewal | Repair Building Envelope | Repairing building envelope of the 1914 structure. | $ 2,293,000 | B | Res | | 375,000 | 93,000 | | | | $ 468,000 |
| | Renewal | Repair Building Envelope | Repairing building envelope of the 1914 structure. | | B | Other | | 375,000 | | | | | $ 375,000 |
| 21-13 | Renewal | Plan, Rebuild and Expand Orchestra Pit | Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers | $ 115,000 | B | Cap | 112,000 | 112,000 | | | | | $ 112,000 |
| 24-01 | Replacement | Repour and refinish concrete main floor and replacement of seats and aisle lights | Repour and refinish concrete main floor and replacement of seats and aisle lights | $ 700,000 | B | Other | → | | 280,000 | | | | $ 280,000 |
| 24-01 | Replacement | Repour and refinish concrete main floor and replacement of seats and aisle lights | Repour and refinish concrete main floor and replacement of seats and aisle lights. | | B | Grant | → | | 280,000 | | | | $ 280,000 |
| 24-01 | Replacement | Repour and refinish concrete main floor and replacement of seats and aisle lights | Repour and refinish concrete main floor and replacement of seats and aisle lights. | | B | Res | → | | 140,000 | | | | $ 140,000 |
| 24-04 | Renewal | Wardrobe Department Upgrade | Upgrade wardrobe department | $ 83,000 | B | Res | | | | | | | $ - |
| 24-05 | Renewal | Restore Stage Surface | Deep restoration and refinish of stage surface | $ 59,000 | B | Res | → | 59,000 | | | | | $ 59,000 |
| 25-01 | Replacement | Replace Seats and Aisle Lights in balcony | Replace 20 year old seats in balcony | $ 250,000 | B | Other | → | | 100,000 | | | | $ 100,000 |
| 25-01 | Replacement | Replace Seats and Aisle Lights in Balcony | Replace 20 year old seats in balcony. | | B | Grant | → | | 100,000 | | | | $ 100,000 |
| 25-01 | Replacement | Replace Seats and Aisle Lights in Balcony | Replace 20 year old seats in balcony. | | B | Res | → | | 50,000 | | | | $ 50,000 |
| 25-02 | Replacement | Replace APs and UPS | Replace wireless access points and back up batteries | $ 15,000 | E | Res | | 15,000 | | | | | $ 15,000 |
| 25-03 | Replacement | Replace Automated Lighting Fixtures | Replace lighting fixtures with new supported system with energy efficient LED technology | $ 135,000 | E | Res | | 135,000 | | | | | $ 135,000 |
| 25-04 | Replacement | Replace Security Camera System | Replace aging security camera system | $ 32,000 | E | Res | | 32,000 | | | | | $ 32,000 |
| 25-05 | Replacement | Replace Main Electrical Panel | Replace 22 year old water damaged main electrical panel | $ 130,000 | E | Res | | 130,000 | | | | | $ 130,000 |
| 25-06 | Renewal | Add new storage in bar and concession | Add new storage in bar and concession for efficiency and security of inventory | $ 12,000 | B | Res | | 12,000 | | | | | $ 12,000 |
| 25-07 | Replacement | Replace Green Room and Dressing Room Furniture | Replace chairs purchased in 2002 and reupholster modular couches | $ 33,000 | E | Res | | 33,000 | | | | | $ 33,000 |
| 25-08 | Defer | Emergency Repairs | Unforeseen emergency repairs. | $ 50,000 | B | Res | | 50,000 | | | | | $ 50,000 |
| 26-01 | Replacement | Replace Switches | Replace network switches | $ 55,000 | E | Res | | | 55,000 | | | | $ 55,000 |
| 28-01 | Replacement | Replace SRST | Replace Cisco phone communications system | $ 16,500 | E | Res | | | | | 16,500 | | $ 16,500 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 4,053,500** | | | | **$ 1,403,000** | **$ 1,098,000** | **$ -** | **$ 16,500** | **$ -** | **$ 2,517,500** |

| Service: | 1.290 | Royal Theatre |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 20-03 | Add Balcony & Pit Railings | Add railings to ensure patron safety and comfort |

**Project Rationale** The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 21-12 | Repair Building Envelope | Repairing building envelope of the 1914 structure. |

**Project Rationale** Flagged as immediate priority in Royal Theatre – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 21-13 | Plan, Rebuild and Expand Orchestra Pit | Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers |

**Project Rationale** Plan, rebuild and expand orchestra pit to align with professional standards of performing arts organizations.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-01 | Repour and refinish concrete main floor and replacement of seats and aisle lights | Repour and refinish concrete main floor and replacement of seats and aisle lights |

**Project Rationale** Repouring and refinishing concrete main floor for improved safety, hygiene and cleaning protocols. Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats reaching end of useful life.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-04 | Wardrobe Department Upgrade | Upgrade wardrobe department |

**Project Rationale** Upgrade wardrobe department with electrical upgrade, extensive plumbing upgrades, dropped ceiling and drywall to accommodate two more stacked washers and dryers in order to meet clients' requirements.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-05 | Restore Stage Surface | Deep restoration and refinish of stage surface |

**Project Rationale** Deep restoration and refinish of stage surface to return to fixed level.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-01 | Replace Seats and Aisle Lights in balcony | Replace 20 year old seats in balcony |

**Project Rationale** Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats are reaching end of useful life.

| Service: | 1.290 | Royal Theatre |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-02 | Replace APs and UPS | Replace wireless access points and back up batteries |

**Project Rationale** Replace APs and UPS to update the network infrastructure as required by CRD Information Technology replacement plan.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-03 | Replace Automated Lighting Fixtures | Replace lighting fixtures with new supported system with energy efficient LED technology |

**Project Rationale** Original fixtures have not been supported by the manufacturer for over 7 years and parts are no longer available. New fixtures will have energy efficient LED technology and purchased as a system will ensure consistent build quality, internal parts and firmware.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-04 | Replace Security Camera System | Replace aging security camera system |

**Project Rationale** Current security camera system legacy equipment is not supported by current security monitoring company. Purchase of new CRD supplied cameras and supporting hardware provides longevity and support for safety and security at the theatre.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-05 | Replace Main Electrical Panel | Replace 22 year old water damaged main electrical panel |

**Project Rationale** Main electrical panel has been damaged by water and is no longer reliable.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-06 | Add new storage in bar and concession | Add new storage in bar and concession for efficiency and security of inventory |

**Project Rationale** Adding new lockable storage cabinet in the bar and concession will improve efficiency and security of inventory.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-07 | Replace Green Room and Dressing Room Furniture | Replace chairs purchased in 2002 and reupholster modular couches |

**Project Rationale** Replacing chairs purchased in 2002 and reupholstering modular couches in dressing rooms and green for improved artist comfort and service.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-08 | Emergency Repairs | Unforeseen emergency repairs. |

**Project Rationale** Capital funds to accommodate any emergency repairs to the building.

| Service: | 1.290 | Royal Theatre |
|---|---|---|

| Project Number | 26-01 | Capital Project Title | Replace Switches | Capital Project Description | Replace network switches |
|---|---|---|---|---|---|
| Project Rationale | Replace switches in the network infrastructure as required by CRD Information Technology replacement plan. | | | | |

| Project Number | 28-01 | Capital Project Title | Replace SRST | Capital Project Description | Replace Cisco phone communications system |
|---|---|---|---|---|---|
| Project Rationale | Replace Cisco phone communications as required by CRD Information Technology replacement plan. | | | | |

**1.290 Royal Theatre**
**Asset and Reserve Summary**
**2025 - 2029 Financial Plan**

## Asset Profile

**Royal Theatre**

Assets held by the Royal Theatre service consist of land, Royal Theatre built in 1913 as well as various equipment. Royal Theatre was renovated in 2003 and 2005.

## Capital Reserve Fund Schedule

**Reserve Fund: 1.290 Royal Theatre Capital Reserve Fund (Bylaw No. 2855)**

**Cost Centre: 101607 (PLO)**

| Capital Reserve Fund | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| Projected year end balance | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 1,235,072 | 1,153,072 | 682,072 | 729,072 | 1,110,072 | 1,474,572 |
| **Planned Capital Expenditure (Based on Capital Plan)** | (517,000) | (916,000) | (338,000) | - | (16,500) | - |
| **Transfer from Operating Budget** | 375,000 | 385,000 | 385,000 | 381,000 | 381,000 | 377,000 |
| **Interest Income**** | 60,000 | 60,000 | | | | |
| **Total projected year end balance** | **1,153,072** | **682,072** | **729,072** | **1,110,072** | **1,474,572** | **1,851,572** |

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# McPherson Theatre

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.295 McPherson Theatre** **Committee: Finance**

**DEFINITION:**

A local service established for the purpose of purchasing, maintaining, equipping and operating the McPherson Playhouse in Victoria, British Columbia. Local Services Establishment Bylaw No. 2685, March 10, 1999.

**SERVICE DESCRIPTION:**

This is a service to provide funding for the support of the McPherson Theatre in the City of Victoria. The service operates under an agreement with the Royal and McPherson Theatres Society Board who manage the theatre in return for financial support. This building operation was transferred to the CRD for ease of administration with the Royal & McPherson Theatres Society and to recognize the benefits of one organization operating the two theatres (one ticket system, ability to move acts between if financially beneficial, etc.)

**PARTICIPATION:**

The City of Victoria is the only participant.

**MAXIMUM LEVY:**

The maximum amount that may be requisitioned under section 816(1) of the Municipal Act (Section 803 of the Local Government 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 transfer and annual debt servicing payments. The maximum amount will be $400,000.

(b) for annual operating expenditures which may also include expenditures of a nature referred to in (a) above, the maximum amount will be $350,000.

**MAXIMUM CAPITAL DEBT:**

None

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance Committee.

**FUNDING:**

| McPHERSON THEATRE | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Third Party Payments | 306,282 | 306,282 | 306,081 | - | - | 306,081 | 304,808 | 303,856 | 302,882 | 301,888 |
| Standard Overhead Allocation | 34,959 | 34,959 | 34,911 | - | - | 34,911 | 35,958 | 36,677 | 37,411 | 38,159 |
| Arts Manager Allocation | 7,565 | 7,565 | 7,814 | - | - | 7,814 | 8,040 | 8,273 | 8,513 | 8,759 |
| Interest Charge | 300 | 300 | 300 | - | - | 300 | 300 | 300 | 300 | 300 |
| **TOTAL OPERATING COSTS** | **349,106** | **349,106** | **349,106** | **-** | **-** | **349,106** | **349,106** | **349,106** | **349,106** | **349,106** |
| *Percentage Increase | | 0.00% | 0.00% | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Capital Equipment Purchases | 90,000 | 90,000 | 90,000 | - | - | 90,000 | 90,000 | 94,000 | 94,000 | 98,000 |
| Transfer to Reserve Fund | 346,233 | 346,233 | 346,233 | - | - | 346,233 | 346,233 | 342,233 | 342,233 | 338,233 |
| TOTAL CAPITAL / RESERVES | **436,233** | **436,233** | **436,233** | **-** | **-** | **436,233** | **436,233** | **436,233** | **436,233** | **436,233** |
| **TOTAL COSTS** | **785,339** | **785,339** | **785,339** | **-** | **-** | **785,339** | **785,339** | **785,339** | **785,339** | **785,339** |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Estimated balance C/F from current to Next year | | - | - | - | - | | | | | |
| Balance C/F from Prior to Current year | - | - | | | | | | | | |
| Grants In Lieu of Taxes | (35,339) | (35,339) | (35,339) | - | - | (35,339) | (35,339) | (35,339) | (35,339) | (35,339) |
| TOTAL REVENUE | (35,339) | (35,339) | (35,339) | - | - | (35,339) | (35,339) | (35,339) | (35,339) | (35,339) |
| **REQUISITION** | **(750,000)** | **(750,000)** | **(750,000)** | **-** | **-** | **(750,000)** | **(750,000)** | **(750,000)** | **(750,000)** | **(750,000)** |
| *Percentage increase over prior year requisition | | 0.0% | 0.00% | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.295 McPherson Theatre | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $554,000 | $238,000 | $190,000 | $0 | $0 | $982,000 |
| Equipment | $0 | $122,000 | $44,000 | $0 | $16,500 | $0 | $182,500 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$676,000** | **$282,000** | **$190,000** | **$16,500** | **$0** | **$1,164,500** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $676,000 | $282,000 | $190,000 | $16,500 | $0 | $1,164,500 |
| | **$0** | **$676,000** | **$282,000** | **$190,000** | **$16,500** | **$0** | **$1,164,500** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.295

**Service Name:** McPherson Theatre

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 21-13 | Renewal | Repair Building Envelope and Restore Façade | Repair building envelope and restore façade | $ 1,163,000 | B | Res | | $ 300,000 | $ 238,000 | $ 190,000 | | | $ 728,000 |
| 22-06 | Renewal | Recoating of Fibreglass Façade | Recoating of fibreglass façade | $ 26,000 | B | Res | | | | | | | $ - |
| 22-07 | Renewal | Repair Stand-alone canopies | Repair stand-alone canopies | $ 5,000 | B | Res | | | | | | | $ - |
| 24-02 | Replacement | Replace Architectural Detail Lighting | Replace tungsten and quartz architectural lights with LED technology | $ 20,000 | B | Res | | | | | | | $ - |
| 24-05 | Replacement | Remove Concrete Canopies | Remove concrete canopies | $ 40,000 | B | Res | | | | | | | $ - |
| 25-01 | Replacement | Replace APs and UPS | Replace wireless access points and back up batteries | $ 15,000 | E | Res | | $ 15,000 | | | | | $ 15,000 |
| 25-02 | Replacement | Replace Outdoor Digital Sign | Replace outdoor digital sign with new hardware and new LED panels | $ 81,000 | E | Res | | $ 81,000 | | | | | $ 81,000 |
| 25-03 | Replacement | Balcony Lighting Pipes and LED Fixtures Upgrade | Upgrade the balcony lighting positions including fall protection to meet safety and seismic regulations and automated lighting fixtures | $ 204,000 | B | Res | | $ 204,000 | | | | | $ 204,000 |
| 25-04 | Replacement | Replace Security Camera System | Replace aging security camera system | $ 26,000 | E | Res | | $ 26,000 | | | | | $ 26,000 |
| 25-05 | Defer | Emergency Repairs | For Unforeseen Emergency Repairs | $ 50,000 | B | Res | | $ 50,000 | | | | | $ 50,000 |
| 26-01 | Replacement | Replace Switches | Replace network switches | $ 44,000 | E | Res | | | $ 44,000 | | | | $ 44,000 |
| 28-01 | Replacement | Replace SRST | Replace Cisco phone communications system | $ 16,500 | E | Res | | | | | $ 16,500 | | $ 16,500 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 1,690,500** | | | | **$ 676,000** | **$ 282,000** | **$ 190,000** | **$ 16,500** | **$ -** | **$ 1,164,500** |

| Service: | 1.295 | McPherson Theatre |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-13 | **Capital Project Title** | Repair Building Envelope and Restore Façade | **Capital Project Description** | Repair building envelope and restore façade |
| **Project Rationale** | Flagged as immediate priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1913 structure will remain stable and will reduce energy consumption. Restoring the 1913 façade will include point work on the bricks, gutter replacement and refinishing the fiberglass stonework around the historic wooden doors. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-06 | **Capital Project Title** | Recoating of Fibreglass Façade | **Capital Project Description** | Recoating of fibreglass façade |
| **Project Rationale** | Flagged as immediate priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Recoating the fibreglass façade will reduce shredding and breaking down. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-07 | **Capital Project Title** | Repair Stand-alone canopies | **Capital Project Description** | Repair stand-alone canopies |
| **Project Rationale** | As indicated in the 2022 McPherson Playhouse Detailed Seismic Assessment by Stantec Consulting Ltd., develop plan to remove concrete roof slabs and replace with a lightweight steel structure which will reduce seismic weight of the canopies by 80%. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-02 | **Capital Project Title** | Replace Architectural Detail Lighting | **Capital Project Description** | Replace tungsten and quartz architectural lights with LED technology |
| **Project Rationale** | Replace tungsten and quartz architectural lights with LED fixtures for reduced heat load, reduced electrical consumption and brighter, higher quality of light for patron comfort and safety in the audience chamber | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-05 | **Capital Project Title** | Remove Concrete Canopies | **Capital Project Description** | Remove concrete canopies |
| **Project Rationale** | As indicated in the 2022 McPherson Playhouse Detailed Seismic Assessment by Stantec Consulting Ltd., the current concrete canopies are deficient under current seismic loads and will become a safety risk. In preparation of replacing with a lightweight steel structure, the concrete roof slabs must be removed. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | Replace APs and UPS | **Capital Project Description** | Replace wireless access points and back up batteries |
| **Project Rationale** | Replace APs and UPS to update the network infrastructure as required by CRD Information Technology replacement plan. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-02 | **Capital Project Title** | Replace Outdoor Digital Sign | **Capital Project Description** | Replace outdoor digital sign with new hardware and new LED panels |
| **Project Rationale** | The current sign is degrading and the LED modules and connectivity through the network controller are failing. The new LED panels have a much longer lifespan. A new sign will provide information on upcoming events. | | | | |

| Service: | 1.295 | McPherson Theatre |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-03 | **Capital Project Title** | Balcony Lighting Pipes and LED Fixtures Upgrade | **Capital Project Description** | Upgrade the balcony lighting positions including fall protection to meet safety and seismic regulations and automated lighting fixtures |
| **Project Rationale** | Upgrade the balcony hanging lighting positions including engineered fall protection to meet safety and seismic regulations and replace lighting fixtures with energy efficient automated fixtures so the fixtures can be accessed remotely. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-04 | **Capital Project Title** | Replace Security Camera System | **Capital Project Description** | Replace aging security camera system |
| **Project Rationale** | Current security camera system legacy equipment is not supported by current security monitoring company. Purchase of new CRD supplied cameras and supporting hardware provides longevity and support for safety and security at the theatre. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-05 | **Capital Project Title** | Emergency Repairs | **Capital Project Description** | For Unforeseen Emergency Repairs |
| **Project Rationale** | Capital funds to accommodate any emergency repairs to the building. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-01 | **Capital Project Title** | Replace Switches | **Capital Project Description** | Replace network switches |
| **Project Rationale** | Replace switches in the network infrastructure as required by CRD Information Technology replacement plan. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 28-01 | **Capital Project Title** | Replace SRST | **Capital Project Description** | Replace Cisco phone communications system |
| **Project Rationale** | Replace Cisco phone communications as required by CRD Information Technology replacement plan. | | | | |

**1.295 McPherson Theatre**
**Asset and Reserve Summary**
**2025 - 2029 Financial Plan**

## Asset Profile

**McPherson Theatre**

Assets held by the McPherson Theatre service consist of new upgrades to McPherson Theatre built in 1914 as well as various equipment.

## Capital Reserve Fund Schedule

**Reserve Fund: 1.295 McPherson Playhouse Capital Reserve Fund (Bylaw No. 3270)**

**Cost Centre: 101899 (PLO)**

| Capital Reserve Fund<br>Projected year end balance | Est Actual<br>2024 | Budget<br>2025 | <br>2026 | <br>2027 | <br>2028 | <br>2029 |
|---|---|---|---|---|---|---|
| **Beginning Balance** | 2,583,224 | 2,712,633 | 2,482,866 | 2,547,099 | 2,699,332 | 3,025,065 |
| **Planned Capital Expenditure (Based on Capital Plan)** | (332,000) | (676,000) | (282,000) | (190,000) | (16,500) | - |
| **Transfer from Operating Budget** | 346,233 | 346,233 | 346,233 | 342,233 | 342,233 | 338,233 |
| **Interest Income*** | 115,176 | 100,000 | | | | |
| **Total projected year end balance** | **2,712,633** | **2,482,866** | **2,547,099** | **2,699,332** | **3,025,065** | **3,363,298** |

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Arts Grants and Development

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.297 Arts Grants and Development** **Committee: Finance**

**DEFINITION:**

To establish a service for the provision of assistance in relation to the arts and culture for the purpose of benefiting the community or an aspect of the community. Bylaw No. 2884, July 3, 2001.

**SERVICE DESCRIPTION:**

CRD municipalities invest in the arts for the economic impact and employment they provide, for the provincial and national visibility arts organizations provide to the region, and for providing a wide range of educational, participatory and audience opportunities for citizens and visitors, improving quality of life. This service provides grants for NFP arts sector organizations within the CRD. An arms length committee, the CRD Arts Advisory Council, adjudicates grant applications based on parameters and total budget limits set by the CRD Arts Commission. Operating grants provide annual, ongoing assistance to larger arts organizations that meet established criteria for artistic, organizational and financial accountability. Project grants support one-time projects, short series, or extended programming of smaller organizations. Equity grants support applicants from communities that are at risk of exclusion or have difficulty accessing funding support for systemic reasons. Incubator grants support new and emerging arts organizations. IDEA grants encourage the development of arts programming capacity within non-arts mandated not-for-profit organizations.

**PARTICIPATION:**

Municipalities of Victoria, Saanich, Oak Bay, Esquimalt, and View Royal (Group 1 participating area) and Highlands, Metchosin, Southern Gulf Islands, and Sooke (Group 2 participating area).

**MAXIMUM LEVY:**

Greater of $1,980,000 or $0.102 / $1,000 for hospital assessed values of Group 1 participating area.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Arts

| ARTS GRANTS | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| ARTS GRANTS: | | | | | | | | | | |
| Operating Grants | 2,360,363 | 2,360,363 | 2,436,170 | - | - | 2,436,170 | 2,484,890 | 2,534,590 | 2,585,280 | 2,636,990 |
| Project Grants | 378,000 | 378,000 | 384,000 | - | - | 384,000 | 391,680 | 399,510 | 407,500 | 415,650 |
| **Total Grants Payment** | 2,738,363 | 2,738,363 | 2,820,170 | - | - | 2,820,170 | 2,876,570 | 2,934,100 | 2,992,780 | 3,052,640 |
| | | 0.00% | 2.99% | | | 2.99% | 2.00% | 2.00% | 2.00% | 2.00% |
| ADMINISTRATION COSTS: | | | | | | | | | | |
| Salaries and Wages | 341,668 | 332,107 | 342,628 | - | - | 342,628 | 352,555 | 362,764 | 373,263 | 384,061 |
| Standard Overhead Allocation | 62,641 | 62,641 | 64,146 | - | - | 64,146 | 66,070 | 67,391 | 68,739 | 70,114 |
| Human Resources Allocation | 11,422 | 11,422 | 12,730 | - | - | 12,730 | 14,320 | 15,581 | 15,932 | 16,329 |
| Building Occupancy Allocation | 11,564 | 11,564 | 14,048 | - | - | 14,048 | 14,642 | 15,364 | 16,068 | 16,363 |
| Other Allocations | - | - | 550 | - | 3,604 | 4,154 | 5,174 | 2,150 | 2,160 | 2,170 |
| Insurance Cost | 770 | 770 | 750 | - | - | 750 | 825 | 908 | 999 | 1,099 |
| Opearting Cost - Other | 40,849 | 26,381 | 42,230 | - | - | 42,230 | 43,070 | 43,910 | 44,770 | 45,640 |
| **Total Administration Costs** | 468,914 | 444,885 | 477,082 | - | 3,604 | 480,686 | 496,656 | 508,068 | 521,931 | 535,776 |
| | | -5.12% | 1.74% | | | 2.51% | 3.32% | 2.30% | 2.73% | 2.65% |
| | | | | | | - | | | | |
| **TOTAL OPERATING COSTS** | 3,207,277 | 3,183,248 | 3,297,252 | - | 3,604 | 3,300,856 | 3,373,226 | 3,442,168 | 3,514,711 | 3,588,416 |
| | | -0.75% | 2.81% | | | 2.92% | 2.19% | 2.04% | 2.11% | 2.10% |
| CAPITAL / RESERVE TRANSFER | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 24,029 | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | 1,000 | 1,000 | 1,030 | - | - | 1,030 | 1,050 | 1,070 | 1,090 | 1,110 |
| **TOTAL CAPITAL / RESERVES TRANSFER** | 1,000 | 25,029 | 1,030 | - | | 1,030 | 1,050 | 1,070 | 1,090 | 1,110 |
| **TOTAL COSTS** | 3,208,277 | 3,208,277 | 3,298,282 | - | 3,604 | 3,301,886 | 3,374,276 | 3,443,238 | 3,515,801 | 3,589,526 |
| | | 0.00% | 2.81% | | | 2.92% | 2.19% | 2.04% | 2.11% | 2.10% |
| Internal Recoveries | (15,130) | (15,130) | (15,628) | - | - | (15,628) | (16,080) | (16,546) | (17,026) | (17,518) |
| **OPERATING LESS RECOVERIES** | 3,193,147 | 3,193,147 | 3,282,654 | - | 3,604 | 3,286,258 | 3,358,196 | 3,426,692 | 3,498,775 | 3,572,008 |
| | | 0.00% | 2.80% | | | 2.92% | 2.19% | 2.04% | 2.10% | 2.09% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (49,500) | (49,500) | (52,700) | - | - | (52,700) | (52,700) | (52,700) | (52,700) | (52,700) |
| Payments In Lieu of Taxes | (186,993) | (186,993) | (186,993) | - | - | (186,993) | (186,993) | (186,993) | (186,993) | (186,993) |
| | | | | | - | - | | | | |
| **TOTAL REVENUE** | (236,493) | (236,493) | (239,693) | - | - | (239,693) | (239,693) | (239,693) | (239,693) | (239,693) |
| | | 0.00% | 1.35% | | | 1.35% | 0.00% | 0.00% | 0.00% | 0.00% |
| **REQUISITION** | (2,956,654) | (2,956,654) | (3,042,961) | - | (3,604) | (3,046,565) | (3,118,503) | (3,186,999) | (3,259,082) | (3,332,315) |
| | | | 2.92% | | | 3.04% | 2.36% | 2.20% | 2.26% | 2.25% |
| AUTHORIZED POSITIONS: | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.297 Arts Grants and Development | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $0 | $3,800 | $0 | $0 | $4,000 | $7,800 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$3,800** | **$0** | **$0** | **$4,000** | **$7,800** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $3,800 | $0 | $0 | $4,000 | $7,800 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$3,800** | **$0** | **$0** | **$4,000** | **$7,800** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.297

**Service Name:** Arts Grants and Development

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 26-01 | Replacement | Computer and Printer | IT scheduled Routine Replacement | $ 3,800 | E | ERF | | | $ 3,800 | | | | $ 3,800 |
| 29-01 | Replacement | Computer and Printer | IT scheduled Routine Replacement | $ 4,000 | E | ERF | | | | | | $ 4,000 | $ 4,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 7,800** | | | | **$ -** | **$ 3,800** | **$ -** | **$ -** | **$ 4,000** | **$ 7,800** |

| Service: | 1.297 | Arts Grants and Development |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 24-01 | Capital Project Title | #N/A | Capital Project Description | #N/A |
| Project Rationale | Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 26-01 | Capital Project Title | Computer and Printer | Capital Project Description | IT scheduled Routine Replacement |
| Project Rationale | Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department | | | | |

**1.297 Arts grants and Development**
**Asset and Reserve Summary**
**2025 - 2029 Financial Plan**

## Asset Profile

**Arts grants and Development**

Assets held by the Arts grants and Development service consist of computers and office equipment.

## Equipment Replacement Fund Schedule (ERF)

**ERF Fund: 1.297 Arts Grants and Development Equipment Replacement Fund**

| Equipment Replacement Fund | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 5,910 | 3,969 | 5,049 | 2,299 | 3,369 | 4,459 |
| **Planned Purchase (Based on Capital Plan)** | (2,990) | | (3,800) | - | - | (4,000) |
| **Transfer from Ops Budget** | 1,000 | 1,030 | 1,050 | 1,070 | 1,090 | 1,110 |
| **Interest Income*** | 50 | 50 | - | - | - | - |
| **Ending Balance $** | **3,969** | **5,049** | **2,299** | **3,369** | **4,459** | **1,569** |

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

**1.297 Arts and Cultural Grants**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Arts and Cultural Grants**

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule - FC 105300

| Operating Reserve Schedule | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| Projected year end balance | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 302,765 | 265,265 | 222,565 | 169,865 | 117,165 | 64,465 |
| Planned Purchase | (49,500) | (52,700) | (52,700) | (52,700) | (52,700) | (52,700) |
| Transfer from Ops Budget | - | | | | | |
| Interest Income* | 12,000 | 10,000 | | | | |
| **Total projected year end balance** | **265,265** | **222,565** | **169,865** | **117,165** | **64,465** | **11,765** |

**Assumptions/Background:**

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Feasibility Reserve Fund

## COMMITTEE OF THE WHOLE

October 2024

**Service: 21.1 Feasibility Study Reserve** **Committee: Finance**

**DEFINITION:**

Capital Regional District Bylaw No. 79 to establish a Feasibility Study Reserve Fund to be used for the possible adoption of a service.

**SERVICE DESCRIPTION:**

Funding to be used for conducting research on possible new services.

**PARTICIPATION:**

All member municipalities on the basis of converted hospital assessments. Pursuant to Section 804 of the Local Government Act in the case of feasibility studies in relation to proposed services, the costs are apportioned among the electoral areas.

**MAXIMUM LEVY:**

$0.10/1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**

**Change in Budget 2024 to 2025**

| **Service: 21.1 Feasibility Study** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **350,000** | |
| **Other Changes:** | | |
| Transportation Service study | (350,000) | Study complete |
| Regional Arts Facility Service study | 132,000 | New study |
| Total Other Changes | (218,000) | |
| **2025 Budget** | **132,000** | |
| *% expense increase from 2024:* | ***-62.3%*** | |
| *% Requisition increase from 2024 (if applicable):* | ***-62.30%*** | *Requisition funding is 100% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

| FEASIBILITY STUDY | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 CORE BUDGET | 2027 CORE BUDGET | 2028 CORE BUDGET | 2029 CORE BUDGET |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Regional Studies (un-allocated) | - | - | - | - | - | - | - | - | - | - |
| IBC 4a-1.1_TransportationService_2024 | 350,000 | 350,000 | - | - | - | - | - | - | - | - |
| Establish Regional Arts Facility Service | - | - | - | - | 132,000 | 132,000 | | | | |
| **Total Regional** | **350,000** | **350,000** | **-** | **-** | **132,000** | **132,000** | - | - | - | - |
| Electoral Area | | | | | | | | | | |
| Southern Gulf Islands | - | - | - | - | - | - | - | - | - | - |
| Juan de Fuca | - | - | - | - | - | - | - | - | - | - |
| Salt Spring Island | - | - | - | - | - | - | - | - | - | - |
| EA Studies (un-allocated) | - | - | - | - | - | - | - | - | - | - |
| **Total Electoral Area** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **TOTAL OPERATING COSTS** | **350,000** | **350,000** | **-** | **-** | **132,000** | **132,000** | **-** | **-** | **-** | **-** |
| *Percentage Increase over prior year | | | | | | -62.3% | | | | |
| REVENUES | | | | | | | | | | |
| Estimated balance c/fwd | - | - | - | - | - | - | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | - | - | - | - | - | - | | | | |
| Balance c/fwd from 2022 to 2023 | (150,891) | (150,891) | | | | | - | - | - | - |
| Interest Income | - | - | - | - | - | - | - | - | - | - |
| Recovery Cost | - | - | - | - | - | - | - | - | - | - |
| Feasibility Study Funding | - | - | - | - | - | - | - | - | - | - |
| Grant Provincial | - | - | - | - | - | - | - | - | - | - |
| Payments - In Lieu of Taxes | - | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - | - |
| Transfer from Revenue Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL REVENUES** | **(150,891)** | **(150,891)** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **REQUISITION** | **(199,109)** | **(199,109)** | **-** | **-** | **(132,000)** | **(132,000)** | **-** | **-** | **-** | **-** |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Regional Grants in Aid

### COMMITTEE OF THE WHOLE

October 2024

**Service: 1.112 Regional Grant in Aid** **Committee: Finance Committee**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

Provide Grants to support organizations that are outside the existing services of the Regional District.

**PARTICIPATION:**

All member municipalities and electoral areas.

**MAXIMUM LEVY:**

$0.05 / $1,000 on converted value of hospital assessed land and improvements.

**COMMITTEE:**

Finance Committee

| 1.112 - Regional Grants in Aid | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Grants in Aid - ICF | 1,609,336 | - | 1,669,336 | - | - | 1,669,336 | - | - | - | - |
| **TOTAL OPERATING COSTS** | **1,609,336** | **-** | **1,669,336** | **-** | **-** | **1,669,336** | **-** | **-** | **-** | **-** |
| *Percentage Increase over prior year | | | 3.7% | | | 3.7% | NA | 0.0% | 0.0% | 0.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 1,619,336 | (1,619,336) | - | - | (1,619,336) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (1,569,336) | (1,569,336) | - | - | - | - | - | - | - | - |
| Interest Income | (40,000) | (50,000) | (50,000) | - | - | (50,000) | - | - | - | - |
| **TOTAL REVENUE** | (1,609,336) | - | (1,669,336) | - | - | (1,669,336) | - | - | - | - |
| **REQUISITION** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| *Percentage increase over prior year Requisition | | | | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

# CAPITAL REGIONAL DISTRICT BOARD sitting as COMMITTEE OF THE WHOLE
# October 30, 2024
# Board Room, 625 Fisgard Street, Victoria

# BUDGET REVIEW
# Part B

---

**5. Parks and Recreation**

| | | |
|---|---|---|
| **5.1** | | Regional Parks |
| **5.2** | | Panorama Recreation |
| **5.3** | | SEAPARC - Facilities and Recreation |

**6. Environmental Services**

| | | |
|---|---|---|
| **6.1** | 6.1.1 | GM - Parks & Environmental Services |
| | 6.1.2 | Environmental Administration Services |
| **6.2** | **Environmental Protection and Water Quality** | |
| | 6.2.1 | Other Legislative & General - Climate |
| | 6.2.2 | Environmental Protection & Water Quality |
| | 6.2.3 | Regional Source Control Program |
| | 6.2.4 | Septage Disposal Agreement |
| | 6.2.5 | Millstream Site Remediation |
| | 6.2.6 | L.W.M.P - On Site Systems Management Program |
| | 6.2.7 | L.W.M.P. Peninsula Programs |
| | 6.2.8 | L.W.M.P. - Core and West Shore |
| | 6.2.9 | L.W.M.P. - Harbour Studies |
| | 6.2.10 | Climate Action and Adaptation |
| | 6.2.11 | Regional Goose Management System |
| | 6.2.12 | Sooke Stormwater Quality Management |
| | 6.2.13 | Core and West Shore Stormwater Quality Management |
| | 6.2.14 | Saanich Peninsula - Stormwater Quality Management |
| | 6.2.15 | Saanich Peninsula - Source Control Stormwater |
| **6.3** | **Environmental Resource Management** | |
| | 6.3.1 | Environmental Resource Management |
| **6.4** | **Facilities Management & Engineering** | |
| | 6.4.1 | Environmental Engineering Services |
| | 6.4.2 | Facility Management |
| | 6.4.3 | CRD Headquarters Building |
| | 6.4.4 | Corporate Satellite Facilities |
| | 6.4.5 | Family Court Building |
| | 6.4.6 | Health Facilities - VIHA |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# PARKS & RECREATION

## COMMITTEE OF THE WHOLE

October 2024

# COMMITTEE OF THE WHOLE
# October 30, 2024
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| **5.2** | 1.44X | Panorama Recreation | **39 - 67** |
| **5.3** | 1.40X | SEAPARC - Recreation and Facilities | **68 - 94** |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Regional Parks

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.280 Regional Parks** **Committee: Regional Parks Committee & Transportation Committee**

**DEFINITION:**

To establish an extended service of Regional Parks for all of the Regional District for the purpose of operating Regional Parks. Bylaw No. 1749 (November 1989); Amended Bylaw No. 2419 (October 1996).

Land Acquisition Fund: 2000 to 2009 Requisition increase equates to $10 per average household each year.
2010 increased requisition equates to $12 per average household.
2011-2014 increased requisition further $2 per average household in each year.
2015-2019 requisition equates to $20 per average household in each year.
2020 requisition equates to $20 per average household in each year.
2021-2025 increased requisition further $1 per average household in each year

**SERVICE DESCRIPTION:**

This is a service to administer and coordinate the provision of regional parks and trails systems for residents and visitors to the Capital Region. Services include planning and developing strategies for growth and protection of parks and trails, project management of capital facilities, environmental interpretation, conservation, education, security and parks operations of all regional parks and trails. The land acquisition fund acquires regionally significant natural areas to achieve the vision for future regional parks and trails systems. Land acquisition contributes to environmental, social and economic regional sustainability.

**PARTICIPATION:**

All member municipalities and electoral areas participate.

**MAXIMUM LEVY:**

Based on converted hospital assessed values for land and improvements.

**CAPITAL BORROWING:**

| | |
|---|---|
| Authorized: Bylaw.4142 - Construction of E&N Trail Phase 3&4 | $ 6,100,000 |
| Borrowed: | $ (6,100,000) |
| Remaining | $ - |
| | |
| Authorized: Bylaw.4506 - Acquiring Land for Regional Parks | $ 25,000,000 |
| Borrowed: | $ - |
| Remaining | $ 25,000,000 |

| Change in Budget 2024 to 2025<br>Service: 1.280 Regional Parks | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **19,684,346** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 382,568 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 64,380 | |
| Total Change in Salaries | 446,948 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 17,669 | Increase in 2024 operating costs |
| Human Resources Allocation | 15,266 | Increase in 2024 salary budget; corporate safety resourcing |
| Insurance costs | 22,650 | Recognize growing insurance premiums |
| Debt Servicing | 160,000 | New debt related to LAF and Trail renewal |
| Vehicle and Equipment | 101,985 | Increase in vehicle useage and operating costs |
| Capital Reserve Transfer | 334,523 | One time $250,000 transfer for Royal Oak and required growth. |
| Equipment Reserve Transfer | 308,487 | Increase transfers to support (1) additional equipment $15,000, (2) Fleet decarbanization $275,000, and (3) general inflation $18,487. |
| Other Costs | 144,324 | |
| Total Other Changes | 1,104,904 | |
| **2025 Budget** | **21,236,198** | |

| Summary of % Expense Increase | | |
|---|---|---|
| 2025 Base salary and benefit change | 1.9% | |
| Debt servicing | 0.8% | |
| Capital Reserve transfer | 1.7% | |
| Equipment Reserve transfer | 1.6% | |
| Balance of increase | 1.9% | |
| *% expense increase from 2024:* | ***7.9%*** | |
| *% Requisition increase from 2024 (if applicable):* | ***8.00%*** | *Requisition funding is 91.4% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estmiated one-time favourable variance of $202,601(1%) due mainly to hiring challenges of vacant positions. This variance will be moved to Equipment Replacement and Capital Reserves, which have an expected year end balance of $1,328,055 and $7,479,010 respectively before this transfer.*

| REGIONAL PARKS SUMMARY | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 9,576,047 | 9,226,056 | 10,022,995 | - | - | 10,022,995 | 10,340,383 | 10,630,625 | 10,928,944 | 11,235,563 |
| Internal Allocations | 1,599,065 | 1,596,065 | 1,646,197 | - | 10,812 | 1,657,009 | 1,734,794 | 1,785,817 | 1,822,685 | 1,861,373 |
| Insurance Cost | 68,810 | 68,810 | 91,460 | - | - | 91,460 | 100,606 | 110,667 | 121,734 | 133,908 |
| Consultant and Contract for Services | 1,286,578 | 1,214,655 | 1,120,616 | - | - | 1,120,616 | 1,175,028 | 1,178,129 | 1,221,690 | 1,225,726 |
| Vehicles and Equipment | 562,325 | 642,526 | 664,310 | - | - | 664,310 | 677,596 | 691,149 | 704,970 | 719,070 |
| Parks Maintenance and Repairs | 571,558 | 586,704 | 485,416 | 61,000 | - | 546,416 | 557,344 | 568,491 | 579,861 | 591,459 |
| Utilities & Disposal Costs | 202,698 | 241,240 | 241,553 | - | - | 241,553 | 246,384 | 251,312 | 256,337 | 261,465 |
| Operating Supplies | 483,749 | 670,175 | 532,614 | - | 60,000 | 592,614 | 543,269 | 554,131 | 565,214 | 576,518 |
| Legal/Licences/Surveys Cost | 57,650 | 76,150 | 66,743 | - | - | 66,743 | 68,078 | 69,439 | 70,827 | 72,246 |
| Telecommunications&Training | 173,659 | 177,553 | 182,275 | - | - | 182,275 | 185,920 | 189,639 | 193,433 | 197,299 |
| Operating Cost - Other | 355,339 | 352,865 | 482,309 | 12,000 | - | 494,309 | 499,195 | 509,180 | 524,363 | 529,751 |
| **TOTAL OPERATING COSTS** | **14,937,478** | **14,852,799** | **15,536,488** | **73,000** | **70,812** | **15,680,300** | **16,128,597** | **16,538,579** | **16,990,058** | **17,404,378** |
| *Percentage increase over prior year | | -0.6% | 4.01% | | | 4.97% | 2.86% | 2.5% | 2.7% | 2.4% |
| CAPITAL / TRANSFER RESERVES | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 15,000 | 15,000 | 15,000 | - | - | 15,000 | 15,040 | 15,081 | 15,122 | 15,165 |
| Transfer to Capital Fund | 270,000 | 270,000 | 275,400 | - | - | 275,400 | 280,908 | 286,526 | 292,257 | 298,102 |
| Land Acquisition Levy | - | - | - | - | - | - | - | - | - | - |
| Transfer to ERF Reserve | 424,343 | 524,343 | 557,830 | 175,000 | - | 732,830 | 801,987 | 871,366 | 940,974 | 1,010,813 |
| Transfer to Capital Reserve Fund | 2,871,888 | 2,974,489 | 2,956,411 | - | 250,000 | 3,206,411 | 3,264,639 | 3,074,032 | 3,134,613 | 3,196,405 |
| **TOTAL CAPITAL / RESERVE TRANSFER** | **3,581,231** | **3,783,832** | **3,804,641** | **175,000** | **250,000** | **4,229,641** | **4,362,574** | **4,247,005** | **4,382,966** | **4,520,485** |
| *Percentage increase over prior year | | 5.7% | 6.24% | | | 18.11% | 3.14% | -2.6% | 3.2% | 3.1% |
| *Percentage increase over prior year Ops and Cap | | | 4.44% | | | 7.51% | 2.92% | 1.4% | 2.8% | 2.6% |
| LAF Debt | 575,000 | 575,000 | 265,000 | 310,000 | - | 575,000 | 700,000 | 910,000 | 1,120,000 | 1,330,000 |
| Trail Widening Debt | 20,000 | 20,000 | 20,000 | 160,000 | - | 180,000 | 770,000 | 1,660,000 | 2,610,000 | 3,560,000 |
| Infrastructure Debt | 570,637 | 570,637 | 571,257 | - | - | 571,257 | 571,257 | 571,257 | 571,257 | 571,257 |
| Debt Charges | 1,165,637 | 1,165,637 | 856,257 | 470,000 | - | 1,326,257 | 2,041,257 | 3,141,257 | 4,301,257 | 5,461,257 |
| **TOTAL COSTS** | **19,684,346** | **19,802,268** | **20,197,386** | **718,000** | **320,812** | **21,236,198** | **22,532,428** | **23,926,841** | **25,674,281** | **27,386,120** |
| *Percentage increase over prior year | | | 2.61% | | | 7.88% | 6.10% | 6.2% | 7.3% | 6.7% |
| Internal Recoveries | (76,018) | (76,018) | (77,539) | - | - | (77,539) | (79,090) | (80,672) | (82,285) | (83,931) |
| **OPERATING LESS RECOVERIES** | **19,608,328** | **19,726,250** | **20,119,847** | **718,000** | **320,812** | **21,158,659** | **22,453,338** | **23,846,169** | **25,591,996** | **27,302,189** |
| **FUNDING SOURCES (REVENUE)** | | | 2.61% | | | 7.91% | 6.12% | 6.2% | 7.3% | 6.7% |
| Balance C/F from Prior to Current year | - | - | - | | - | - | - | - | - | - |
| Fee Income | (744,091) | (752,013) | (796,816) | - | - | (796,816) | (811,203) | (825,650) | (842,121) | (858,923) |
| Rental Income | (107,000) | (103,000) | (106,090) | - | - | (106,090) | (108,212) | (110,376) | (112,584) | (114,835) |
| Transfer from Operating Reserve Fund | - | - | | - | - | - | (20,000) | - | (20,000) | - |
| Payments - In Lieu of Taxes | (778,747) | (778,747) | (778,747) | - | - | (778,747) | (794,323) | (810,208) | (826,413) | (842,941) |
| Grants - Other | - | (114,000) | - | - | (60,000) | (60,000) | - | - | - | - |
| TOTAL REVENUE | (1,629,838) | (1,747,760) | (1,681,653) | - | (60,000) | (1,741,653) | (1,733,738) | (1,746,234) | (1,801,118) | (1,816,699) |
| **REQUISITION** | **(17,978,490)** | **(17,978,490)** | **(18,438,194)** | **(718,000)** | **(260,812)** | **(19,417,006)** | **(20,719,600)** | **(22,099,935)** | **(23,790,878)** | **(25,485,490)** |
| *Percentage increase over prior year requisition | | | 2.56% | | | 8.00% | 6.71% | 6.66% | 7.65% | 7.12% |
| PARTICIPANTS: Regional. AUTHORIZED POSITIONS: | 77.0 | 77.0 | 77.0 | 6.4 | 0.0 | 83.4 | 83.4 | 83.4 | 83.4 | 83.4 |

# REGIONAL PARKS - 2025 BUDGET

## REGIONAL PARKS SUMMARY

**MISSION:** Operate and manage a connected system of regional parks for public enjoyment; Foster stewardship of biodiversity by learning from and working with science and long-term land stewards and by connecting people to nature; Operate and manage a regional trail network for active transportation and recreation; Foster reconciliation by collaborating with First Nations in the operation and management of regional parks and regional trails through the establishment of traditional use agreements; Be fiscally responsible and accountable in decision-making.

| FINANCIAL SUMMARY: | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOATL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| Headquarters and Admin Services | 1,824,845 | 1,851,694 | 1,932,358 | - | 10,812 | 1,943,170 | 2,037,427 | 2,106,511 | 2,162,714 | 2,222,124 |
| Visitor Experience & Stewardship | 3,225,155 | 3,403,415 | 3,362,107 | 61,000 | 60,000 | 3,483,107 | 3,575,366 | 3,648,149 | 3,768,379 | 3,841,126 |
| Planning & Facility Development | 2,718,519 | 2,360,815 | 2,737,314 | - | - | 2,737,314 | 2,806,132 | 2,876,709 | 2,949,093 | 3,023,327 |
| Parks Operations North | 1,119,624 | 1,128,693 | 1,117,813 | 138,661 | - | 1,256,474 | 1,290,153 | 1,324,737 | 1,360,252 | 1,396,724 |
| Parks Operations West | 977,516 | 946,442 | 913,678 | 138,661 | - | 1,052,339 | 1,081,156 | 1,110,760 | 1,141,172 | 1,172,416 |
| Parks Operations Central | 988,985 | 999,985 | 1,026,933 | 138,661 | - | 1,165,594 | 1,197,457 | 1,230,191 | 1,263,819 | 1,298,364 |
| Parks Operations South | 856,392 | 865,092 | 877,396 | 138,661 | - | 1,016,057 | 1,044,065 | 1,072,842 | 1,102,410 | 1,132,790 |
| Parks Operations Administration | 2,030,549 | 1,992,642 | 2,300,433 | (542,644) | - | 2,312,150 | 1,798,434 | 1,840,037 | 1,882,626 | 1,926,227 |
| HQ Maintenance and Equipment | 1,052,119 | 1,163,181 | 1,118,607 | - | - | 1,118,607 | 1,144,978 | 1,171,984 | 1,199,640 | 1,227,967 |
| Mount McDonald | 121,274 | 121,274 | 126,434 | - | - | 126,434 | 129,386 | 131,975 | 134,615 | 137,307 |
| **TOTAL OPERATING COST** | **14,914,978** | **14,833,233** | **15,513,073** | **73,000** | **70,812** | **15,656,885** | **16,104,554** | **16,513,895** | **16,964,720** | **17,378,372** |
| Percentage change over prior year | | | 4.01% | | | 4.97% | 2.86% | 2.54% | 2.73% | 2.44% |
| Land Acquisition Levy | | | | - | - | | | | | |
| Land Acquisition (planning costs) | 30,500 | 27,566 | 31,415 | - | - | 31,415 | 32,043 | 32,684 | 33,338 | 34,006 |
| Transfer to Operating Reserves Fund | 7,000 | 7,000 | 7,000 | - | - | 7,000 | 7,040 | 7,081 | 7,122 | 7,165 |
| Transfer to ERF and Capital | 3,566,231 | 3,768,832 | 3,789,641 | 175,000 | 250,000 | 4,214,641 | 4,347,534 | 4,231,924 | 4,367,844 | 4,505,320 |
| Debt Servicing Cost LAF | 575,000 | 575,000 | 265,000 | 310,000 | - | 575,000 | 700,000 | 910,000 | 1,120,000 | 1,330,000 |
| Debt Servicing Trail Widening | 20,000 | 20,000 | 20,000 | 160,000 | - | 180,000 | 770,000 | 1,660,000 | 2,610,000 | 3,560,000 |
| Debt Servicing Infrastructure | 570,637 | 570,637 | 571,257 | - | - | 571,257 | 571,257 | 571,257 | 571,257 | 571,257 |
| **TOTAL LAND, RESERVE AND DEBT** | **4,769,368** | **4,969,035** | **4,684,313** | **645,000** | **250,000** | **5,579,313** | **6,427,874** | **7,412,946** | **8,709,561** | **10,007,748** |
| Percentage change over prior year | | | -1.78% | | | 16.98% | 15.21% | 15.33% | 17.49% | 14.91% |
| Surplus C/F | | | | | | | | | | |
| Internal Recoveries | (76,018) | (76,018) | (77,539) | - | - | (77,539) | (79,090) | (80,672) | (82,285) | (83,931) |
| Transfer from Operating Reserve | | | | - | - | | (20,000) | | (20,000) | |
| Fee Income | (744,091) | (752,013) | (796,816) | - | - | (796,816) | (811,203) | (825,650) | (842,121) | (858,923) |
| Rental Income | (107,000) | (103,000) | (106,090) | - | - | (106,090) | (108,212) | (110,376) | (112,584) | (114,835) |
| Other Grants | | (114,000) | | - | (60,000.00) | (60,000) | | | | |
| Payments - In Lieu of Taxes | (778,747) | (778,747) | (778,747) | - | - | (778,747) | (794,323) | (810,208) | (826,413) | (842,941) |
| **TOTAL REVENUE** | **(1,705,856)** | **(1,823,778)** | **(1,759,192)** | | **(60,000)** | **(1,819,192)** | **(1,812,828)** | **(1,826,906)** | **(1,883,403)** | **(1,900,630)** |
| **TOTAL REQUISITION** | **(17,978,490)** | **(17,978,490)** | **(18,438,194)** | **(718,000)** | **(260,812)** | **(19,417,006)** | **(20,719,600)** | **(22,099,935)** | **(23,790,878)** | **(25,485,490)** |
| Percentage change over prior year requisition | | | 2.56% | | | 8.00% | 6.71% | 6.66% | 7.65% | 7.12% |
| Participants: All municipalities and electoral areas | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 77.00 | 77.00 | 77.00 | 6.40 | - | 83.40 | 83.40 | 83.40 | 83.40 | 83.40 |

# REGIONAL PARKS - 2025 BUDGET

## PROGRAM: HEADQUARTERS AND ADMINISTRATIVE SERVICES

**DESCRIPTION:** Headquarters and Administrative Services provide management leadership, general division coordination, administrative and financial support services to Regional Parks.

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Salaries & Wages | 428,440 | 418,137 | 430,288 | - | - | 430,288 | 442,750 | 455,566 | 468,746 | 482,301 |
| Other Operating Expenditures | 1,396,405 | 1,433,557 | 1,502,070 | - | 10,812 | 1,512,882 | 1,594,677 | 1,650,945 | 1,693,968 | 1,739,823 |
| TOTAL EXPENDITURES | 1,824,845 | 1,851,694 | 1,932,358 | - | 10,812 | 1,943,170 | 2,037,427 | 2,106,511 | 2,162,714 | 2,222,124 |
| Internal Recoveries | (23,030) | (23,030) | (23,491) | - | - | (23,491) | (23,961) | (24,440) | (24,929) | (25,427) |
| TOTAL REVENUE | (23,030) | (23,030) | (23,491) | - | - | (23,491) | (23,961) | (24,440) | (24,929) | (25,427) |
| **Requisition** | **(1,801,815)** | **(1,828,664)** | **(1,908,867)** | **-** | **(10,812)** | **(1,919,679)** | **(2,013,466)** | **(2,082,071)** | **(2,137,785)** | **(2,196,697)** |
| Percentage Change | | | 5.94% | | | 6.54% | 4.89% | 3.41% | 2.68% | 2.76% |

## PROGRAM: LAND ACQUISITION

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Capital | | | | - | - | | | | | |
| Debt Servicing LAF | 575,000 | 575,000 | 265,000 | 310,000 | - | 575,000 | 700,000 | 910,000 | 1,120,000 | 1,330,000 |
| Salaries & Wages | | | | - | - | | | | | |
| Other Operating Expenditures | 30,500 | 27,566 | 31,415 | - | - | 31,415 | 32,043 | 32,684 | 33,338 | 34,006 |
| TOTAL EXPENDITURES | 605,500 | 602,566 | 296,415 | 310,000 | - | 606,415 | 732,043 | 942,684 | 1,153,338 | 1,364,006 |
| Other Revenue | | | | | | | | | | |
| TOTAL REVENUE | - | - | - | - | - | - | - | - | - | - |
| **Requisition** | **(605,500)** | **(602,566)** | **(296,415)** | **(310,000)** | **-** | **(606,415)** | **(732,043)** | **(942,684)** | **(1,153,338)** | **(1,364,006)** |
| Percentage Change | | | **-51.05%** | | | **0.15%** | **20.72%** | **28.77%** | **22.35%** | **18.27%** |

## REGIONAL PARKS - 2025 BUDGET

**PROGRAM: TRANSFER TO RESERVES AND DEBT SERVICING**

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Debt Servicing Trail Widening | 20,000 | 20,000 | 20,000 | 160,000 | - | 180,000 | 770,000 | 1,660,000 | 2,610,000 | 3,560,000 |
| Debt Servicing Infrastructure | 570,637 | 570,637 | 571,257 | - | - | 571,257 | 571,257 | 571,257 | 571,257 | 571,257 |
| Transfer to Capital Reserve Fund | 2,571,789 | 2,571,789 | 2,648,943 | - | - | 2,648,943 | 2,701,922 | 2,755,960 | 2,811,079 | 2,867,301 |
| Total Expenditures | 3,162,426 | 3,162,426 | 3,240,200 | 160,000 | - | 3,400,200 | 4,043,179 | 4,987,217 | 5,992,336 | 6,998,558 |
| REVENUE | | | | | | | | | | |
| Transfer from Operating Reserve | | | | - | - | | | | | |
| MFA Debt Reserve Fund Earning | (1,430) | (1,430) | (2,050) | - | - | (2,050) | (2,050) | (2,050) | (2,050) | (2,050) |
| **Requisition** | **(3,160,996)** | **(3,160,996)** | **(3,238,150)** | **(160,000)** | | **(3,398,150)** | **(4,041,129)** | **(4,985,167)** | **(5,990,286)** | **(6,996,508)** |
| Percentage Change | | | 2.44% | | | 7.50% | 18.92% | 23.36% | 20.16% | 16.80% |

Participants: All municipalities and electoral areas

# REGIONAL PARKS - 2025 BUDGET

| PROGRAM: | VISITOR EXPERERIENCE & STEWARDSHIP |
|---|---|
| DESCRIPTION: | Develops, coordinates and delivers strategic communications to inform, promote and educate visitors about regional parks and trails, and to provide internal communications support to the CRD board, committees and staff. Oversees compliance and enforcement throughout the park system. Provides a variety of educational experiences and opportunities for visitors to learn about regional parks and trails, park values and issues, and conservation. |

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Salaries & Wages | 2,596,385 | 2,589,364 | 2,717,658 | - | - | 2,717,658 | 2,828,968 | 2,907,379 | 2,987,955 | 3,070,754 |
| Other Operating Expenditures | 620,770 | 806,051 | 636,449 | 61,000.00 | 60,000.00 | 757,449 | 738,398 | 732,770 | 772,424 | 762,372 |
| Trans to Operating Res Fund | 8,000 | 8,000 | 8,000 | - | - | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| Internal Recoveries | | | | - | - | | | | | |
| TOTAL EXPENDITURES | 3,225,155 | 3,403,415 | 3,362,107 | 61,000 | 60,000.00 | 3,483,107 | 3,575,366 | 3,648,149 | 3,768,379 | 3,841,126 |
| Program Fees and Donations | | | | - | - | | | | | |
| Grants | | (114,000) | | - | (60,000.00) | (60,000) | | | | |
| Trans from Operating Res Fund | | | | - | - | | (20,000) | | (20,000) | |
| TOTAL REVENUE | | **(114,000)** | | **-** | **(60,000.00)** | **(60,000)** | **(20,000)** | | **(20,000)** | |
| **Requisition** | **(3,225,155)** | **(3,289,415)** | **(3,362,107)** | **(61,000)** | **-** | **(3,423,107)** | **(3,555,366)** | **(3,648,149)** | **(3,748,379)** | **(3,841,126)** |
| Percentage Change | | | 4.25% | | | 6.14% | 3.86% | 2.61% | 2.75% | 2.47% |

# REGIONAL PARKS - 2025 BUDGET

| PROGRAM: | PLANNING & FACILITY DEVELOPMENT |
|---|---|
| DESCRIPTION: | The goal of planning is to address the protection of a park and trail's natural environment, curtural herritage and to identify appropriate outdoor recreational activities and experiences and the facilities for these services. |

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Salaries & Wages | 1,565,599 | 1,208,982 | 1,606,650 | | | 1,606,650 | 1,652,855 | 1,700,368 | 1,749,223 | 1,799,461 |
| Other Operating Expenditures | 1,152,920 | 1,151,833 | 1,130,664 | | | 1,130,664 | 1,153,277 | 1,176,341 | 1,199,870 | 1,223,866 |
| TOTAL OPS EXPENDITURES | 2,718,519 | 2,360,815 | 2,737,314 | - | - | 2,737,314 | 2,806,132 | 2,876,709 | 2,949,093 | 3,023,327 |
| Transfer to Capital Reserve Fund | 226,706 | 226,706 | 233,507 | | | 233,507 | 238,177 | 242,941 | 247,800 | 252,756 |
| Transfer to Operating Reserve Fund | 5,000 | 5,000 | 5,000 | | | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| TOTAL TRANSFERS | 231,706 | 231,706 | 238,507 | | | 238,507 | 243,177 | 247,941 | 252,800 | 257,756 |
| Other Revenue | | | | | | | | | | |
| Transfer from Operating Reserve | | | | | | | | | | |
| TOTAL REVENUE | - | - | - | - | - | - | - | - | - | - |
| **Requisition** | (2,950,225) | (2,592,521) | (2,975,821) | - | - | (2,975,821) | (3,049,309) | (3,124,650) | (3,201,893) | (3,281,083) |
| Percentage Change | 0.87% | | | | | 0.87% | 2.47% | 2.47% | 2.47% | 2.47% |

| PROGRAM: | HEADQUARTERS MAINTENANCE AND EQUIPMENT |
|---|---|
| DESCRIPTION: | This program is made up of three functions: (1) headquarters maintenance, (2) vehicles and equipment (3) equipment maintenance & operations. Headquarters maintenance includes janitorial services and the maintenance of the structural components of the buildings and ancillary equipment. Vehicles and Equipment is the purchase, repair and preventative maintenance of small equipment, fleet vehicles and heavy construction equipment. Equipment maintenance & operations is the day to day project and park maintenance tasks assigned to equipment operators. |

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Salaries & Wages | 448,937 | 444,487 | 463,559 | | | 463,559 | 476,827 | 490,472 | 504,499 | 518,922 |
| Other Operating Expenditures | 603,182 | 718,694 | 655,048 | | | 655,048 | 668,151 | 681,512 | 695,141 | 709,045 |
| TOTAL OPS EXPENDITURES | 1,052,119 | 1,163,181 | 1,118,607 | - | - | 1,118,607 | 1,144,978 | 1,171,984 | 1,199,640 | 1,227,967 |
| Transfer to Capital and ERF | 424,343 | 424,343 | 557,830 | 550,000 | | 1,107,830 | 1,184,987 | 1,262,366 | 1,339,974 | 1,417,813 |
| TOTAL CAP EXPENDITURES | 424,343 | 424,343.00 | 557,830 | 550,000.00 | - | 1,107,830 | 1,184,987 | 1,262,366 | 1,339,974 | 1,417,813 |
| **Requisition** | (1,476,462) | (1,587,524) | (1,676,437) | (550,000) | | (2,226,437) | (2,329,965) | (2,434,350) | (2,539,614) | (2,645,780) |
| Percentage Change | | | 13.54% | | | 50.80% | 4.65% | 4.48% | 4.32% | 4.18% |

| PROGRAM: | MOUNT MCDONALD |
|---|---|
| DESCRIPTION: | In Sooke Hills Wilderness Regional Park Reserve, Regional Parks operates and maintains the Mount McDonald communications tower site which includes the mountain access road leading to the site. |

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Salaries & Wages | | | | | | | | | | |
| Other Operating Expenditures | 121,274 | 121,274 | 126,434 | | | 126,434 | 129,386 | 131,975 | 134,615 | 137,307 |
| TOTAL OPS EXPENDITURES | 121,274 | 121,274 | 126,434 | | | 126,434 | 129,386 | 131,975 | 134,615 | 137,307 |
| Transfer to Operating Reserve | 2,000 | 2,000 | 2,000 | | | 2,000 | 2,040 | 2,081 | 2,122 | 2,165 |
| Transfer to Capital Reserve | 45,000 | 45,000 | 45,000 | | | 45,000 | 45,000 | 45,000 | 45,000 | 45,000 |
| TOTAL CAP EXPENDITURES | 47,000 | 47,000 | 47,000 | | | 47,000 | 47,040 | 47,081 | 47,122 | 47,165 |
| Internal Recoveries | (29,359) | (29,359) | (29,946) | | | (29,946) | (30,545) | (31,156) | (31,779) | (32,415) |
| Transfer from Operating Reserve | | | | | | | | | | |
| TOTAL REVENUE | (29,359) | (29,359) | (29,946) | | | (29,946) | (30,545) | (31,156) | (31,779) | (32,415) |
| **Requisition** | (138,915) | (138,915) | (143,488) | | | (143,488) | (145,881) | (147,900) | (149,958) | (152,057) |
| Percentage Change | | | 3.29% | | | 3.29% | 1.67% | 1.38% | 1.39% | 1.40% |

Participants: All municipalities and electoral areas

# REGIONAL PARKS - 2025 BUDGET

| PROGRAM: | PARKS OPERATIONS NORTH, WEST, CENTRAL, SOUTH & ADMINISTRATION |
|---|---|
| DESCRIPTION: | The CRD operates and maintains regional parks utilizing best park management practices with a focus on protecting the natural environment, culture heritage and providing outdoor recreation opportunities. The regional park system is divided into geographic areas in order to efficiently deploy operational resources. The North Service Area manages parks and trails from the souther terminus of the Lockside Regional Trail north, up the Saanich Peninsula and over to the Gulf Islands. The Central Service Area manages parks in the Highlands, the Westshore and Metchosin. The West Service Area manages all parks buffering the Greater Victoria Watershed, and West to Jordan River. South manages from the downtown core to East Sooke, including the E&N and Galoping Goose trails. |

## PARKS OPERATIONS NORTH

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Salaries & Wages | 806,490 | 807,231 | 832,935 | 138,661 | | 971,596 | 999,577 | 1,028,350 | 1,057,938 | 1,088,362 |
| Other Operating Expenditures | 313,134 | 321,462 | 284,878 | | | 284,878 | 290,576 | 296,387 | 302,314 | 308,362 |
| TOTAL EXPENDITURES | 1,119,624 | 1,128,693 | 1,117,813 | 138,661 | - | 1,256,474 | 1,290,153 | 1,324,737 | 1,360,252 | 1,396,724 |
| **Requisition** | (1,119,624) | (1,128,693) | (1,117,813) | (138,661) | | (1,256,474) | (1,290,153) | (1,324,737) | (1,360,252) | (1,396,724) |
| Percentage Change | | | -0.16% | | | 12.22% | 2.68% | 2.68% | 2.68% | 2.68% |

## PARKS OPERATIONS WEST

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Salaries & Wages | 795,343 | 794,269 | 746,382 | 138,661 | | 885,043 | 910,514 | 936,705 | 963,637 | 991,331 |
| Other Operating Expenditures | 182,173 | 152,173 | 167,296 | | | 167,296 | 170,642 | 174,055 | 177,535 | 181,085 |
| TOTAL EXPENDITURES | 977,516 | 946,442 | 913,678 | 138,661 | | 1,052,339 | 1,081,156 | 1,110,760 | 1,141,172 | 1,172,416 |
| Internal Recoveries | (23,629) | (23,629) | (24,102) | | | (24,102) | (24,584) | (25,076) | (25,577) | (26,089) |
| **Requisition** | (953,887) | (922,813) | (889,576) | (138,661) | | (1,028,237) | (1,056,572) | (1,085,684) | (1,115,595) | (1,146,327) |
| Percentage Change | | | -6.74% | | | 7.79% | 2.76% | 2.76% | 2.76% | 2.75% |

Participants: All municipalities and electoral areas

## PARKS OPERATIONS CENTRAL

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Salaries & Wages | 799,401 | 799,401 | 833,558 | 138,661 | | 972,219 | 1,000,215 | 1,029,003 | 1,058,608 | 1,089,048 |
| Other Operating Expenditures | 189,584 | 200,584 | 193,375 | | | 193,375 | 197,242 | 201,188 | 205,211 | 209,316 |
| TOTAL EXPENDITURES | 988,985 | 999,985 | 1,026,933 | 138,661 | | 1,165,594 | 1,197,457 | 1,230,191 | 1,263,819 | 1,298,364 |
| Internal Recoveries | | | | | | | | | | |
| **Requisition** | (988,985) | (999,985) | (1,026,933) | (138,661) | | (1,165,594) | (1,197,457) | (1,230,191) | (1,263,819) | (1,298,364) |
| Percentage Change | | | 3.84% | | | 17.86% | 2.73% | 2.73% | 2.73% | 2.73% |

Participants: All municipalities and electoral areas

## PARKS OPERATIONS SOUTH

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Salaries & Wages | 717,748 | 726,448 | 734,379 | 138,661 | | 873,040 | 898,188 | 924,047 | 950,639 | 977,983 |
| Other Operating Expenditures | 138,644 | 138,644 | 143,017 | | | 143,017 | 145,877 | 148,795 | 151,771 | 154,807 |
| TOTAL EXPENDITURES | 856,392 | 865,092 | 877,396 | 138,661 | | 1,016,057 | 1,044,065 | 1,072,842 | 1,102,410 | 1,132,790 |
| Internal Recoveries | | | | | | | | | | |
| **Requisition** | (856,392) | (865,092) | (877,396) | (138,661) | | (1,016,057) | (1,044,065) | (1,072,842) | (1,102,410) | (1,132,790) |
| Percentage Change | | | 2.45% | | | 18.64% | 2.76% | 2.76% | 2.76% | 2.76% |

Participants: All municipalities and electoral areas

## PARKS OPERATIONS ADMINISTRATION

| FINANCIAL SUMMARY: | 2024 Budget | 2024 Actual | 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 Total | 2027 Total | 2028 Total | 2029 Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Salaries & Wages | 1,417,704 | 1,437,737 | 1,657,586 | (554,644) | | 1,102,942 | 1,130,489 | 1,158,735 | 1,187,699 | 1,217,401 |
| Other Operating Expenditures | 612,845 | 554,905 | 642,847 | 12,000 | | 654,847 | 667,945 | 681,302 | 694,927 | 708,826 |
| Transfer to Reserves & Capital | 298,393 | 298,393 | 304,361 | | 250,000 | 554,361 | 560,448 | 316,657 | 322,991 | 329,450 |
| TOTAL EXPENDITURES | 2,328,942 | 2,291,035 | 2,604,794 | (542,644) | 250,000 | 2,312,150 | 2,358,882 | 2,156,694 | 2,205,617 | 2,255,677 |
| Internal Recoveries | | | | | | | | | | |
| **Requisition** | (2,328,942) | (2,291,035) | (2,604,794) | 542,644 | (250,000) | (2,312,150) | (2,358,882) | (2,156,694) | (2,205,617) | (2,255,677) |
| Percentage Change | | | 11.84% | | | -0.72% | 2.02% | -8.57% | 2.27% | 2.27% |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.280 Regional Parks | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $600,000 | $600,000 | $500,000 | $750,000 | $1,150,000 | $3,600,000 |
| Equipment | $0 | $88,400 | $147,700 | $82,800 | $94,400 | $412,000 | $825,300 |
| Land | $0 | $2,000,000 | $2,000,000 | $2,000,000 | $2,000,000 | $2,000,000 | $10,000,000 |
| Engineered Structures | $786,000 | $12,665,000 | $14,790,000 | $15,120,000 | $14,645,000 | $12,275,000 | $69,495,000 |
| Vehicles | $0 | $1,310,000 | $655,000 | $890,000 | $1,328,000 | $920,000 | $5,103,000 |
| | **$786,000** | **$16,663,400** | **$18,192,700** | **$18,592,800** | **$18,817,400** | **$16,757,000** | **$89,023,300** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $786,000 | $786,000 | $0 | $0 | $0 | $0 | $786,000 |
| Debenture Debt (New Debt Only) | $0 | $9,650,000 | $12,000,000 | $12,000,000 | $15,000,000 | $13,000,000 | $61,650,000 |
| Equipment Replacement Fund | $0 | $1,398,400 | $802,700 | $972,800 | $1,197,400 | $1,032,000 | $5,403,300 |
| Grants (Federal, Provincial) | $0 | $500,000 | $0 | $0 | $0 | $0 | $500,000 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $4,329,000 | $5,390,000 | $5,620,000 | $2,620,000 | $2,725,000 | $20,684,000 |
| | **$786,000** | **$16,663,400** | **$18,192,700** | **$18,592,800** | **$18,817,400** | **$16,757,000** | **$89,023,300** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.280

**Service Name:** Regional Parks

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 19-05 | Renewal | Repair GGRT Bridges (5) | Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban. | 2,574,000 | S | Cap | | - | - | - | - | - | - |
| 19-05 | Renewal | Repair GGRT Bridges (5) | Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban. | | S | Res | | 150,000 | - | - | - | - | 150,000 |
| 20-03 | Renewal | Park Facilities St. John Point | Constructing parking lot, pit toilet, information kiosk, and benches at St. John Point | 133,000 | S | Cap | 86,000 | 86,000 | - | - | - | - | 86,000 |
| 20-03 | Renewal | Park Facilities St. John Point | Constructing parking lot, pit toilet, information kiosk, and benches at St. John Point | | S | Res | | 14,000 | - | - | - | - | 14,000 |
| 20-09 | Renewal | Design & Expand East Sooke Aylard Farm Parking | Develop & construct an engineered long term expansion solution to meet on-going parking demands. | 1,270,000 | S | Cap | 600,000 | 600,000 | - | - | - | - | 600,000 |
| 20-09 | Renewal | Design & Expand East Sooke Aylard Farm Parking | Develop & construct an engineered long term expansion solution to meet on-going parking demands. | | S | Res | | 150,000 | - | - | - | - | 150,000 |
| 22-02 | Renewal | Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3) | Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake. | 1,675,000 | S | Res | | 200,000 | 100,000 | 1,250,000 | - | - | 1,550,000 |
| 22-04 | Study | Sooke Potholes Lodge Feasibility Study | Feasibility study for removal and design to rehabilitate old lodge site at Sooke Potholes | 200,000 | B | Res | | 100,000 | 100,000 | - | - | - | 200,000 |
| 23-01 | New | Purchase of New Genset for Mt. McDonald | New backup power supply required for emergency communication equipment on Mt. McDonald. | 300,000 | E | Res | | - | - | - | - | 300,000 | 300,000 |
| 23-05 | New | Design & Construct Salt Spring Island Regional Trail | Feasibility study, design and construct 5km of regional trail on Salt Spring Island. | 4,690,000 | S | Res | | 300,000 | 330,000 | - | - | - | 630,000 |
| 23-05 | New | Design & Construct Salt Spring Island Regional Trail | Feasibility study, design and construct 5km of regional trail on Salt Spring Island. | | S | Debt | | - | - | - | 3,000,000 | 1,000,000 | 4,000,000 |
| 23-11 | Renewal | Repair Witty's Lagoon Bridge | Replace Witty's Lagoon footbridge over Sitting Lady Falls. | 435,000 | S | Res | | 375,000 | - | - | - | - | 375,000 |
| 23-14 | Replacement | Equipment Replacement | Equipment replacement of outdoor and indoor eqiupment and furniture. | NA | E | ERF | | 88,400 | 147,700 | 82,800 | 94,400 | 112,000 | 525,300 |
| 23-15 | New | Potential Land Acquisition Transactions | Potential land acquisition transactions. | NA | L | Debt | | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 10,000,000 |
| 24-04 | Renewal | Design & Construct Brookleigh Boat Launch | Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake. | 125,000 | S | Res | | 125,000 | - | - | - | - | 125,000 |
| 24-05 | New | Regional Trestle Renewal, Trails Widening and Lighting Project | Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting. | 50,000,000 | S | Debt | | 7,650,000 | 10,000,000 | 10,000,000 | 10,000,000 | 10,000,000 | 47,650,000 |
| 24-05 | New | Regional Trestle Renewal, Trails Widening and Lighting Project | Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting. | | S | Grant | | 500,000 | | | | - | 500,000 |
| 24-07 | Renewal | Site Planning and Improvements at 728 Work Site | Site plan, design and construct building and site improvements at 728 work site. | 2,500,000 | B | Res | | - | 200,000 | 500,000 | 750,000 | 1,000,000 | 2,450,000 |
| 24-08 | Renewal | Sooke Hills Wilderness Trail Repair | Temporary repairs to Sooke Hills Wilderness Trail - Waugh Creek | 150,000 | S | Cap | 100,000 | 100,000 | - | - | - | - | 100,000 |
| 24-11 | New | Portal Signs | Replace portal signs or install new portal signs at main regional park and trail access points to allign with Corporate Sign Strategy. | 985,000 | S | Res | | 275,000 | 285,000 | 250,000 | - | - | 810,000 |
| 24-12 | Replacement | Weed Harvester | Replace 2006 aquatic weed harvester | 250,000 | V | ERF | → | 250,000 | - | - | - | - | 250,000 |
| 24-13 | Renewal | Design and Implement Durrance Lake Dam Alteration Plan | Design Durrance Lake Dam alteration plan based on public engagement process outcomes. | 3,300,000 | S | Res | | 150,000 | 1,500,000 | 1,500,000 | - | - | 3,150,000 |
| 24-14 | Replacement | Light Duty Vehicle Replacement - Carryforward | Vehicle replacement based on a schedule for fleet vehicles- 2024 carryforward | 235,000 | V | ERF | → | 235,000 | | | | - | 235,000 |
| 24-15 | Replacement | Dump Truck Replacement | Replace 2007 Sterling 5 Ton Dump Truc | 230,000 | V | ERF | → | 230,000 | | | | - | 230,000 |
| 25-02 | Study | Options Analysis of Shoreline Stabilization | Options analysis for shoreline stabilization at Jordan River Regional Park and Island View Beach Regional Park | 150,000 | S | Res | | 150,000 | - | - | - | - | 150,000 |
| 25-04 | Renewal | Design and Construct- Regional Trail Bridge Renewals (4) | Design and Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream, Interurban and Wilkinson bridges based on 20-year renewal plan. | 2,175,000 | S | Res | | 325,000 | 950,000 | 900,000 | - | - | 2,175,000 |
| 25-05 | Replacement | Implement Kiosk Strategy | Implement kiosk strategy for the purpose of replacing ageing information kiosks. | 100,000 | S | Res | | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 100,000 |
| 25-06 | Study | DSR for Elk/Beaver Lake Dams | Conduct comprehensive dam safety review for the Elk/Beaver Lake dams as required by the DSO | 200,000 | S | Res | | 100,000 | 100,000 | - | - | - | 200,000 |
| 25-07 | New | Coles Bay Shoreline Restoration | Design and Construct shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest in Coles Bay | 350,000 | S | Res | | 350,000 | - | - | - | - | 350,000 |
| 25-08 | Replacement | Royal Oak Golf Course Site Securement Fund | Replace the culvert between the two lower ponds and Remediate hydrocarbon-contaminated soils in the storage yard, building, and property fund at ROGC | 500,000 | S | Res | | 250,000 | 250,000 | - | - | - | 500,000 |
| 25-09 | Renewal | Upgrading electrical capacity and HVAC at Mill Hill Worksite | Upgrading electrical capacity and HVAC system for the building at Mill Hill worksite. | 800,000 | B | Res | | 500,000 | 300,000 | - | - | - | 800,000 |
| 25-10 | New | Spillway alterations and log boom installation | Design and construct Humpback and Thetis spillway log boom installation and Thetis spillway alterations | 200,000 | S | Res | | 200,000 | - | - | - | - | 200,000 |
| 25-11 | Study | Killarney Lake Dam Study | Breach Study, Inundation Mapping, and Consequence Classification for Killarney Lake Dam | 80,000 | S | Res | | 20,000 | 60,000 | - | - | - | 80,000 |
| 25-12 | Renewal | Design and construct Hereward, Helmcken, and Island Highway Repair | Design and construct Girder Repairs for Hereward, Helmcken, and Island Highway (at 4-Mile) bridges to increase girder shear capacity | 400,000 | S | Res | | 400,000 | - | - | - | - | 400,000 |

**Service #:** 1.280

**Service Name:** Regional Parks

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 25-13 | Renewal | Replace timber curbs and resurface asphalt overlay for Colquitz Creek Road Bridge | Design and construct replacament of timber curbs and resurface asphalt overlay for Colquitz Creek Road Bridge at Filter Beds | 70,000 | S | Res | | 70,000 | - | - | - | - | 70,000 |
| 25-14 | Replacement | Replace Wooden Culvert (Trail Way) | Replace Sooke Hills Wilderness Trail wooden culvert | 230,000 | S | Res | | 30,000 | 200,000 | - | - | - | 230,000 |
| 25-15 | Replacement | F-450 Dump Truck Replacement | F-450 dump truck replacement based on a schedule for fleet vehicles | 175,000 | V | ERF | | 175,000 | | | | | 175,000 |
| 25-16 | Replacement | Vehicle Replacement | Vehicle replacement based on a schedule for fleet vehicles | NA | V | ERF | | 420,000 | 655,000 | 890,000 | 1,103,000 | 920,000 | 3,988,000 |
| 26-03 | Renewal | Renew Eagle Beach Picnic Shelter | Design and construct improvements to Eagle Beach picnic shelter to extend service life. | 80,000 | S | Res | | - | | | - | 80,000 | 80,000 |
| 26-05 | Renewal | Site Planning and Improvements at Mill Hill Work Site | Site plan, design and construct building and site improvements at Mill Hill work site. | 450,000 | S | Res | | - | 200,000 | 250,000 | - | - | 450,000 |
| 26-06 | Renewal | Renewal of Elk Beaver Lake Regional Park road surfacing | Full depth renewal and paving of Elk Beaver Lake Regional Park road. | 300,000 | S | Res | | - | 300,000 | - | - | - | 300,000 |
| 26-07 | Replacement | Design and Construct - Jordan River Regional Park Boardwalk | Design and Construct boardwalk at Jordan River Regional Park. | 245,000 | S | Res | | - | 45,000 | 200,000 | - | - | 245,000 |
| 27-02 | Replacement | Replace pit toilet at Lone Tree Hill | Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span. | 150,000 | B | Res | | - | - | - | - | 150,000 | 150,000 |
| 27-03 | New | Jordan River and Island View Beach Shoreline Restoration | Design and Construct shoreline restoration at Jordan River Regional Park and Island View Beach Regional Park | 1,500,000 | S | Res | | - | - | 750,000 | 750,000 | - | 1,500,000 |
| 28-01 | New | Design Thetis Lake Dam Upgrades | Design upgrades to Thetis Lake Dams. | 150,000 | S | Res | | - | - | - | 50,000 | 100,000 | 150,000 |
| 28-02 | New | Decommission pit toilet and construct three pit toilet at Island View Beach | Decommission the existing pit toilet that are approaching end of life and construct three new pit toilets at Island View Beach. | 450,000 | S | Res | | - | 450,000 | - | - | - | 450,000 |
| 28-03 | New | Assess and Repair Regional Trail Land Protection | Conduct culvert assessment and repairs. | 250,000 | S | Res | | - | - | - | 250,000 | - | 250,000 |
| 28-04 | New | Upgrade Regional Trail surfacing | Upgrade Regional Trail surfacing to paved for Wale Road to Aldene. | 250,000 | S | Res | | - | - | - | 250,000 | - | 250,000 |
| 28-05 | Renewal | Design and Construct- Regional Trail Bridge Renewals (4) | Design and Construct Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan. | 2,175,000 | S | Res | | - | - | - | 325,000 | 900,000 | 1,225,000 |
| 28-06 | Replacement | Tandem Dump Truck | Replace 2003 Western Star tandem dump truck | NA | V | Res | | - | - | - | 225,000 | - | 225,000 |
| 29-01 | Replacement | Hamsterly Beach Waterline Replacement | Replace the waterline at Hamsterly Beach | 75,000 | S | Res | | 75,000 | - | - | - | - | 75,000 |
| 29-02 | Renewal | Renew Sitting Lady Falls Parking | Construct renewal to Witty's Lagoon - Sitting Lady Falls Parking that has exceeded its serviceable life span. | 175,000 | S | Res | | - | - | - | - | 175,000 | 175,000 |
| | | | **Grand Total** | **$ 80,732,000** | | | | **$ 16,663,400** | **$ 18,192,700** | **$ 18,592,800** | **$ 18,817,400** | **$ 16,757,000** | **$ 89,023,300** |

| Service: | 1.280 | Regional Parks |
|---|---|---|

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|---|---|---|---|---|---|
| **Project Number** | 19-05 | **Capital Project Title** | Repair GGRT Bridges (5) | **Capital Project Description** | Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban. |
| **Project Rationale** | Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban bridges on the Galloping Goose Trail. The scope of work for the Interurban bridge is expected to continue through 2025, with an increased budget of $150,000. | | | | |

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|---|---|---|---|---|---|
| **Project Number** | 20-03 | **Capital Project Title** | Park Facilities St. John Point | **Capital Project Description** | Constructing parking lot, pit toilet, information kiosk, and benches at St. John Point |
| **Project Rationale** | Design and construct parking lot, toilet, benches, and information kiosk The St. John Point to addresses actions identified in the Regional Park Management Plan. | | | | |

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|---|---|---|---|---|---|
| **Project Number** | 20-09 | **Capital Project Title** | Design & Expand East Sooke Aylard Farm Parking | **Capital Project Description** | Develop & construct an engineered long term expansion solution to meet on-going parking demands. |
| **Project Rationale** | Develop and construct an engineered long term solution to meet on-going parking demands in busy park, in place of in-the-field temporary dirt lot parking location. Project is anticipated to continue through to 2025. | | | | |

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|---|---|---|---|---|---|
| **Project Number** | 22-02 | **Capital Project Title** | Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3) | **Capital Project Description** | Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake. |
| **Project Rationale** | Improvements inclued re-enforsement of the downstream face, tie-in to the existing spillway control and vegitaion management are required for the main dam at the southern outlet of Beaver Lake. Design in 2025/2026 and construction in 2027. | | | | |

| Service: | 1.280 | Regional Parks |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 22-04 | Sooke Potholes Lodge Feasibility Study | Feasibility study for removal and design to rehabilitate old lodge site at Sooke Potholes |

**Project Rationale** This project is to conduct a comprehensive feasibility study focusing on safety measures for the removal and design rehabilitation of the old lodge site which has been abandoned since the 1980s to ensure that all necessary precautions are taken to secure the site and evaluate the best approaches for its rehabilitation.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-01 | Purchase of New Genset for Mt. McDonald | New backup power supply required for emergency communication equipment on Mt. McDonald. |

**Project Rationale** A new backup power supply is required for the emergency communication equipment located on Mount McDonald.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-05 | Design & Construct Salt Spring Island Regional Trail | Feasibility study, design and construct 5km of regional trail on Salt Spring Island. |

**Project Rationale** This project continues implementation of the Gulf Islands Regional Trail Plan to construct regional trails on each of the Gulf Islands. Grant dependent.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-11 | Repair Witty's Lagoon Bridge | Replace Witty's Lagoon footbridge over Sitting Lady Falls. |

**Project Rationale** Replace Witty's Lagoon Footbridge over Sitting Lady Falls.

| Service: | 1.280 | Regional Parks |
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|---|---|---|---|---|---|
| **Project Number** | 23-14 | **Capital Project Title** | Equipment Replacement | **Capital Project Description** | Equipment replacement of outdoor and indoor eqiupment and furniture. |
| **Project Rationale** | Regional Parks maintains an equipment replacement fund in order to replace equipment that is not captured within the vehicle replacement program. This includes office eqiupment and operational field equipment. | | | | |

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|---|---|---|---|---|---|
| **Project Number** | 23-15 | **Capital Project Title** | Potential Land Acquisition Transactions | **Capital Project Description** | Potential land acquisition transactions. |
| **Project Rationale** | Potential land acquisition transactions estimated at $5 million per year. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-04 | **Capital Project Title** | Design & Construct Brookleigh Boat Launch | **Capital Project Description** | Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake. |
| **Project Rationale** | Improve visitor experience and enhance safe access through improving the boat launch at Brookleigh Beach on Elk Lake so it more easily accommodates the type of boats that frequent the facility. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-05 | **Capital Project Title** | Regional Trestle Renewal, Trails Widening and Lighting Project | **Capital Project Description** | Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting. |
| **Project Rationale** | Design and construct the renewal and enhancement of the Swan, Brett, and Selkirk Trestle, and widen and light 6 km of Regional Trail along priority sections of the Lochside and Galloping Goose Regional Trail. | | | | |

| Service: | 1.280 | Regional Parks |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-07 | Site Planning and Improvements at 728 Work Site | Site plan, design and construct building and site improvements at 728 work site. |

**Project Rationale** Long-term site planning, design and construction of building and improvements at the 728 work site, including office space capacity, electric service capacity to service EV fleet, HVAC system and equipment storage.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-08 | Sooke Hills Wilderness Trail Repair | Temporary repairs to Sooke Hills Wilderness Trail - Waugh Creek |

**Project Rationale** Short term options to repair and open the Sooke Hills Wilderness Trail on a temporary basis; longer term solution is required once provincial and regional discussions with First Nations regarding the E&N Rail Corridor are complete. Project is anticipated to continue through to 2025.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-11 | Portal Signs | Replace portal signs or install new portal signs at main regional park and trail access points to allign with Corporate Sign Strategy. |

**Project Rationale** Install new portal signs at regional park access points to align with Corporate Sign Strategy.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-12 | Weed Harvester | Replace 2006 aquatic weed harvester |

**Project Rationale** Replace 2006 weed harvester through the vehicle replacement fund as the equipment reachs end of serviceable life.

| Service: | 1.280 | Regional Parks |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-13 | Design and Implement Durrance Lake Dam Alteration Plan | Design Durrance Lake Dam alteration plan based on public engagement process outcomes. |

**Project Rationale** Design and Implement a dam alteration plan for the Duurance Lake Dam, including submission of dam alteration plan to the Provincial Dam Safety Office.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-14 | Light Duty Vehicle Replacement - Carryforward | Vehicle replacement based on a schedule for fleet vehicles- 2024 carryforward |

**Project Rationale** Replace vehicles using the vehicle replacement fund as reaching the end of their serviceable life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-15 | Dump Truck Replacement | Replace 2007 Sterling 5 Ton Dump Truc |

**Project Rationale** Replace 2007 Sterling 5 Ton Dump Truck using the vehicle replacement fund

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-02 | Options Analysis of Shoreline Stabilization | Options analysis for shoreline stabilization at Jordan River Regional Park and Island View Beach Regional Park |

**Project Rationale** Options analysis for shoreline stabilization at Jordan River Regional Park and Island View Beach Regional Park, including an environmental study of the proposed options.

| Service: | 1.280 | Regional Parks |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-04 | Design and Construct- Regional Trail Bridge Renewals (4) | Design and Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream, Interurban and Wilkinson bridges based on 20-year renewal plan. |

**Project Rationale** Design and Construct Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the Bilston Creek Bridge #3, Firehall Creek Bridge, Millstream Creek Bridge, Interurban Bridge, and Wilkinson Bridge.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-05 | Implement Kiosk Strategy | Implement kiosk strategy for the purpose of replacing ageing information kiosks. |

**Project Rationale** This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2029.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-06 | DSR for Elk/Beaver Lake Dams | Conduct comprehensive dam safety review for the Elk/Beaver Lake dams as required by the DSO |

**Project Rationale** Conduct comprehensive dam safety review for the Elk/Beaver Lake dams as required by the Provincial Dam Safety Office

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-07 | Coles Bay Shoreline Restoration | Design and Construct shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest in Coles Bay |

**Project Rationale** Design and Construct shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest in Coles Bay. This is an opportunity to build relationship with the Pauquachin First Nation.

| Service: | 1.280 | Regional Parks |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-08 | Royal Oak Golf Course Site Securement Fund | Replace the culvert between the two lower ponds and Remediate hydrocarbon-contaminated soils in the storage yard, building, and property fund at ROGC |

**Project Rationale** Replace the culvert between the two lower ponds, Remove gate vale, vegetation clearing and remediate hydrocarbon-contaminated soils in the storage yard to to ensure compliance with BC Contaminated Site Regulation, building, and property fund at ROGC.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-09 | Upgrading electrical capacity and HVAC at Mill Hill Worksite | Upgrading electrical capacity and HVAC system for the building at Mill Hill worksite. |

**Project Rationale** Upgrading the electrical capacity to support the EV fleet, HVAC system, and equipment storage and upgrading the building's HVAC system at Mill Hill Worksite to reduce energy consumption and greenhouse gas (GHG) emissions

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-10 | Spillway alterations and log boom installation | Design and construct Humpback and Thetis spillway log boom installation and Thetis spillway alterations |

**Project Rationale** Design and construct Humpback and Thetis spillway log boom installation and Thetis spillway alterations based on Engineer inspection report recommendation

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-11 | Killarney Lake Dam Study | Breach Study, Inundation Mapping, and Consequence Classification for Killarney Lake Dam |

**Project Rationale** Breach Study, Inundation Mapping, and Consequence Classification for Killarney Lake Dam to establish the required management parameters to comply with Dam Safety Regulations, safety documentation required, operation and maintenance frequencies

| Service: | 1.280 | Regional Parks |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-12 | Design and construct Hereward, Helmcken, and Island Highway Repair | Design and construct Girder Repairs for Hereward, Helmcken, and Island Highway (at 4-Mile) bridges to increase girder shear capacity |

**Project Rationale** Design and construct Girder Repairs for Hereward, Helmcken, and Island Highway (at 4-Mile) bridges to increase girder shear capacity

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-13 | Replace timber curbs and resurface asphalt overlay for Colquitz Creek Road Bridge | Design and construct replacament of timber curbs and resurface asphalt overlay for Colquitz Creek Road Bridge at Filter Beds |

**Project Rationale** Design and construct replacament of timber curbs and resurface asphalt overlay for Colquitz Creek Road Bridge at Filter Beds.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-14 | Replace Wooden Culvert (Trail Way) | Replace Sooke Hills Wilderness Trail wooden culvert |

**Project Rationale** Design and construct replacament of Sooke Hills Wilderness Trail Wooden Culvert (Trail Way) . The bridge is closed to vehicles following an engineering assessment.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-15 | F-450 Dump Truck Replacement | F-450 dump truck replacement based on a schedule for fleet vehicles |

**Project Rationale** Replace F-450 dump truck based on a schedule for fleet vehicles

| Service: | 1.280 | Regional Parks |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-16 | Vehicle Replacement | Vehicle replacement based on a schedule for fleet vehicles |

**Project Rationale** Vehicle replacement based on a schedule for fleet vehicles

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-03 | Renew Eagle Beach Picnic Shelter | Design and construct improvements to Eagle Beach picnic shelter to extend service life. |

**Project Rationale** Design and construct improvements to the Eagle Beach picnic shelter, which experiences a high level of use and is nearing end of life.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-05 | Site Planning and Improvements at Mill Hill Work Site | Site plan, design and construct building and site improvements at Mill Hill work site. |

**Project Rationale** Long-term site planning and improvements at the Mill Hill work site.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-06 | Renewal of Elk Beaver Lake Regional Park road surfacing | Full depth renewal and paving of Elk Beaver Lake Regional Park road. |

**Project Rationale** Full depth renewal and paving of the Elk Beaver Lake Regional Park road.

| Service: | 1.280 | Regional Parks |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-07 | Design and Construct - Jordan River Regional Park Boardwalk | Design and Construct boardwalk at Jordan River Regional Park. |

**Project Rationale** Design and Construct boardwalk that is approaching end of life at Jordan River Regional Park.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 27-02 | Replace pit toilet at Lone Tree Hill | Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span. |

**Project Rationale** Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 27-03 | Jordan River and Island View Beach Shoreline Restoration | Design and Construct shoreline restoration at Jordan River Regional Park and Island View Beach Regional Park |

**Project Rationale** Design and Construct shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest at Jordan River Regional Park and Island View Beach Regional Park

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-01 | Design Thetis Lake Dam Upgrades | Design upgrades to Thetis Lake Dams. |

**Project Rationale** Design and constuct upgrades to the Thetis Lake Dams, in line with Provincial dam safety regulatory program and DSR recommendations.

| Service: | 1.280 | Regional Parks |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-02 | Decommission pit toilet and construct three pit toilet at Island View Beach | Decommission the existing pit toilet that are approaching end of life and construct three new pit toilets at Island View Beach. |

**Project Rationale** Replace and standardize pit toilets that are approaching end of life at Island View Beach.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-03 | Assess and Repair Regional Trail Land Protection | Conduct culvert assessment and repairs. |

**Project Rationale** Assess and repair Regional Trails culvert infrastructure.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-04 | Upgrade Regional Trail surfacing | Upgrade Regional Trail surfacing to paved for Wale Road to Aldene. |

**Project Rationale** Upgrade the section of Galloping Goose Regional Trail, from Wale Road to Aldene Road, from gravel surface to paved surface, a priority section identified in the Regional Trails Management Plan.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-05 | Design and Construct- Regional Trail Bridge Renewals (4) | Design and Construct Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan. |

**Project Rationale** Design and Construct Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the the Wildwood/Matheson Creek Bridge, Hereward Bridge, Island Highway Bridge and Helmeken Bridge.

| Service: | 1.280 | Regional Parks |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-06 | Tandem Dump Truck | Replace 2003 Western Star tandem dump truck |

**Project Rationale** Replace 2003 tandem dump truck through vehicle replacement fund as it approaches end of serviceable life.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-01 | Hamsterly Beach Waterline Replacement | Replace the waterline at Hamsterly Beach |

**Project Rationale** Replace the waterline at Hamsterly Beach

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-02 | Renew Sitting Lady Falls Parking | Construct renewal to Witty's Lagoon - Sitting Lady Falls Parking that has exceeded its serviceable life span. |

**Project Rationale** Construct renewal to Witty's Lagoon - Sitting Lady Falls Parking that has exceeded its serviceable life span.

**1.280 Regional Parks**
**Asset and Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Asset Profile

**Regional Parks**

Regional Parks and Trails consists of 31 parks and reserves with 400 km of hiking trails and 3 regional trails (100 km). Assets held by the Regional park service consist of lands, buildings, public washrooms as well as various park equipment and vehicles.

## Summary

| **Regional Parks Reserve/Fund Summary**<br>**Projected year end balance** | **Est Actual** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| - Land Acquisition Levy | 2,506,772 | 2,606,772 | 2,606,772 | 2,606,772 | 2,606,772 | 2,606,772 |
| - Infrastructure/SSI&SGI Trail/Dams | 7,566,611 | 6,644,022 | 4,518,661 | 1,972,693 | 2,487,306 | 2,958,711 |
| Total Capital Reserve Fund | **10,073,383** | **9,250,794** | **7,125,433** | **4,579,465** | **5,094,078** | **5,565,483** |
| Parks Statutory Land Acquisition Reserve | **1,243,930** | **1,293,930** | **1,293,930** | **1,293,930** | **1,293,930** | **1,293,930** |
| Equipment Replacement Fund | **1,428,055** | **797,485** | **796,772** | **695,338** | **438,912** | **417,725** |
| **Total projected year end balance** | **12,745,368** | **11,342,209** | **9,216,135** | **6,568,733** | **6,826,920** | **7,277,138** |

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks**
**Capital Reserve Fund Schedule**
**2025 - 2029 Financial Plan**

## Capital Reserve Fund Schedule

**Reserve Fund: 1.280 Regional Parks Capital Reserve Fund (Bylaw No. 2313)**

- Capital Reserve Fund for Regional Parks Service was established in 1995 under Bylaw No. 2313.
- These reserves can only be used to fund capital expenditure.
- Funding for this reserve may be paid from "the current revenue or, as available, from general revenue surplus, or as otherwise provided in the Municipal Act".

**Cost Centre: 101469 (PLO)**

| **Land Acquisition Levy Portion** | **Est Actual** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 5,806,772 | 2,506,772 | 2,606,772 | 2,606,772 | 2,606,772 | 2,606,772 |
| **Land Acquisition Expenditure** | (3,500,000) | - | - | - | - | - |
| **LAF Levy Net Contribution** | - | - | - | - | - | - |
| **Other proceeds** | | | | | | |
| **Interest Income*** | 200,000 | 100,000 | | | | |
| **Ending Balance $ - Land Acquisition Levy Portion** | **2,506,772** | **2,606,772** | **2,606,772** | **2,606,772** | **2,606,772** | **2,606,772** |
| Restricted | 1,750,000 | 1,750,000 | 1,750,000 | 1,750,000 | 1,750,000 | 1,750,000 |
| **Unrestricted Balance** | **756,772** | **856,772** | **856,772** | **856,772** | **856,772** | **856,772** |

**Assumptions/Background:**

- A Regional Park Land Acquisition Requisition was established in 2000 for a ten year period (2000-2009) at a rate of $10 per average residential household assessment. In 2010, the requisition was extended for another ten years(2010-2019) at a rate of $12 per average residential household assessment starting in 2010 and increasing by $2 per year to a maximum of $20 in 2015 and then remaining at this rate until 2019. Program renewed for an additional 10 year 2020-2029 at $20 per average residential household assessment. Beginning in 2021 the rate is to increase by $1 per year until 2025. In 2022 teh program was suspended in favor of debt financing for land acquisition.

**1.280 Regional Parks**
**Capital Reserve Fund Schedule**
**2025 - 2029 Financial Plan**

## Capital Reserve Fund Schedule

| Infrastructure Portion | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 7,262,122 | 7,566,611 | 6,894,022 | 4,518,661 | 1,972,693 | 2,487,306 |
| **Planned Capital Expenditure (Based on Capital Plan)** | (2,870,000) | (4,329,000) | (5,390,000) | (5,620,000) | (2,620,000) | (2,725,000) |
| **Transfer from Operating Budget** | | | | | | |
| **--Other Infrastructure** | 1,622,783 | 2,097,904 | 1,651,462 | 1,706,091 | 1,761,813 | 1,818,649 |
| **--SSI/SGI Trails** | 226,706 | 233,507 | 238,177 | 242,941 | 247,800 | 252,756 |
| **--Dam/Bridge/Trestle** | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| **--Infrastructure Renewal Special** | 925,000 | 925,000 | 925,000 | 925,000 | 925,000 | 925,000 |
| **Interest Income*** | 200,000 | 200,000 | - | - | - | - |
| **Ending Balance $ - Infrastructure Portion** | **7,566,611** | **6,894,022** | **4,518,661** | **1,972,693** | **2,487,306** | **2,958,711** |

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

**1.280 Regional Parks**
**Capital Reserve Fund Schedule**
**2025 - 2029 Financial Plan**

## Capital Reserve Fund Schedule

**Reserve Fund: 1.280 Regional Parks Land Acquisition Reserve Fund (Bylaw No. 1831)**

**Cost Centre: 101375 (PLO)**
**Parks Statutory Land Acquisition Reserve**

| | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 1,193,930 | 1,243,930 | 1,293,930 | 1,293,930 | 1,293,930 | 1,293,930 |
| **Park Land Acquisition** | - | - | - | - | - | - |
| **Proceeds from Sale of Surplus Park Land** | | | | | | |
| **Interest Income** | 50,000 | 50,000 | | | | |
| **Ending Balance $ - Parks Statutory Land Acquisition Reserve** | **1,243,930** | **1,293,930** | **1,293,930** | **1,293,930** | **1,293,930** | **1,293,930** |

**1.280 Regional Parks**
**Equipment Replacement Fund Schedule (ERF)**
**2025 - 2029 Financial Plan**

## Equipment Replacement Fund Schedule (ERF)

**ERF Fund: 1.280 Regional Parks ERF (Bylaw No. 945)**

**Cost Centre: 101423 (PLO)**
**Equipment Replacement Fund**

| | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 1,589,912 | 1,428,055 | 797,485 | 796,772 | 695,338 | 438,912 |
| **Planned Purchase (Based on Capital Plan)** | (801,200) | (1,378,400) | (802,700) | (972,800) | (1,197,400) | (1,032,000) |
| **Transfer from Operating Budget** | 524,343 | 732,830 | 801,987 | 871,366 | 940,974 | 1,010,813 |
| **Disposal Proceeds** | 100,000 | - | - | - | - | - |
| **Interest Income*** | 15,000 | 15,000 | | | | |
| **Ending Balance $** | **1,428,055** | **797,485** | **796,772** | **695,338** | **438,912** | **417,725** |

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

**1.280 Regional Parks**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Regional Parks**

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Summary

| Reserve/Fund Summary | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| **Projected year end balance** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| Operating Reserve | 123,037 | 142,037 | 137,077 | 152,158 | 147,280 | 162,445 |
| Operating Reserve - Legacy Fund | 18,985 | 19,685 | 19,685 | 19,685 | 19,685 | 19,685 |
| **Total projected year end balance** | **142,021** | **161,721** | **156,761** | **171,842** | **166,964** | **182,129** |

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Regional Parks**

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule - FC 105500

| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 104,037 | 123,037 | 142,037 | 137,077 | 152,158 | 147,280 |
| Planned Purchase | - | - | (20,000) | - | (20,000) | - |
| Transfer from Ops Budget | 15,000 | 15,000 | 15,040 | 15,081 | 15,122 | 15,165 |
| Interest Income* | 4,000 | 4,000 | | | | |
| **Total projected year end balance** | **123,037** | **142,037** | **137,077** | **152,158** | **147,280** | **162,445** |

**Assumptions/Background:**

2026: $20,000 to fund Visitor Survey

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

**1.280 Regional Parks Legacy Fund**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Regional Parks Legacy Fund**

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

## Operating Reserve Schedule - FC 105102

| Operating Reserve Schedule<br>Projected year end balance | Est Actual<br>2024 | Budget<br>2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|
| **Beginning Balance** | 18,185 | 18,985 | 19,685 | 19,685 | 19,685 | 19,685 |
| **Planned Purchase** | | | | | | |
| **Donation Received** | - | | | | | |
| **Interest Income*** | 800 | 700 | | | | |
| **Total projected year end balance** | **18,985** | **19,685** | **19,685** | **19,685** | **19,685** | **19,685** |

**Assumptions/Background:**

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Panorama Recreation

## COMMITTEE OF THE WHOLE

October 2024

**Service:** **1.44X Panorama Recreation** **Commission: Peninsula Recreation**

**DEFINITION:**

To operate an ice arena, swimming pool and recreation and community use service for the Municipalities of Sidney, North Saanich and Central Saanich combined as Saanich Peninsula Recreation Service (Bylaw No. 3008 - October 9, 2002).

**SERVICE DESCRIPTION:**

This is a service for the provision of community recreation opportunities for Central Saanich, North Saanich, and Sidney through the operation, maintenance, and programming of: Panorama Recreation Centre (2 hockey arenas, 2 pools, 6 tennis courts, 2 squash courts, fitness rooms, weight room, multi-purpose rooms), Greenglade Community Centre in Sidney, Central Saanich Community and Cultural Centre and North Saanich Middle School.

**PARTICIPATION:**

50% by population and 50% on hospital assessments. North Saanich and Sidney.
Central Saanich added as a participant in 1996, Bylaw No. 2363.

**MAXIMUM LEVY:**

The greater of $11,220,000 or $1.134 / $1,000 on net taxable value of land and improvements.

**CAPITAL DEBT:**

| | | | |
|---|---|---|---|
| Authorized: | Bylaw No. 4116 - Replacement of Arena Floor | $ | 1,080,000 |
| Borrowed: | | $ | 1,080,000 |
| Remaining: | | $ | - |
| Authorized: | Bylaw No. 4546 - Centennial Park Multi-Sport Box | $ | 2,900,000 |
| Borrowed: | | $ | - |
| Remaining: | | $ | 2,900,000 |
| Authorized: | Bylaw No. 4547 - Panorama Heat Recovery System | $ | 2,453,000 |
| Borrowed: | | $ | - |
| Remaining: | | $ | 2,453,000 |

**COMMISSION:**

Peninsula Recreation Commission
Established by Bylaw # 2397 (May 1996), amended by Bylaw # 2480 (1997), Bylaw # 2759 (2000) and Bylaw # 3142 (2004).
Originally established in 1976 (Bylaw # 314).

**FUNDING:**

**Change in Budget 2024 to 2025**
**Service: 1.44X Panorama**

| | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **10,810,738** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 82,127 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 36,042 | |
| Other (explain as necessary) | 46,283 | 2025 IBC 10c-1.3 Aquatic Program Assistant |
| | 126,227 | 2025 IBC 10c-1.4 Maintain Recreation Staffing Levels |
| Total Change in Salaries | 290,679 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 30,807 | Increase in 2024 operating costs |
| Human Resources Allocation | 16,693 | Increase in 2024 salary budget; corporate safety resourcing |
| Insurance costs | 32,550 | Recognize growing insurance premiums |
| Debt Servicing | 58,331 | Net new debt of SportBox and Heat Recovery |
| Auxiliary wages | 55,824 | Increase service delivery |
| Other Costs | 161,367 | |
| Total Other Changes | 355,572 | |
| **2025 Budget** | **11,456,989** | |

| Summary of % Expense Increase | | |
|---|---|---|
| 2025 Base salary and benefit change | 0.8% | |
| IBC's | 1.6% | |
| Standard Overhead Allocation | 0.3% | |
| Human Resources Allocation | 0.2% | |
| Insurance costs | 0.3% | |
| Debt Servicing | 0.5% | |
| Balance of increase | 2.3% | |
| *% expense increase from 2024:* | ***6.0%*** | |
| *% Requisition increase from 2024 (if applicable):* | ***7.1%*** | *Requisition funding is 51.4% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $36,000 (0.3%) due mainly to extra revenue. This variance will be moved to Capital Reserve, which has an expected year end balance of $4.3 million before this transfer.*

| PANORAMA RECREATION | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 6,110,302 | 6,029,175 | 6,359,477 | 154,154 | (56,826) | 6,456,805 | 6,690,657 | 6,862,311 | 7,038,426 | 7,219,115 |
| Utilities | 636,923 | 625,787 | 600,400 | 25,000 | - | 625,400 | 637,905 | 650,667 | 663,682 | 676,954 |
| Recreation Programs and Special Events | 578,940 | 605,601 | 553,088 | - | - | 553,088 | 636,091 | 572,311 | 583,758 | 595,433 |
| Operating Supplies | 384,740 | 397,941 | 444,409 | 26,800 | - | 471,209 | 480,634 | 490,243 | 500,053 | 510,055 |
| Maintenance and Repairs | 481,772 | 476,218 | 550,114 | 10,000 | - | 560,114 | 571,316 | 582,744 | 594,398 | 606,285 |
| Standard Overhead Allocation | 435,200 | 435,200 | 466,007 | - | - | 466,007 | 479,987 | 489,587 | 499,379 | 509,366 |
| Human Resources Allocation | 209,282 | 209,282 | 225,975 | - | - | 225,975 | 254,373 | 276,890 | 283,137 | 290,199 |
| Other Internal Allocations | 12,463 | 12,463 | 12,235 | - | 10,812 | 23,047 | 23,404 | 12,958 | 13,335 | 13,723 |
| Licences/Surveys/Legal/Meeting | 222,962 | 241,390 | 250,432 | - | - | 250,432 | 255,441 | 260,548 | 265,759 | 271,077 |
| Advertising/Printing/Brouchures/Signs | 42,038 | 40,663 | 42,980 | - | - | 42,980 | 43,839 | 44,716 | 45,610 | 46,522 |
| Telephone/IT & Network Systems | 63,014 | 62,288 | 62,990 | 1,440 | 4,000 | 68,430 | 64,856 | 66,154 | 67,475 | 68,825 |
| Vehicles, Travel and Training | 70,925 | 91,847 | 111,334 | - | - | 111,334 | 113,561 | 115,833 | 118,148 | 120,510 |
| Insurance | 68,400 | 68,400 | 100,950 | - | - | 100,950 | 111,045 | 122,151 | 134,365 | 147,802 |
| **TOTAL OPERATING COSTS** | **9,316,961** | **9,296,255** | **9,780,391** | **217,394** | **(42,014)** | **9,955,771** | **10,363,109** | **10,547,113** | **10,807,525** | **11,075,866** |
| *Percentage increase over prior year | | | 4.97% | | | 6.86% | 4.09% | 1.8% | 2.5% | 2.5% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 8,404 | 8,404 | - | - | - | - | - | - | - | - |
| Transfer to Capital Reserve Fund | 740,566 | 768,029 | 688,000 | | - | 688,000 | 700,760 | 735,175 | 824,880 | 841,375 |
| Transfer to Equipment Replacement Fund | 403,920 | 403,920 | 414,000 | - | - | 414,000 | 450,300 | 450,778 | 464,303 | 478,232 |
| **TOTAL CAPITAL / RESERVES** | **1,152,890** | **1,180,353** | **1,102,000** | **-** | **-** | **1,102,000** | **1,151,060** | **1,185,953** | **1,289,183** | **1,319,607** |
| *Percentage increase over prior year | | | -4.41% | | | -4.41% | 4.45% | 3.03% | 8.70% | 2.36% |
| DEBT CHARGES | 340,887 | 340,887 | 203,588 | 142,100 | 53,530 | 399,218 | 607,108 | 607,108 | 607,108 | 607,108 |
| **TOTAL COSTS** | **10,810,738** | **10,817,495** | **11,085,979** | **359,494** | **11,516** | **11,456,989** | **12,121,277** | **12,340,174** | **12,703,816** | **13,002,581** |
| *Percentage increase over prior year | | 0.06% | 2.55% | | | 5.98% | 5.80% | 1.81% | 2.95% | 2.35% |
| Internal Recoveries | | | | | | | | | | |
| Recoveries - Other | - | - | - | - | - | - | - | - | - | - |
| **OPERATING LESS RECOVERIES** | **10,810,738** | **10,817,495** | **11,085,979** | **359,494** | **11,516** | **11,456,989** | **12,121,277** | **12,340,174** | **12,703,816** | **13,002,581** |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Estimated balance C/F from current to Next year | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | | | | |
| Fee Income | (3,756,605) | (3,830,644) | (4,031,397) | (19,520) | 93,343 | (3,957,574) | (4,155,937) | (4,235,812) | (4,317,282) | (4,400,379) |
| Rental Income | (1,075,968) | (1,077,548) | (1,111,599) | (50,000) | 5,000 | (1,156,599) | (1,177,692) | (1,201,243) | (1,225,266) | (1,249,777) |
| Sponsorships | (24,718) | (30,100) | (29,380) | - | - | (29,380) | (29,967) | (30,569) | (31,179) | (31,803) |
| Transfer from Operating Reserve Fund | - | - | - | - | (41,517) | (41,517) | (75,000) | - | - | - |
| Payments - In Lieu of Taxes | (13,764) | (13,764) | (13,764) | - | - | (13,764) | (13,764) | (13,764) | (13,764) | (13,764) |
| Grants - Other | (440,510) | (366,266) | (321,300) | (44,995) | - | (366,295) | (434,103) | (442,778) | (451,625) | (460,650) |
| **TOTAL REVENUE** | **(5,311,565)** | **(5,318,322)** | **(5,507,440)** | **(114,515)** | **56,826** | **(5,565,129)** | **(5,886,463)** | **(5,924,166)** | **(6,039,116)** | **(6,156,373)** |
| *Percentage increase over prior year | | 0.13% | 3.69% | | | 4.77% | 5.77% | 0.64% | 1.94% | 1.94% |
| **REQUISITION** | **(5,499,173)** | **(5,499,173)** | **(5,578,539)** | **(244,979)** | **(68,342)** | **(5,891,860)** | **(6,234,814)** | **(6,416,008)** | **(6,664,700)** | **(6,846,208)** |
| *Percentage increase over prior year | | | 1.44% | | | 7.14% | 5.82% | 2.91% | 3.88% | 2.72% |
| PARTICIPANTS: North Saanich. Sidney,Central Saanich | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 37.75 | 37.75 | 37.75 | 2.00 | 0.00 | 39.75 | 39.75 | 39.75 | 39.75 | 39.75 |
| Converted Auxillaries | 0.50 | 0.50 | 0.50 | 0.00 | 0.00 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |

| PANORAMA RECREATION | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Arena | 414,112 | 403,574 | 449,075 | - | - | 449,075 | 459,778 | 470,742 | 481,974 | 493,479 |
| Pool | 1,085,264 | 1,068,473 | 1,095,071 | 16,396 | (56,826) | 1,054,641 | 1,143,117 | 1,168,322 | 1,194,096 | 1,220,450 |
| Recreation - Community Recreation | 2,504,260 | 2,599,324 | 2,711,579 | 200,998 | 4,000 | 2,916,577 | 2,979,804 | 3,049,507 | 3,120,880 | 3,193,959 |
| Administration | 5,321,729 | 5,233,288 | 5,524,666 | - | 10,812 | 5,535,478 | 5,780,410 | 5,858,542 | 6,010,575 | 6,167,978 |
| Contingency | - | - | - | - | - | - | - | - | - | - |
| | **9,325,365** | **9,304,659** | **9,780,391** | **217,394** | **(42,014)** | **9,955,771** | **10,363,109** | **10,547,113** | **10,807,525** | **11,075,866** |
| *Percentage increase over prior year | | | 4.88% | | | 6.76% | | | | |
| CAPITAL / RESERVE | | | | | | | | | | |
| Arena | 340,242 | 340,242 | 310,000 | - | - | 310,000 | 330,155 | 333,855 | 367,031 | 375,914 |
| Pool | 669,604 | 697,067 | 654,000 | - | - | 654,000 | 670,033 | 701,000 | 766,521 | 783,393 |
| Community Recreation | 134,640 | 134,640 | 138,000 | - | - | 138,000 | 150,872 | 151,098 | 155,631 | 160,300 |
| | **1,144,486** | **1,171,949** | **1,102,000** | **-** | **-** | **1,102,000** | **1,151,060** | **1,185,953** | **1,289,183** | **1,319,607** |
| DEBT CHARGES | | | | | | | | | | |
| Arena/General | 203,478 | 203,478 | 203,588 | 142,100 | 53,530 | 399,218 | 607,108 | 607,108 | 607,108 | 607,108 |
| Pool | 137,409 | 137,409 | - | - | - | - | - | - | - | - |
| | **340,887** | **340,887** | **203,588** | **142,100** | **53,530** | **399,218** | **607,108** | **607,108** | **607,108** | **607,108** |
| **TOTAL OPERATING, CAPITAL AND DEBT COSTS** | **10,810,738** | **10,817,495** | **11,085,979** | **359,494** | **11,516** | **11,456,989** | **12,121,277** | **12,340,174** | **12,703,816** | **13,002,581** |
| | | | | | | **5.98%** | | | | |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Arena | (981,539) | (964,906) | (1,003,295) | - | - | (1,003,295) | (1,023,353) | (1,043,813) | (1,064,681) | (1,085,968) |
| Pool | (1,215,889) | (1,211,833) | (1,244,173) | - | 98,343 | (1,145,830) | (1,276,197) | (1,301,720) | (1,327,755) | (1,354,310) |
| Community Recreation | (2,419,934) | (2,504,256) | (2,630,328) | (69,520) | - | (2,699,848) | (2,766,813) | (2,822,150) | (2,878,591) | (2,936,165) |
| Administration | (112,942) | (130,310) | (132,670) | - | - | (132,670) | (135,323) | (138,031) | (140,790) | (143,606) |
| TOTAL REVENUE | **(4,730,304)** | **(4,811,305)** | **(5,010,466)** | **(69,520)** | **98,343** | **(4,981,643)** | **(5,201,686)** | **(5,305,714)** | **(5,411,817)** | **(5,520,049)** |
| Estimated balance C/F current to Next year | | | | | | - | | | | |
| Trans from Operating Reserve | - | - | - | - | (41,517) | (41,517) | (75,000) | - | - | - |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants in lieu of Taxes | (176,054) | (176,054) | (176,054) | - | - | (176,054) | (176,054) | (176,054) | (176,054) | (176,054) |
| Grants - Other | (405,207) | (330,963) | (320,920) | (44,995) | - | (365,915) | (433,723) | (442,398) | (451,245) | (460,270) |
| **REQUISITION** | **(5,499,173)** | **(5,499,173)** | **(5,578,539)** | **(244,979)** | **(68,342)** | **(5,891,860)** | **(6,234,814)** | **(6,416,008)** | **(6,664,700)** | **(6,846,208)** |
| *Percentage increase | | | 1.44% | | | 7.14% | 5.82% | 2.91% | 3.88% | 2.72% |
| AUTHORIZED POSITIONS: Salaried | 37.75 | 37.75 | 37.75 | 2.00 | 0.00 | 39.75 | 39.75 | 39.75 | 39.75 | 39.75 |
| Converted Auxillaries | 0.50 | 0.50 | 0.50 | 0.00 | 0.00 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| User Funding % | 43.76% | | 45.20% | | | 43.48% | 42.91% | 43.00% | 42.60% | 42.45% |
| User Funding excluding debt% | 45.18% | | 46.04% | | | 45.05% | 45.18% | 45.22% | 44.74% | 44.53% |

| PANORAMA RECREATION - ADMINISTRATION | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| ADMINISTRATION COSTS | | | | | | | | | | |
| Salaries and Wages | 555,221 | 468,751 | 565,169 | - | - | 565,169 | 581,400 | 598,089 | 615,251 | 632,896 |
| Other Internal Allocations | 655,182 | 655,182 | 702,362 | - | 10,812 | 713,174 | 755,853 | 777,467 | 793,824 | 811,200 |
| Operating - Other | 190,889 | 195,561 | 222,095 | - | - | 222,095 | 226,538 | 231,067 | 235,688 | 240,403 |
| Telephone Rent & Installation | 40,735 | 40,735 | 41,500 | - | - | 41,500 | 42,330 | 43,177 | 44,040 | 44,921 |
| Operating - Supplies | 28,248 | 18,577 | 26,500 | - | - | 26,500 | 27,028 | 27,571 | 28,122 | 28,685 |
| Contract for Services & fees for service | 200,280 | 196,743 | 103,672 | - | - | 103,672 | 180,746 | 107,860 | 110,018 | 112,218 |
| Insurance | 68,400 | 68,400 | 100,950 | - | - | 100,950 | 111,045 | 122,151 | 134,365 | 147,802 |
| Allocation - System Services | 1,763 | 1,763 | 1,855 | - | - | 1,855 | 1,911 | 1,968 | 2,027 | 2,088 |
| Transfer to Operating Reserve Fund | 8,404 | 8,404 | - | - | - | - | - | - | - | - |
| **TOTAL ADMINISTRATION COSTS** | **1,749,122** | **1,654,116** | **1,764,103** | **-** | **10,812** | **1,774,915** | **1,926,851** | **1,909,350** | **1,963,335** | **2,020,213** |
| MAINTENANCE COSTS | | | | | | | | | | |
| Salaries and Wages | 1,736,383 | 1,700,000 | 1,825,277 | - | - | 1,825,277 | 1,874,041 | 1,924,113 | 1,975,529 | 2,028,325 |
| Maintenance | 147,999 | 136,035 | 153,515 | - | - | 153,515 | 156,585 | 159,717 | 162,911 | 166,169 |
| Operating - Other | 83,202 | 94,115 | 107,274 | - | - | 107,274 | 109,419 | 111,608 | 113,839 | 116,117 |
| Utility | 569,340 | 563,726 | 531,160 | - | - | 531,160 | 541,780 | 552,620 | 563,674 | 574,945 |
| Operating - Supplies | 106,151 | 131,451 | 129,459 | - | - | 129,459 | 132,049 | 134,688 | 137,383 | 140,131 |
| Travel and Vehicles | 23,639 | 43,065 | 39,000 | - | - | 39,000 | 39,780 | 40,576 | 41,387 | 42,215 |
| **TOTAL MAINTENANCE COSTS** | **2,666,714** | **2,668,392** | **2,785,685** | **-** | **-** | **2,785,685** | **2,853,654** | **2,923,322** | **2,994,723** | **3,067,902** |
| PROGRAM ADMINISTRATION COSTS | | | | | | | | | | |
| Salaries and Wages | 844,849 | 832,194 | 886,147 | - | - | 886,147 | 909,400 | 933,555 | 958,355 | 983,818 |
| Operating - Other | 46,936 | 50,386 | 52,786 | - | - | 52,786 | 53,841 | 54,919 | 56,017 | 57,136 |
| Operating - Supplies | 11,108 | 25,200 | 29,945 | - | - | 29,945 | 30,544 | 31,154 | 31,778 | 32,414 |
| Staff Training | 3,000 | 3,000 | 6,000 | - | - | 6,000 | 6,120 | 6,242 | 6,367 | 6,495 |
| **TOTAL PROGRAM COSTS** | **905,893** | **910,780** | **974,878** | **-** | **-** | **974,878** | **999,905** | **1,025,870** | **1,052,517** | **1,079,863** |
| **TOTAL COSTS** | **5,321,729** | **5,233,288** | **5,524,666** | **-** | **10,812** | **5,535,478** | **5,780,410** | **5,858,542** | **6,010,575** | **6,167,978** |
| Transfers to Capital | | | | | | - | | | | |
| **TOTAL COSTS** | **5,321,729** | **5,233,288** | **5,524,666** | **-** | **10,812** | **5,535,478** | **5,780,410** | **5,858,542** | **6,010,575** | **6,167,978** |
| RECOVERED FROM ARENA, POOL, PARKS, RECREATION AND MULTI-PURPOSE ROOM | | | | | | | | | | |
| Internal Recovery - Administration | - | - | - | - | - | - | - | - | - | - |
| Internal Recovery - Maintenance | - | - | - | - | - | - | - | - | - | - |
| Internal Recovery - Programs Administration | - | - | - | - | - | - | - | - | - | - |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | **5,321,729** | **5,233,288** | **5,524,666** | **-** | **10,812** | **5,535,478** | **5,780,410** | **5,858,542** | **6,010,575** | **6,167,978** |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Other Income | (112,942) | (130,310) | (132,670) | - | - | (132,670) | (135,323) | (138,031) | (140,790) | (143,606) |
| TOTAL REVENUE | (112,942) | (130,310) | (132,670) | - | - | (132,670) | (135,323) | (138,031) | (140,790) | (143,606) |
| **REQUISITION** | **(5,208,787)** | **(5,102,978)** | **(5,391,996)** | **-** | **(10,812)** | **(5,402,808)** | **(5,645,087)** | **(5,720,511)** | **(5,869,785)** | **(6,024,372)** |
| *Percentage Increase | | | | | | | | | | |
| PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney | | | | | | | | | | |
| AUTHORIZED POSITIONS: Salaried | 25.75 | 25.75 | 25.75 | 0.00 | 0.00 | 25.75 | 25.75 | 25.75 | 25.75 | 25.75 |
| Converted | 0.50 | 0.50 | 0.50 | 0.00 | 0.00 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |

| PANORAMA RECREATION - ICE ARENA | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Salaries and Wages | 271,311 | 273,415 | 282,532 | - | - | 282,532 | 289,904 | 297,472 | 305,237 | 313,207 |
| Internal Allocations - Administration | - | - | - | - | - | - | - | - | - | - |
| Internal Allocations - Maintenance | - | - | - | - | - | - | - | - | - | - |
| Internal Allocations - Program Administration | - | - | - | - | - | - | - | - | - | - |
| Operating - Supplies | 39,563 | 31,003 | 40,354 | - | - | 40,354 | 41,161 | 41,984 | 42,824 | 43,680 |
| Maintenance | 66,536 | 51,536 | 67,867 | - | - | 67,867 | 69,224 | 70,608 | 72,021 | 73,462 |
| Instructional Services and Travel | 36,702 | 47,620 | 58,322 | - | - | 58,322 | 59,489 | 60,678 | 61,892 | 63,130 |
| Contingency | | | | | | - | | | | |
| **TOTAL OPERATING COSTS** | **414,112** | **403,574** | **449,075** | **-** | **-** | **449,075** | **459,778** | **470,742** | **481,974** | **493,479** |
| *Percentage Increase | | -2.5% | 8.44% | | | 8.44% | 2.4% | 2.4% | 2.4% | 2.4% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Capital & Equipment Purchases | - | - | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | 134,640 | 134,640 | 138,000 | - | - | 138,000 | 149,715 | 149,806 | 154,301 | 158,930 |
| Transfer to Reserve Fund | 205,602 | 205,602 | 172,000 | - | - | 172,000 | 180,440 | 184,049 | 212,730 | 216,984 |
| **TOTAL CAPITAL / RESERVES** | **340,242** | **340,242** | **310,000** | **-** | **-** | **310,000** | **330,155** | **333,855** | **367,031** | **375,914** |
| DEBT CHARGES | 203,478 | 203,478 | 203,588 | 142,100 | 53,530 | 399,218 | 607,108 | 607,108 | 607,108 | 607,108 |
| **TOTAL COSTS** | **957,832** | **947,294** | **962,663** | **142,100** | **53,530** | **1,158,293** | **1,397,041** | **1,411,705** | **1,456,113** | **1,476,501** |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Revenue - Fees | (981,539) | (964,906) | (1,003,295) | - | - | (1,003,295) | (1,023,353) | (1,043,813) | (1,064,681) | (1,085,968) |
| TOTAL REVENUE | **(981,539)** | **(964,906)** | **(1,003,295)** | **-** | **-** | **(1,003,295)** | **(1,023,353)** | **(1,043,813)** | **(1,064,681)** | **(1,085,968)** |
| **REQUISITION** | **23,707** | **17,612** | **40,632** | **(142,100)** | **(53,530)** | **(154,998)** | **(373,688)** | **(367,892)** | **(391,432)** | **(390,533)** |
| *Percentage Increase | | -25.7% | 71.39% | | | -753.81% | 141.1% | -1.6% | 6.4% | -0.2% |
| PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney | | | | | | | | | | |
| AUTHORIZED POSITIONS: Salaried | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| User Funding % | 102.48% | | 104.22% | | | 86.62% | 73.25% | 73.94% | 73.12% | 73.55% |
| User Funding excluding debt% | 130.12% | | 132.17% | | | 132.17% | 129.55% | 129.73% | 125.40% | 124.91% |

| PANORAMA RECREATION - SWIMMING POOL | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Salaries and Wages | 899,649 | 902,924 | 908,868 | 16,396 | (56,826) | 868,438 | 956,249 | 977,718 | 999,679 | 1,022,145 |
| Internal Allocations - Administration | - | - | - | - | - | - | - | - | - | - |
| Internal Allocations - Maintenance | - | - | - | - | - | - | - | - | - | - |
| Internal Allocations - Program Administration | - | - | - | - | - | - | - | - | - | - |
| Maintenance | 69,666 | 57,759 | 71,059 | - | - | 71,059 | 72,480 | 73,930 | 75,408 | 76,916 |
| Operating - Supplies | 90,295 | 84,340 | 92,624 | - | - | 92,624 | 94,477 | 96,365 | 98,294 | 100,259 |
| Instructional Services | 25,654 | 23,450 | 22,520 | - | - | 22,520 | 19,911 | 20,309 | 20,715 | 21,130 |
| Contingency | | | | | | - | | | | |
| **TOTAL OPERATING COSTS** | **1,085,264** | **1,068,473** | **1,095,071** | **16,396** | **(56,826)** | **1,054,641** | **1,143,117** | **1,168,322** | **1,194,096** | **1,220,450** |
| *Percentage Increase | | -1.5% | 0.90% | | | -2.82% | 8.4% | 2.2% | 2.2% | 2.2% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Capital & Equipment Purchases | - | - | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | 134,640 | 134,640 | 138,000 | - | - | 138,000 | 149,713 | 149,874 | 154,371 | 159,002 |
| Transfer to Reserve Fund | 534,964 | 534,964 | 516,000 | - | - | 516,000 | 520,320 | 551,126 | 612,150 | 624,391 |
| **TOTAL CAPITAL / RESERVES** | **669,604** | **669,604** | **654,000** | **-** | **-** | **654,000** | **670,033** | **701,000** | **766,521** | **783,393** |
| DEBT CHARGES | 137,409 | 137,409 | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | **1,892,277** | **1,875,486** | **1,749,071** | **16,396** | **(56,826)** | **1,708,641** | **1,813,150** | **1,869,322** | **1,960,617** | **2,003,843** |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Revenue - Fees | (1,215,889) | (1,211,833) | (1,244,173) | - | 98,343 | (1,145,830) | (1,276,197) | (1,301,720) | (1,327,755) | (1,354,310) |
| Grants - Other | - | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | **(1,215,889)** | **(1,211,833)** | **(1,244,173)** | **-** | **98,343** | **(1,145,830)** | **(1,276,197)** | **(1,301,720)** | **(1,327,755)** | **(1,354,310)** |
| **REQUISITION** | **(676,388)** | **(663,653)** | **(504,898)** | **(16,396)** | **(41,517)** | **(562,811)** | **(536,953)** | **(567,602)** | **(632,862)** | **(649,533)** |
| *Percentage Increase | | -1.9% | -25.35% | | | -16.79% | -4.6% | 5.7% | 11.5% | 2.6% |
| PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney | | | | | | | | | | |
| AUTHORIZED POSITIONS: Salaried | 2.00 | 2.00 | 2.00 | 0.50 | 0.00 | 2.50 | 2.50 | 2.50 | 2.50 | 2.50 |
| User Funding % | 64.26% | | 71.13% | | | 67.06% | 70.39% | 69.64% | 67.72% | 67.59% |
| User Funding excluding debt% | 69.29% | | 71.13% | | | 67.06% | 70.39% | 69.64% | 67.72% | 67.59% |

| PANORAMA RECREATION - COMMUNITY<br>COMMUNITY RECREATION | 2024<br>BOARD<br>BUDGET | 2024<br>ESTIMATED<br>ACTUAL | BUDGET REQUEST<br>2025<br>CORE | 2025<br>ONGOING | 2025<br>ONE-TIME | 2025<br>TOTAL | FUTURE PROJECTIONS<br>2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL | 2029<br>TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| COMMUNITY RECREATION COSTS | | | | | | | | | | |
| Salaries and Wages | 1,802,889 | 1,851,891 | 1,891,484 | 137,758 | - | 2,029,242 | 2,079,663 | 2,131,364 | 2,184,375 | 2,238,724 |
| Internal Allocations - Administration | - | - | - | - | - | - | - | - | - | - |
| Internal Allocations - Maintenance | - | - | - | - | - | - | - | - | - | - |
| Internal Allocations - Program Administration | - | - | - | - | - | - | - | - | - | - |
| Instructional Service | 468,227 | 509,839 | 551,570 | 11,440 | 4,000 | 567,010 | 573,408 | 584,877 | 596,573 | 608,503 |
| Operating - Supplies | 144,369 | 148,819 | 163,525 | 51,800 | - | 215,325 | 219,633 | 224,024 | 228,505 | 233,077 |
| Leasehold Improvements | 88,775 | 88,775 | 105,000 | - | - | 105,000 | 107,100 | 109,242 | 111,427 | 113,655 |
| **TOTAL COMMUNITY RECREATION COSTS** | **2,504,260** | **2,599,324** | **2,711,579** | **200,998** | **4,000** | **2,916,577** | **2,979,804** | **3,049,507** | **3,120,880** | **3,193,959** |
| *Percentage Increase | | 3.8% | 8.28% | | | 16.46% | 2.2% | 2.3% | 2.3% | 2.3% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Capital & Equipment Purchases | - | - | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | 134,640 | 134,640 | 138,000 | - | - | 138,000 | 150,872 | 151,098 | 155,631 | 160,300 |
| Transfer to Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVES** | **134,640** | **134,640** | **138,000** | **-** | **-** | **138,000** | **150,872** | **151,098** | **155,631** | **160,300** |
| **TOTAL COSTS** | **2,638,900** | **2,733,964** | **2,849,579** | **200,998** | **4,000** | **3,054,577** | **3,130,676** | **3,200,605** | **3,276,511** | **3,354,259** |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Revenue - Community Recreation | (2,419,934) | (2,504,256) | (2,630,328) | (69,520) | - | (2,699,848) | (2,766,813) | (2,822,150) | (2,878,591) | (2,936,165) |
| Grants - Other | (405,207) | (330,963) | (320,920) | (44,995) | - | (365,915) | (433,723) | (442,398) | (451,245) | (460,270) |
| TOTAL REVENUE | **(2,825,141)** | **(2,835,219)** | **(2,951,248)** | **(114,515)** | **-** | **(3,065,763)** | **(3,200,536)** | **(3,264,548)** | **(3,329,836)** | **(3,396,435)** |
| **REQUISITION** | **186,241** | **101,255** | **101,669** | **(86,483)** | **(4,000)** | **11,186** | **69,860** | **63,943** | **53,325** | **42,176** |
| *Percentage Increase | | -45.6% | -45.41% | | | -93.99% | 524.5% | -8.5% | -16.6% | -20.9% |
| PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney | | | | | | | | | | |
| AUTHORIZED POSITIONS: Salaried | 9.00 | 9.00 | 9.00 | 1.50 | 0.00 | 10.50 | 10.50 | 10.50 | 10.50 | 10.50 |
| User Funding % | 91.70% | | 92.31% | | | 88.39% | 88.38% | 88.18% | 87.86% | 87.54% |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.44x Panorama Recreation | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $100,730 | $3,527,630 | $573,000 | $3,395,000 | $525,000 | $450,000 | $8,470,630 |
| Equipment | | $0 | $1,583,433 | $483,909 | $360,400 | $525,207 | $926,845 | $3,879,794 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $3,100,000 | $0 | $350,000 | $0 | $40,000 | $3,490,000 |
| Vehicles | | $0 | $137,000 | $0 | $0 | $0 | $0 | $137,000 |
| | | **$100,730** | **$8,348,063** | **$1,056,909** | **$4,105,400** | **$1,050,207** | **$1,416,845** | **$15,977,424** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $100,730 | $100,730 | $0 | $0 | $0 | $0 | $100,730 |
| Debenture Debt (New Debt Only) | | $0 | $4,110,000 | $0 | $0 | $0 | $0 | $4,110,000 |
| Equipment Replacement Fund | | $0 | $1,141,233 | $483,909 | $260,400 | $495,207 | $926,845 | $3,307,594 |
| Grants (Federal, Provincial) | | $0 | $1,053,500 | $0 | $0 | $0 | $0 | $1,053,500 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $1,942,600 | $573,000 | $3,845,000 | $555,000 | $490,000 | $7,405,600 |
| | | **$100,730** | **$8,348,063** | **$1,056,909** | **$4,105,400** | **$1,050,207** | **$1,416,845** | **$15,977,424** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.44x

**Service Name:** Panorama Recreation

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 17-08 | Renewal | Arena concourse (lobby) roof | renew arena concourse (lobby) roof due to leakage | $ 130,000 | B | Cap | 80,730 | 80,730 | | | | | $ 80,730 |
| 17-08 | Renewal | Arena concourse (lobby) roof | renew arena concourse (lobby) roof due to leakage | | B | Res | | 45,000 | | | | | $ 45,000 |
| 18-02 | New | Install Plant Maintenance SAP Program | Plant Maintenance SAP Program for PRC maintenance projects | $ 150,000 | E | Res | | 150,000 | | | | | $ 150,000 |
| 18-03 | Replacement | DDC Replacement (direct digital controls) | Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. | $ 150,000 | B | Res | | 150,000 | | | | | $ 150,000 |
| 18-09 | Replacement | Replace Pool change room HVAC Air handling Unit | Replace Pool room HVAC Air handling Unit due to end of life | $ 50,000 | B | Res | | 50,000 | | | | | $ 50,000 |
| 19-15 | New | Heat Recovery Plant | Construct heat recovery plant | $ 2,453,000 | B | Debt | | 2,190,000 | | | | | $ 2,190,000 |
| 22-02 | Replacement | Replace Daktronic/Electronic Road Sign | Replace Daktronic/Electronic Road Sign due to end of life | $ 70,000 | S | Res | | 70,000 | | | | | $ 70,000 |
| 23-01 | Renewal | LED Lighting - Arenas, Pool, GG, Parking lot & general facility | Change lighting in all areas to LED (other than Tennis bldg) | $ 340,000 | B | Res | | 325,000 | | | | | $ 325,000 |
| 23-01 | Renewal | LED Lighting - Arenas, Pool, GG, Parking lot & general facility | Change lighting in all areas to LED (other than Tennis bldg) | | B | Grant | | 15,000 | | | | | $ 15,000 |
| 23-07 | Replacement | Replace Chevrolet Passenger car | Replace Chevrolet Passenger car due to end of life | $ 46,000 | V | ERF | | 46,000 | | | | | $ 46,000 |
| 23-08 | Replacement | Replace Utility trailer | Replace Utility trailer due to end of life | $ 15,000 | V | ERF | | 15,000 | | | | | $ 15,000 |
| 23-09 | Replacement | Replace Play in the Park Trailer | Replace Play in the Park Trailer due to end of life | $ 11,000 | V | ERF | | 11,000 | | | | | $ 11,000 |
| 23-14 | Renewal | Arena changerooms & support spaces enahncements | design and consultant for arena changerooms and support spaces enhancements | $ 20,000 | B | Cap | 20,000 | 20,000 | | | | | $ 20,000 |
| 23-16 | Replacement | Video Surveillance system | replace video Surveillance system at Panorama and Greenglade due to end of life | $ 160,000 | E | ERF | | 160,000 | | | | | $ 160,000 |
| 23-17 | New | Centennial Park Multi-Sport Box | Covered sport box in Centennial Park, Central Saanich | $ 4,972,908 | S | Debt | | 1,920,000 | | | | | $ 1,920,000 |
| 23-17 | New | Centennial Park Multi-Sport Box | Covered sport box in Centennial Park, Central Saanich | | S | Grant | | 1,000,000 | | | | | $ 1,000,000 |
| 23-17 | New | Centennial Park Multi-Sport Box | Covered sport box in Centennial Park, Central Saanich | | S | Res | | 60,000 | | | | | $ 60,000 |
| 24-01 | Replacement | Arena A&B insulation | Replace and install insulation Arena A&B ceiling and walls due to end of life | $ 110,000 | B | Res | | | 110,000 | | | | $ 110,000 |
| 24-09 | Renewal | Preschool space enhancements | Preschool space enhancements | $ 56,900 | B | Res | | 45,300 | | | | | $ 45,300 |
| 24-09 | Renewal | Preschool space enhancements | Preschool space enhancements | | B | Grant | | 11,600 | | | | | $ 11,600 |
| 24-11 | New | Truck (gas) (IBC) | truck for notice in motion new service area | $ 65,000 | V | ERF | | 65,000 | | | | | $ 65,000 |
| 24-12 | Replacement | Replace Ford F250 4x4 | Replace Ford F250 4x4 due to end of life | $ 95,000 | E | ERF | | 95,000 | | | | | $ 95,000 |
| 25-01 | Replacement | Equipment Replacement (pooled) | Annual replacement of equipment in pooled account | $ 412,933 | E | ERF | | 412,933 | | | | | $ 412,933 |
| 25-04 | Replacement | Replace lap pool heater | Replacement of 2 gas boilers - pool | $ 100,000 | E | Res | | | | 100,000 | | | $ 100,000 |
| 25-05 | Replacement | Replacement of underwater lighting | Replacement of underwater lighting in pool | $ 100,000 | B | Res | | 100,000 | | | | | $ 100,000 |
| 25-06 | Renewal | Re-tile pool | Re-tile pool | $ 300,000 | B | Res | | | | | | 300,000 | $ 300,000 |
| 25-07 | Renewal | Upgrade flooring in GG | Upgrade flooring throughout the facility classrooms and hallways | $ 125,000 | B | Res | | 125,000 | | | | | $ 125,000 |
| 25-08 | Renewal | GG EV Vehicle Chargers | EV Vehicle Chargers - 2 stations for Public Use at Greenglade Community Centre | $ 20,000 | E | Grant | | 20,000 | | | | | $ 20,000 |
| 25-09 | Renewal | GG HVAC Upgrade | GG HVAC replacement design & consult | $ 290,000 | E | Res | | 290,000 | | | | | $ 290,000 |
| 25-10 | New | Boardroom IT upgrade | Boardroom IT upgrade | $ 10,000 | E | Res | | 10,000 | | | | | $ 10,000 |
| 25-11 | Replacement | Leisure/swirl pool filters | leisure/swirl pool filters x5 (includes installation) | $ 135,000 | E | ERF | | 135,000 | | | | | $ 135,000 |

**Service #:** 1.44x

**Service Name:** Panorama Recreation

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 25-12 | Replacement | PRC main boiler storage tanks | PRC main boiler storage tanks | $ 60,000 | E | ERF | | 60,000 | | | | | $ 60,000 |
| 25-13 | Replacement | Zeolite Filter and laterals - Leisure Pool | Zeolite Filter and laterals - Leisure Pool | $ 25,000 | E | ERF | | 25,000 | | | | | $ 25,000 |
| 25-14 | Renewal | Leisure Pool Filter Room Floor | Leisure Pool Filter Room Floor | $ 200,000 | B | Res | | 200,000 | | | | | $ 200,000 |
| 25-15 | Replacement | Outdoor tennis court wooden stairs | Outdoor tennis court wooden stairs upgrade | $ 50,000 | S | Res | | 50,000 | | | | | $ 50,000 |
| 25-16 | Renewal | WIFI upgrades PRC Centre | WIFI upgrades throughout the PRC complex | $ 100,000 | E | Res | | 100,000 | | | | | $ 100,000.00 |
| 25-17 | Renewal | Ice Plant Upgrades | Ice Plant upgrades (inc Software Upgrade) | $ 70,000 | B | Res | | 70,000 | | | | | $ 70,000.00 |
| 25-18 | New | Hearing Loops at GG & PRC | Hearing Loops at GG & PRC | $ 9,200 | E | Res | | 2,300 | | | | | $ 2,300.00 |
| 25-18 | New | Hearing Loops at GG & PRC | Hearing Loops at GG & PRC | | E | Grant | | 6,900 | | | | | $ 6,900.00 |
| 25-19 | Replacement | Admin Equipment Replacement (pooled) | Annual replacement of admin equipment in pooled account | $ 116,300 | E | ERF | | 116,300 | | | | | $ 116,300 |
| 26-01 | Replacement | Equipment Replacement (pooled) | Annual replacement of equipment in pooled account | $ 483,909 | E | ERF | | | 483,909 | | | | $ 483,909 |
| 26-03 | Replacement | Replace sound system in Arena A&B | Replace sound system in Arena A&B | $ 32,000 | E | ERF | | | | | 32,000 | | $ 32,000 |
| 26-05 | Replacement | HVAC equipment replacement | HVAC equipment replacement link building, weight room, arena lobby, fitness studio and courts | $ 203,000 | B | Res | | | 203,000 | | | | $ 203,000 |
| 26-07 | Replacement | Replace squash court floors | Replace squash court floors | $ 30,000 | B | Res | | | 30,000 | | | | $ 30,000 |
| 26-08 | Renewal | Upgrade pool chlorination system | Upgrade/replace pool chlorination system | $ 230,000 | B | Res | | | 230,000 | | | | $ 230,000 |
| 27-01 | Replacement | Equipment Replacement (pooled) | Annual replacement of equipment in pooled account | $ 260,400 | E | ERF | | | | 260,400 | | | $ 260,400 |
| 27-02 | Renewal | Panorama exterior painting | Panorama exterior painting | $ 150,000 | S | Res | | | | 150,000 | | | $ 150,000 |
| 27-03 | Renewal | Panorama lower parking lot renewal | Panorama lower parking lot renewal | $ 200,000 | S | Res | | | | 200,000 | | | $ 200,000 |
| 27-04 | Replacement | Resurface/line painting (outdoor) Tennis courts | Resurface/line painting (outdoor) Tennis courts due to end of life | $ 40,000 | S | Res | | | | | | 40,000 | $ 40,000 |
| 28-01 | Replacement | Equipment Replacement (pooled) | Annual replacement of equipment in pooled account | $ 363,207 | E | ERF | | | | | 363,207 | | $ 363,207 |
| 28-02 | Renewal | Arena renovation | Arena changerooms, washrooms and support spaces enhancement design & renovation | $ 3,385,000 | B | Res | | 100,000 | | 3,285,000 | | | $ 3,385,000 |
| 28-03 | Renewal | Arena B rubber floor replacement | Arena B rubber floor replacement (part of 28-02) | $ 110,000 | B | Res | | | | 110,000 | | | $ 110,000 |
| 28-04 | Replacement | Pool air handing unit | replace pool air handling unit due to end of life | $ 250,000 | B | Res | | | | | 250,000 | | $ 250,000 |
| 28-05 | Replacement | Link building roof replacement | replace link building roof due to end of life | $ 200,000 | B | Res | | | | | 200,000 | | $ 200,000 |
| 28-06 | Replacement | LCD Arena B screen (Hockeyville) | replace LCD screen in areana B (Hockeyville) | $ 100,000 | E | ERF | | | | | 100,000 | | $ 100,000 |
| 28-07 | Replacement | Refinish indoor tennis surface | Refinish indoor tennis surface due to end of life | $ 75,000 | B | Res | | | | | 75,000 | | $ 75,000 |
| 28-08 | Renewal | Dehumidifer Socks | Upgrade Dehumidifer Socks Pool | $ 30,000 | E | Res | | | | | 30,000 | | $ 30,000 |
| 29-01 | Replacement | Equipment Replacement (pooled) | Annual replacement of equipment in pooled account | $ 324,845 | E | ERF | | | | | | 324,845 | $ 324,845 |
| 29-02 | Replacement | Replace Ice Resurfacer #1 | Olympia ice resurfacer (electric units replace 7 yrs) | $ 220,000 | E | ERF | | | | | | 220,000 | $ 220,000 |
| 29-03 | Replacement | Replace Ice Resurfacer #2 | Olympia ice resurfacer (electric units replace 7 yrs) | $ 220,000 | E | ERF | | | | | | 220,000 | $ 220,000.00 |
| 29-03 | Replacement | Replace Passenger Bus | 24 passenger bus (used) (2007 Model) | $ 132,000 | E | ERF | | | | | | 132,000 | $ 132,000.00 |
| 29-04 | Replacement | Replace Autoscubber | Autoscrubber - Ride on (old comp room) | $ 30,000 | E | ERF | | | | | | 30,000 | $ 30,000.00 |
| 29.05 | Renewal | Arena A rubber floor replacement | Arena A rubber floor replacement | $ 100,000 | B | Res | | | | | | 100,000 | $ 100,000 |
| 29-06 | Renewal | Arena A Concrete Pads | Replace concrete pads in Ice Resurfacer area in Arena A | $ 50,000 | B | Res | | | | | | 50,000 | $ 50,000 |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 18,237,602** | | | **$ 100,730** | **$ 8,348,063** | **$ 1,056,909** | **$ 4,105,400** | **$ 1,050,207** | **$ 1,416,845** | **$ 15,977,424** |

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 17-08 | Arena concourse (lobby) roof | renew arena concourse (lobby) roof due to leakage |

**Project Rationale** ***2020 Update*** Roof is at end of life. Project on hold due until energy recovery project is complete as dehumification equipment will be relocated from this roof. ***2021 Update*** waiting on heat recovery project. ***2022 Update*** roof will be replaced once dehumidifier replacement is complete

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 18-02 | Install Plant Maintenance SAP Program | Plant Maintenance SAP Program for PRC maintenance projects |

**Project Rationale** SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.***2018 Update*** update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availablity and I.T. priorities change *** 2019 Update*** No change ***2020 Update*** No change ***2021 Update*** no change ***2024 Update*** preliminary project work began in 2023. expected to come online in 2025

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 18-03 | DDC Replacement (direct digital controls) | Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. |

**Project Rationale** Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of $700k in grant funding ***2021 Update*** waiting on decision on ICIP grant ***2024 Update*** to begin after energy recovery

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 18-09 | Replace Pool change room HVAC Air handling Unit | Replace Pool room HVAC Air handling Unit due to end of life |

**Project Rationale** Replace existing air handler unit installed in 2003 as it has received its end of life. This unit supplies tempered air to all pool change rooms. Quote from Island Temperature Controls has been received for replacement of existing unit. Budget includes contingency, hazmat and engineering support. ***2018 Update*** project likely to tie in to energy recovery project. On hold until study is complete. ***2019 Update*** awaiting energy recovery project approval. THis unit near end of life. IF energy recovery does not get approved this unit should be replaced immediately+***2024 Update*** to begin as part of energy recovery project

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 19-15 | Heat Recovery Plant | Construct heat recovery plant |

**Project Rationale** Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.453M. ***2020 Update*** project approved for $2.4M contingent on $700k grant funding. Also to ulitize remaining funding from projects 17-04 and 18-09 ***2021 Update*** waiting on decision on ICIP grant ***2022 Update*** ICIP Unsuccessful, new energy recovery design without dehumidification will follow . ****2024 update***** project design has began in 2023. Completion expected in 2025

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 22-02 | Replace Daktronic/Electronic Road Sign | Replace Daktronic/Electronic Road Sign due to end of life |

**Project Rationale** Replacement of existing Electric Road Signage due to end of life ***2024 Update*** Defer to 2025

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-01 | LED Lighting - Arenas, Pool, GG, Parking lot & general facility | Change lighting in all areas to LED (other than Tennis bldg) |

**Project Rationale** ***2020 Update*** Pooled LED conversion projects from multiple years ***2021 Update*** project likely to start in 2022. ***2023 Update*** project in process 2022. *** 2024 Update*** project stalled due to staff capacity. Expected to start in 2024 with new Hydro account manager and incentives.*** Defer to 2025

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-07 | Replace Chevrolet Passenger car | Replace Chevrolet Passenger car due to end of life |

**Project Rationale** end of lifecycle ***2019 update*** project moved to 2021, for electification ***2021 Update*** waiting on decision on level 2 charger grant ***2024 Update*** vehicle request form submitted in 2023 *** Waiting to see if vehicle received in 2024

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-08 | Replace Utility trailer | Replace Utility trailer due to end of life |

**Project Rationale** end of lifecycle, lowered ramp access trailer required. ***2024 Update*** Deferred to 2025

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-09 | Replace Play in the Park Trailer | Replace Play in the Park Trailer due to end of life |

**Project Rationale** end of lifecycle replacement. Consider larger trailer for equipment used ***2020 Update*** condition assemsment shows life still remains. Usage has reduced due to COVID19 ***2024 Update*** vehicle request form submitted in 2023 waiting to see if vehicle will be received in 2024

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-14 | Arena changerooms & support spaces enahncements | design and consultant for arena changerooms and support spaces enhancements |

**Project Rationale** design and cosultant for arena changeroom accessibilty upgrade ***2024 UPDATE** aligning project name to strat plan: design & consultant for arena changerooms and support spaces enhancements

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-16 | Video Surveillance system | replace video Surveillance system at Panorama and Greenglade due to end of life |

**Project Rationale** replace due to end of life cycle, upgrade of outdated technology

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-17 | Centennial Park Multi-Sport Box | Covered sport box in Centennial Park, Central Saanich |

**Project Rationale** Covered sport box in Centennial Park, Central Saanich, Project expected to be completed Q1 2025

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-01 | Arena A&B insulation | Replace and install insulation Arena A&B ceiling and walls due to end of life |

**Project Rationale** Replace and install insulation Arena A&B ceiling and walls due to end of lifecycle and Increase building efficiency

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-09 | Preschool space enhancements | Preschool space enhancements |

**Project Rationale** Natural pod furnishings, shelving, electrical upgrades, facet, blinds, educational materials, desk, storage and carpets. Door and window improvements to be done only if $11,600 grant is successful

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-11 | Truck (gas) (IBC) | truck for notice in motion new service area |

**Project Rationale** Vehicle transportation required to support expended community service

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-12 | Replace Ford F250 4x4 | Replace Ford F250 4x4 due to end of life |

**Project Rationale** replace due to end of life cycle, electric option expected by 2024

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-01 | Equipment Replacement (pooled) | Annual replacement of equipment in pooled account |

**Project Rationale** Annual replacement of equipment in pooled account due to end of life cycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-04 | Replace lap pool heater | Replacement of 2 gas boilers - pool |

**Project Rationale** replace boilers for back up pool heat due to end of life cycle

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-05 | Replacement of underwater lighting | Replacement of underwater lighting in pool |

**Project Rationale** replace due to end of life cycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-06 | Re-tile pool | Re-tile pool |

**Project Rationale** replace pool tile liner due to end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-07 | Upgrade flooring in GG | Upgrade flooring throughout the facility classrooms and hallways |

**Project Rationale** Upgrade flooring throughout the Greenglade facility classrooms and hallways

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-08 | GG EV Vehicle Chargers | EV Vehicle Chargers - 2 stations for Public Use at Greenglade Community Centre |

**Project Rationale** EV Vehicle Chargers - 2 stations for Public Use at Greenglade Community Centre - Funded 100% by grant - these will also provide overnight charging for CRD vehicles

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-09 | GG HVAC Upgrade | GG HVAC replacement design & consult |

**Project Rationale** GG HVAC replacement design & consult - update old systems put in by school district on that building

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-10 | Boardroom IT upgrade | Boardroom IT upgrade |

**Project Rationale** Upgrade the technology in our boardrooms to improve functionality of hybrid meetings and recording

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-11 | Leisure/swirl pool filters | leisure/swirl pool filters x5 (includes installation) |

**Project Rationale** Leisure/swirl pool filters x5 (includes installation) due to end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-12 | PRC main boiler storage tanks | PRC main boiler storage tanks |

**Project Rationale** Replace PRC main boiler storage tanks due to end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-13 | Zeolite Filter and laterals - Leisure Pool | Zeolite Filter and laterals - Leisure Pool |

**Project Rationale** Zeolite Filter and laterals - Leisure Pool replacement of equipment due to end of life cycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-14 | Leisure Pool Filter Room Floor | Leisure Pool Filter Room Floor |

**Project Rationale** Leisure Pool Filter Room Floor rebuild. Floor issues discovered during 2024 annual shut down must be completed with extended shutdown in 2025. Project could take as long as 2 months.

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-15 | Outdoor tennis court wooden stairs | Outdoor tennis court wooden stairs upgrade |

**Project Rationale** Outdoor tennis court wooden stairs upgrade due to end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-16 | WIFI upgrades PRC Centre | WIFI upgrades throughout the PRC complex |

**Project Rationale** WIFI upgrades throughout the PRC complex to cover dead-zone areas and instability of service

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-17 | Ice Plant Upgrades | Ice Plant upgrades (inc Software Upgrade) |

**Project Rationale** Ice Plant upgrades (inc Software Upgrade) - system updating required

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-18 | Hearing Loops at GG & PRC | Hearing Loops at GG & PRC |

**Project Rationale** Increase accessible for the hearing impared with installation of an Assistive Listening System, Window Intercom system and Induction Loop Amplifier

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-19 | Admin Equipment Replacement (pooled) | Annual replacement of admin equipment in pooled account |

**Project Rationale** Annual replacement of admin equipment in pooled account due to end of life cycle

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-01 | Equipment Replacement (pooled) | Annual replacement of equipment in pooled account |

**Project Rationale** Annual replacement of equipment in pooled account due to end of life cycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-03 | Replace sound system in Arena A&B | Replace sound system in Arena A&B |

**Project Rationale** replace due to end of life cycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-05 | HVAC equipment replacement | HVAC equipment replacement link building, weight room, arena lobby, fitness studio and courts |

**Project Rationale** replacement due to end of life cycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-07 | Replace squash court floors | Replace squash court floors |

**Project Rationale** refinish squash court floor due to end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-08 | Upgrade pool chlorination system | Upgrade/replace pool chlorination system |

**Project Rationale** Upgrade/replace pool chlorination system to new more efficient salt water chlorination system. Parts for old system becoming cost prohibitive.

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 27-01 | Equipment Replacement (pooled) | Annual replacement of equipment in pooled account |

**Project Rationale** Annual replacement of equipment in pooled account due to end of life cycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 27-02 | Panorama exterior painting | Panorama exterior painting |

**Project Rationale** renew exterior painting at Panrorama due to end of lifecycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 27-03 | Panorama lower parking lot renewal | Panorama lower parking lot renewal |

**Project Rationale** refinish lower parking lot due to end of lifecycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 27-04 | Resurface/line painting (outdoor) Tennis courts | Resurface/line painting (outdoor) Tennis courts due to end of life |

**Project Rationale** refinish and resurface outdoor tennis court surface and lines due to end of lifecycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-01 | Equipment Replacement (pooled) | Annual replacement of equipment in pooled account |

**Project Rationale** Annual replacement of equipment in pooled account due to end of life cycle

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-02 | Arena renovation | Arena changerooms, washrooms and support spaces enhancement design & renovation |

**Project Rationale** Arena changerooms, washrooms, reception area and support spaces enhancement design & renovation - original design started in 2017 during Hockeyville but plan to continue deferred until later date and funding could be secured

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-03 | Arena B rubber floor replacement | Arena B rubber floor replacement (part of 28-02) |

**Project Rationale** to be completed with Arena changeroom and support spaces enhancements

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-04 | Pool air handing unit | replace pool air handling unit due to end of life |

**Project Rationale** replace pool air handling unit due to end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-05 | Link building roof replacement | replace link building roof due to end of life |

**Project Rationale** replace link building roof due to end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-06 | LCD Arena B screen (Hockeyville) | replace LCD screen in areana B (Hockeyville) |

**Project Rationale** IT recommended end of life

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-07 | Refinish indoor tennis surface | Refinish indoor tennis surface due to end of life |

**Project Rationale** Refinish indoor tennis surface due to end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-08 | Dehumidifer Socks | Upgrade Dehumidifer Socks Pool |

**Project Rationale** Replace Dehumidifier socks at same time as Pool air handling unit replacement [28-04]

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-01 | Equipment Replacement (pooled) | Annual replacement of equipment in pooled account |

**Project Rationale** Annual replacement of equipment in pooled account due to end of life cycle

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-02 | Replace Ice Resurfacer #1 | Olympia ice resurfacer (electric units replace 7 yrs) |

**Project Rationale** End of Life replacement - last purchased in 2022

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-03 | Replace Ice Resurfacer #2 | Olympia ice resurfacer (electric units replace 7 yrs) |

**Project Rationale** End of Life replacement - last purchased in 2022

| Service: | 1.44x | Panorama Recreation |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-04 | Replace Autoscubber | Autoscrubber - Ride on (old comp room) |

**Project Rationale** End of Life replacement

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29.05 | Arena A rubber floor replacement | Arena A rubber floor replacement |

**Project Rationale** Replace rubber flooring surface due to end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-06 | Arena A Concrete Pads | Replace concrete pads in Ice Resurfacer area in Arena A |

**Project Rationale** Replace concrete pad in Arena A in ice resurfacer bay

**1.44X Panaroama Recreation**
**Asset and Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Asset Profile

**Saanich Peninsula Recreation**

Assets held by the Panaroama Recreation service consist of pools, arenas, administration building, courts (request, squash and tennis) and various vehicles and equipment to support service delivery.

## Summary

| Reserve/Fund Summary | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| **Projected year end balance** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| Capital Reserve | 5,161,192 | 4,106,592 | 4,234,352 | 1,124,527 | 1,394,407 | 1,745,782 |
| Equipment Replacement Fund | 1,181,806 | 461,573 | 427,964 | 618,342 | 587,438 | 138,825 |
| **Total projected year end balance** | **6,342,998** | **4,568,165** | **4,662,316** | **1,742,869** | **1,981,845** | **1,884,607** |

**1.44X Panorama Recreation**
**Capital Reserve Fund Schedule**
**2025 - 2029 Financial Plan**

## Capital Reserve Fund Schedule

**Reserve Fund: 1.44X Saanich Peninsula Recreation Service Capital Reserve Fund (Bylaw No. 3038)**

**1.44X Saanich Peninsula Recreation Service Capital Reserve Fund CASH FLOW**

| Capital Reserve Fund | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 4,495,163 | 5,161,192 | 4,106,592 | 4,234,352 | 1,124,527 | 1,394,407 |
| **Planned Capital Expenditure (Based on Capital Plan)** | (302,000) | (1,942,600) | (573,000) | (3,845,000) | (555,000) | (490,000) |
| **Transfer from Operating Budget*** | 768,029 | 688,000 | 700,760 | 735,175 | 824,880 | 841,375 |
| **Donations $ other Sponsorships** | | | | | | |
| **Interest Income**** | 200,000 | 200,000 | - | - | - | - |
| **Ending Balance $** | **5,161,192** | **4,106,592** | **4,234,352** | **1,124,527** | **1,394,407** | **1,745,782** |

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

**1.44X Panaroama Recreation**
**Equipment Replacement Fund Schedule (ERF)**
**2025 - 2029 Financial Plan**

## Equipment Replacement Fund Schedule (ERF)

**ERF Fund: 1.44X Saanich Peninsula Recreation Service Equipment Replacement Fund**

| Equipment Replacement Fund | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 1,151,387 | 1,181,806 | 461,573 | 427,964 | 618,342 | 587,438 |
| **Planned Purchase (Based on Capital Plan)** | (384,072) | (1,141,233) | (483,909) | (260,400) | (495,207) | (926,845) |
| **Transfer to Capital Fund** | | | | | | |
| **Transfer from Operating Budget** | 403,920 | 414,000 | 450,300 | 450,778 | 464,303 | 478,232 |
| **Equipment and Vehicle Disposal Proceeds** | 1,571 | | | | | |
| **Interest Income*** | 9,000 | 7,000 | | | | |
| **Ending Balance $** | **1,181,806** | **461,573** | **427,964** | **618,342** | **587,438** | **138,825** |

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

**1.44X Panorama Recreation**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Panorama Recreation**

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule - FC 105302

| Operating Reserve Schedule | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| Projected year end balance | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 428,520 | 454,924 | 423,407 | 348,407 | 348,407 | 348,407 |
| Planned Purchase | - | (41,517) | (75,000) | - | | - |
| Transfer from Ops Budget | 8,404 | - | - | - | - | - |
| Interest Income* | 18,000 | 10,000 | | | | |
| **Total projected year end balance** | **454,924** | **423,407** | **348,407** | **348,407** | **348,407** | **348,407** |

**Assumptions/Background:**

2026: 53K for 2026-2031 Panorama Recreation Strategic Planning Cost

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# SEAPARC

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation** **Commission: Sooke Electoral Area Parks & Rec**

**DEFINITION:**

The service provides recreation programs and facilities under the authority of Bylaw No. 4029. This Bylaw No. 4029 was established in order to combine two Sooke and Electoral Area recreation services formerly operating under Bylaw No.152 and No.2598 respectively. Bylaw No.4029 merges the maximum requisitions from the former bylaw No.152 and No.2598 into one.

**Bylaw history for reference purposes:**

Bylaw No. 4029 (July 13, 2016; replaces Bylaw No. 152 and Bylaw No. 2598) Amended by Bylaw No. 4362 (2020)

Bylaw No. 152 (November 28, 1973); Amended Bylaw No. 195 (1975), Bylaw No. 338 (1977), Bylaw No. 412 (1977), Bylaw No. 1073 (1982), Bylaw No. 1558 (1987) and Bylaw No. 3344 (2006).

Bylaw No. 2598 (June, 1998); Amended by Bylaw No. 3345 (2006).

**SERVICE DESCRIPTION:**

A service established to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimmig pool, the golf course and mutil-purpose/community use rooms, and to authorize acquisition of recreation-related real property.

**PARTICIPATION:**

The District of Sooke and the Electoral Area of Juan de Fuca (portions) are the participating area for this service. Cost appointment is 100% by population.

**MAXIMUM LEVY:**

The greater of $5,158,000 or $1.60/$1000 on the net taxable value of land and improvements.

**COMMISSION:**

Sooke and Electoral Area Parks and Recreation Commission
Established by bylaw to oversee this function. (Bylaw No. 2788 - April 2000, Amended by Bylaw No. 3242 - 2004, Bylaw No. 3416 - 2007 & Bylaw 4049 - 2015).

**CAPITAL DEBT:**

Bylaw No. 4052 - $750,000 (for DeMamiel Golf Course Acquisition, $660,000 issued).

**Change in Budget 2024 to 2025**
**Service: 1.40X SEAPARC**

| | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **5,243,766** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 86,448 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 15,119 | |
| Increase Auxilary staffing | 130,886 | To cover increased program activities |
| Total Change in Salaries | 232,453 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 32,632 | Increase in 2024 operating costs |
| Human Resources Allocation | 22,901 | Increase in 2024 salary budget; corporate safety resourcing |
| Insurance costs | 15,790 | Recognize growing insurance premiums |
| Increase to ERF transfer | 100,000 | Increase $50,000 re equipment debt retirement, and $50,000 for decarbonization |
| New Debt | 15,000 | Recognize new debt for Skate Park and Heat Recovery |
| Other Costs | 23,516 | |
| Total Other Changes | 209,839 | |
| **2025 Budget** | **5,686,058** | |

| Summary of % Expense Increase | | |
|---|---|---|
| 2025 Base salary and benefit change | 1.6% | |
| IBC's | 3.3% | |
| Standard Overhead Allocation | 0.6% | |
| Human Resources Allocation | 0.4% | |
| Insurance costs | 0.3% | |
| Balance of increase | 2.1% | |
| *% expense increase from 2024:* | ***8.4%*** | |
| *% Requisition increase from 2024 (if applicable):* | ***5.9%*** | *Requisition funding is 61.4% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estmiated one-time favourable variance of $117,609 (2.2%) due mainly to extra revenue. This variance will be moved to Capital Reserve Fund ($57,609) and Equipment Reserve Fund ($60,000), which have expected year end balances of $708,000 and $160,000 before this transfers respectively.*

| SEAPARC - ALL SERVICE AREAS | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 3,336,731 | 3,371,153 | 3,575,270 | 21,940 | - | 3,597,210 | 3,689,356 | 3,783,899 | 3,880,890 | 3,980,404 |
| Electricity & Utilities | 267,523 | 237,311 | 248,210 | - | - | 248,210 | 253,174 | 258,237 | 263,401 | 268,669 |
| Operating Supplies & Promotion | 368,899 | 383,043 | 401,380 | - | - | 401,380 | 409,408 | 417,592 | 425,942 | 434,461 |
| Maintenance and Repairs | 199,863 | 203,429 | 208,615 | - | - | 208,615 | 212,788 | 217,044 | 221,383 | 225,812 |
| Standard Overhead Allocation | 200,858 | 200,858 | 233,490 | - | - | 233,490 | 240,495 | 245,305 | 250,211 | 255,215 |
| Human Resources Allocation | 100,462 | 100,462 | 123,363 | - | - | 123,363 | 138,866 | 151,159 | 154,569 | 158,424 |
| Internal Allocations | 1,758 | 1,758 | 1,850 | - | 10,812 | 12,662 | 12,717 | 1,963 | 2,022 | 2,082 |
| Contract for Services | 46,350 | 57,021 | 57,350 | - | - | 57,350 | 58,497 | 59,666 | 60,861 | 62,078 |
| Vehicles and Travel | 25,300 | 25,250 | 26,775 | - | - | 26,775 | 27,311 | 27,857 | 28,415 | 28,983 |
| Operating - Other | 89,326 | 73,683 | 80,047 | - | - | 80,047 | 81,648 | 83,280 | 84,947 | 86,644 |
| Insurance Cost | 32,570 | 32,570 | 48,360 | - | - | 48,360 | 53,196 | 58,518 | 64,370 | 70,807 |
| **TOTAL OPERATING COSTS** | **4,669,640** | **4,686,538** | **5,004,710** | **21,940** | **10,812** | **5,037,462** | **5,177,456** | **5,304,520** | **5,437,011** | **5,573,579** |
| Percentage increase over prior year | | 0.4% | 7.18% | | | 7.88% | 2.78% | 2.5% | 2.5% | 2.5% |
| CAPITAL / TRANSFER RESERVES | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| Transfer to Capital Reserve Fund | 355,000 | 412,609 | 362,100 | - | - | 362,100 | 369,342 | 376,729 | 384,264 | 391,949 |
| Transfer to Equipment Replacement Fund | 115,000 | 175,000 | 167,300 | 50,000 | - | 217,300 | 221,646 | 226,079 | 230,601 | 235,213 |
| Capital Equipment Purchases | - | - | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVES** | **470,000** | **587,609** | **529,400** | **50,000** | **-** | **579,400** | **590,988** | **602,808** | **614,865** | **627,162** |
| | | 25.0% | 12.64% | | | 23.28% | 2.00% | 2.0% | 2.0% | 2.0% |
| DEBT CHARGES | 104,126 | 102,311 | 54,196 | 15,000 | - | 69,196 | 164,196 | 242,196 | 374,196 | 374,196 |
| **TOTAL COSTS** | **5,243,766** | **5,376,458** | **5,588,306** | **86,940** | **10,812** | **5,686,058** | **5,932,640** | **6,149,524** | **6,426,072** | **6,574,937** |
| | | 2.53% | 6.57% | | | **8.43%** | 4.34% | 3.66% | 4.50% | 2.32% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Fee Income | (1,549,922) | (1,691,977) | (1,793,510) | - | - | (1,793,510) | (1,829,377) | (1,865,958) | (1,903,273) | (1,941,331) |
| Rental Income | (385,862) | (376,499) | (389,566) | - | - | (389,566) | (397,358) | (405,306) | (413,411) | (421,680) |
| Transfer from Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| Payments - In Lieu of Taxes | (10,100) | (10,100) | (10,100) | - | - | (10,100) | (10,100) | (10,100) | (10,100) | (10,100) |
| TOTAL REVENUE | (1,945,884) | (2,078,576) | (2,193,176) | - | - | (2,193,176) | (2,236,835) | (2,281,364) | (2,326,784) | (2,373,111) |
| | | | 12.71% | | | 12.71% | 1.99% | 2.0% | 2.0% | 2.0% |
| **REQUISITION** | **(3,297,882)** | **(3,297,882)** | **(3,395,130)** | **(86,940)** | **(10,812)** | **(3,492,882)** | **(3,695,805)** | **(3,868,160)** | **(4,099,288)** | **(4,201,826)** |
| Percentage increase over prior year requisition | | | 2.95% | | | 5.91% | 5.81% | 4.66% | 5.98% | 2.50% |
| PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 20.10 | 20.10 | 20.10 | 0.50 | - | 20.60 | 20.60 | 20.60 | 20.60 | 20.60 |

| SEAPARC - ALL SERVICE AREAS | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Arena | 451,442 | 447,359 | 435,393 | - | - | 435,393 | 458,631 | 480,053 | 495,374 | 511,778 |
| Golf Course | 228,056 | 244,284 | 239,120 | - | - | 239,120 | 244,403 | 249,803 | 255,325 | 260,973 |
| Community Recreation | 378,965 | 448,054 | 350,957 | - | - | 350,957 | 358,679 | 366,573 | 374,648 | 382,904 |
| Fitness Gym | 151,479 | 158,079 | 189,379 | - | - | 189,379 | 193,698 | 198,118 | 202,641 | 207,270 |
| Outdoor Facilities | 24,001 | 17,113 | 20,950 | - | - | 20,950 | 21,369 | 21,796 | 22,231 | 22,676 |
| Multi-Purpose Rooms | 5,650 | 1,700 | 1,600 | - | - | 1,600 | 1,632 | 1,664 | 1,697 | 1,731 |
| Concession | 80,280 | 77,774 | 80,681 | - | - | 80,681 | 82,296 | 83,943 | 85,621 | 87,335 |
| Pool | 1,063,345 | 993,217 | 1,023,294 | - | - | 1,023,294 | 1,049,110 | 1,074,677 | 1,098,660 | 1,123,277 |
| General ops | 1,216,001 | 1,228,958 | 1,514,799 | 21,940 | 10,812 | 1,547,551 | 1,587,429 | 1,615,141 | 1,654,626 | 1,695,091 |
| Maintenance | 1,040,421 | 1,040,000 | 1,118,537 | - | - | 1,118,537 | 1,149,609 | 1,181,540 | 1,214,352 | 1,248,071 |
| **TOTAL OPERATION AND OVERHEAD COSTS** | **4,639,640** | **4,656,538** | **4,974,710** | **21,940** | **10,812** | **5,007,462** | **5,146,856** | **5,273,308** | **5,405,175** | **5,541,106** |
| *Percentage increase over prior year | | 0.4% | 7.22% | | | 7.93% | 2.78% | 2.5% | 2.5% | 2.5% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 355,000 | 412,609 | 362,100 | - | - | 362,100 | 369,342 | 376,729 | 384,264 | 391,949 |
| Transfer to Equipment Replacement Fund | 115,000 | 175,000 | 167,300 | 50,000 | - | 217,300 | 221,646 | 226,079 | 230,601 | 235,213 |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL/RESERVES** | **470,000** | **587,609** | **529,400** | **50,000** | **-** | **579,400** | **590,988** | **602,808** | **614,865** | **627,162** |
| DEBT CHARGES | | | | | | | | | | |
| Internal Interest | 30,000 | 30,000 | 30,000 | - | - | 30,000 | 30,600 | 31,212 | 31,836 | 32,473 |
| Fitness Gym | 50,000 | 48,185 | - | - | - | - | - | - | - | - |
| Golf Course | 54,126 | 54,126 | 54,196 | - | - | 54,196 | 54,196 | 54,196 | 54,196 | 54,196 |
| New Debt | - | - | - | 15,000 | - | 15,000 | 110,000 | 188,000 | 320,000 | 320,000 |
| **TOTAL OPERATING, CAPITAL AND DEBT COSTS** | **5,243,766** | **5,376,458** | **5,588,306** | **86,940** | **10,812** | **5,686,058** | **5,932,640** | **6,149,524** | **6,426,072** | **6,574,937** |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Arena | (386,960) | (390,651) | (406,243) | - | - | (406,243) | (414,364) | (422,648) | (431,096) | (439,712) |
| Golf Course | (263,612) | (270,736) | (289,353) | - | - | (289,353) | (295,140) | (301,042) | (307,063) | (313,204) |
| Community Recreation | (270,782) | (340,241) | (357,272) | - | - | (357,272) | (364,418) | (371,706) | (379,140) | (386,723) |
| Outdoor Facilities | (3,250) | (3,879) | (4,500) | | | (4,500) | (4,590) | (4,682) | (4,775) | (4,871) |
| Fitness Gym | (335,000) | (370,488) | (385,000) | - | - | (385,000) | (392,700) | (400,553) | (408,564) | (416,735) |
| Mult-Purpose Rooms | (21,000) | (10,000) | (10,430) | - | - | (10,430) | (10,639) | (10,852) | (11,069) | (11,290) |
| Concession | (91,680) | (105,973) | (110,278) | - | - | (110,278) | (112,484) | (114,733) | (117,028) | (119,368) |
| Pool | (563,500) | (576,508) | (620,000) | - | - | (620,000) | (632,400) | (645,048) | (657,949) | (671,108) |
| TOTAL REVENUE | **(1,935,784)** | **(2,068,476)** | **(2,183,076)** | **-** | **-** | **(2,183,076)** | **(2,226,735)** | **(2,271,264)** | **(2,316,684)** | **(2,363,011)** |
| Balance C/F from Prior to Current year | - | - | - | - | | - | - | - | - | - |
| Grants in lieu of Taxes | (10,100) | (10,100) | (10,100) | - | - | (10,100) | (10,100) | (10,100) | (10,100) | (10,100) |
| **REQUISITION** | **(3,297,882)** | **(3,297,882)** | **(3,395,130)** | **(86,940)** | **(10,812)** | **(3,492,882)** | **(3,695,805)** | **(3,868,160)** | **(4,099,288)** | **(4,201,826)** |
| *Percentage increase over prior year requisition | | 0.0% | 2.95% | | | 5.91% | 5.81% | 4.66% | 5.98% | 2.50% |
| PARTICIPANTS: District of Sooke, Sooke Recreation SA #6 | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 20.10 | 20.10 | 20.10 | 0.50 | - | 20.60 | 20.60 | 20.60 | 20.60 | 20.60 |

| SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES | 2024 BOARD BUDGET* | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS - ARENA | | | | | | | | | | |
| Salaries and Wages | 115,879 | 128,879 | 132,407 | - | - | 132,407 | 135,758 | 139,197 | 142,723 | 146,340 |
| Utility | 146,000 | 124,000 | 75,190 | - | - | 75,190 | 76,694 | 78,228 | 79,793 | 81,389 |
| Other Internal Allocations & Insurance | 110,176 | 110,176 | 142,596 | - | - | 142,596 | 159,275 | 173,987 | 182,444 | 191,826 |
| Maintenance & Operating Supplies | 79,387 | 84,304 | 85,200 | - | - | 85,200 | 86,904 | 88,641 | 90,414 | 92,223 |
| Contingency | - | - | - | - | - | - | - | - | - | - |
| | **451,442** | **447,359** | **435,393** | **-** | **-** | **435,393** | **458,631** | **480,053** | **495,374** | **511,778** |
| OPERATING COSTS - GOLF COURSE | | | | | | | | | | |
| Salaries and Wages | 170,470 | 180,176 | 176,480 | - | - | 176,480 | 180,510 | 184,635 | 188,855 | 193,174 |
| Utility | 6,035 | 4,011 | 5,450 | - | - | 5,450 | 5,559 | 5,670 | 5,783 | 5,898 |
| Maintenance & Supplies & Operating Cost | 51,551 | 60,097 | 57,190 | - | - | 57,190 | 58,334 | 59,498 | 60,687 | 61,901 |
| | **228,056** | **244,284** | **239,120** | **-** | **-** | **239,120** | **244,403** | **249,803** | **255,325** | **260,973** |
| OPERATING COSTS - RECREATION PROGRAMS | | | | | | | | | | |
| Salaries and Wages | 317,365 | 370,196 | 276,207 | - | - | 276,207 | 282,434 | 288,806 | 295,324 | 301,993 |
| Operating Other | 61,600 | 77,858 | 74,750 | - | - | 74,750 | 76,245 | 77,767 | 79,324 | 80,911 |
| | **378,965** | **448,054** | **350,957** | **-** | **-** | **350,957** | **358,679** | **366,573** | **374,648** | **382,904** |
| OPERATING COSTS - FITNESS GYM | | | | | | | | | | |
| Salaries and Wages | 130,244 | 131,811 | 164,829 | - | - | 164,829 | 168,657 | 172,576 | 176,588 | 180,696 |
| Operating Other | 11,235 | 13,934 | 12,550 | - | - | 12,550 | 12,801 | 13,057 | 13,318 | 13,584 |
| Instructional Services | 10,000 | 12,334 | 12,000 | - | - | 12,000 | 12,240 | 12,485 | 12,735 | 12,990 |
| | **151,479** | **158,079** | **189,379** | **-** | **-** | **189,379** | **193,698** | **198,118** | **202,641** | **207,270** |

| SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES | 2024 BOARD BUDGET* | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OUTDOOR FACILITIES | **24,001** | **17,113** | **20,950** | **-** | **-** | **20,950** | **21,369** | **21,796** | **22,231** | **22,676** |
| MULTI-PURPOSE ROOMS | **5,650** | **1,700** | **1,600** | **-** | **-** | **1,600** | **1,632** | **1,664** | **1,697** | **1,731** |
| CONCESSION | **80,280** | **77,774** | **80,681** | **-** | **-** | **80,681** | **82,296** | **83,943** | **85,621** | **87,335** |
| **TOTAL OPERATING COSTS** | **1,319,873** | **1,394,363** | **1,318,080** | **-** | **-** | **1,318,080** | **1,360,708** | **1,401,950** | **1,437,537** | **1,474,667** |
| Percentage Increase | | 5.6% | -0.14% | | | -0.14% | 3.2% | 3.0% | 2.5% | 2.6% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Capital Reserve fund | 355,000 | 355,000 | 362,100 | - | - | 362,100 | 369,342 | 376,729 | 384,264 | 391,949 |
| Transfer to Equipment Replacement Fund | 115,000 | 115,000 | 167,300 | 50,000 | - | 217,300 | 221,646 | 226,079 | 230,601 | 235,213 |
| **TOTAL CAPITAL / RESERVES** | **470,000** | **470,000** | **529,400** | **50,000** | **-** | **579,400** | **590,988** | **602,808** | **614,865** | **627,162** |
| Golf Debt | 54,126 | 54,126 | 54,196 | - | - | 54,196 | 54,196 | 54,196 | 54,196 | 54,196 |
| New Debt | - | - | - | 15,000 | - | 15,000 | 110,000 | 188,000 | 320,000 | 320,000 |
| Fitness Gym Debt | 50,000 | 48,185 | - | - | - | - | - | - | - | - |
| **DEBT CHARGES** | **104,126** | **102,311** | **54,196** | **15,000** | **-** | **69,196** | **164,196** | **242,196** | **374,196** | **374,196** |
| **TOTAL COSTS RECREATION SERVICES** | **1,893,999** | **1,966,674** | **1,901,676** | **65,000** | **-** | **1,966,676** | **2,115,892** | **2,246,954** | **2,426,598** | **2,476,025** |
| OPERATION AND OVERHEAD COSTS | | | | | | | | | | |
| Salaries and Wages | 754,163 | 766,193 | 927,624 | 21,940 | - | 949,564 | 975,345 | 1,001,825 | 1,029,024 | 1,056,962 |
| Internal Allocations | 202,616 | 202,616 | 235,340 | - | 10,812 | 246,152 | 253,212 | 247,268 | 252,233 | 257,297 |
| Internet Services & Telephone | 42,000 | 35,000 | 37,000 | - | - | 37,000 | 37,740 | 38,495 | 39,265 | 40,050 |
| Advertising | 20,500 | 17,500 | 21,000 | - | - | 21,000 | 21,420 | 21,848 | 22,285 | 22,730 |
| Travel, Training & Consultants | 22,200 | 19,200 | 21,150 | - | - | 21,150 | 21,573 | 22,004 | 22,445 | 22,892 |
| Operating - Other | 174,522 | 188,449 | 272,685 | - | - | 272,685 | 278,139 | 283,701 | 289,374 | 295,160 |
| TOTAL OPERATION AND OVERHEAD COSTS | **1,216,001** | **1,228,958** | **1,514,799** | **21,940** | **10,812** | **1,547,551** | **1,587,429** | **1,615,141** | **1,654,626** | **1,695,091** |
| MAINTENANCE COSTS - SALARIES | **1,040,421** | **1,040,000** | **1,118,537** | **-** | **-** | **1,118,537** | **1,149,609** | **1,181,540** | **1,214,352** | **1,248,071** |
| **TOTAL OVERHEAD & MAINTENANCE COSTS** | **2,256,422** | **2,268,958** | **2,633,336** | **21,940** | **10,812** | **2,666,088** | **2,737,038** | **2,796,681** | **2,868,978** | **2,943,162** |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | **4,150,421** | **4,235,632** | **4,535,012** | **86,940** | **10,812** | **4,632,764** | **4,852,930** | **5,043,635** | **5,295,576** | **5,419,187** |

| SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES | 2024 BOARD BUDGET* | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Arena - Fee Charges | (77,960) | (81,942) | (87,360) | - | - | (87,360) | (89,103) | (90,881) | (92,694) | (94,542) |
| Arena - Rental Income | (309,000) | (308,709) | (318,883) | - | - | (318,883) | (325,261) | (331,767) | (338,402) | (345,170) |
| Golf Course - Fee Charges | (226,000) | (230,424) | (247,600) | - | - | (247,600) | (252,552) | (257,603) | (262,755) | (268,010) |
| Golf Course - Rental and Sales Income | (37,612) | (40,312) | (41,753) | - | - | (41,753) | (42,588) | (43,439) | (44,308) | (45,194) |
| Recreation - Fee Charges | (254,100) | (324,529) | (342,150) | - | - | (342,150) | (348,993) | (355,973) | (363,093) | (370,355) |
| Recreation - Other Misc Income | (16,682) | (15,712) | (15,122) | - | - | (15,122) | (15,425) | (15,733) | (16,047) | (16,368) |
| Fitness Gym - Fee Charges | (335,000) | (370,488) | (385,000) | - | - | (385,000) | (392,700) | (400,553) | (408,564) | (416,735) |
| Multi-Purpose Room - Rental Income | (21,000) | (10,000) | (10,430) | - | - | (10,430) | (10,639) | (10,852) | (11,069) | (11,290) |
| Concession - Sales and Commissions | (91,680) | (105,973) | (110,278) | - | - | (110,278) | (112,484) | (114,733) | (117,028) | (119,368) |
| Sport Box - Rental | (3,250) | (3,879) | (4,500) | - | - | (4,500) | (4,590) | (4,682) | (4,775) | (4,871) |
| TOTAL REVENUE | (1,372,284) | (1,491,968) | (1,563,076) | - | - | (1,563,076) | (1,594,335) | (1,626,216) | (1,658,735) | (1,691,903) |
| **REQUISITION, PILT & PRIOR YEAR SURPLUS** | **(2,778,137)** | **(2,743,664)** | **(2,971,936)** | **(86,940)** | **(10,812)** | **(3,069,688)** | **(3,258,595)** | **(3,417,419)** | **(3,636,841)** | **(3,727,284)** |
| Percentage Increase | | -1.2% | 6.98% | | | 10.49% | 6.2% | 4.9% | 6.4% | 2.5% |
| PARTICIPANTS: District of Sooke, Portion of JDF | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| AUTHORIZED POSITIONS: Salaried | 16.45 | 16.45 | 16.45 | 0.50 | 0.00 | 16.95 | 16.95 | 16.95 | 16.95 | 16.95 |

| SEAPARC - SWIMMING POOL | 2024 BOARD BUDGET* | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATION COSTS | | | | | | | | | | |
| Salaries and Wages | 787,589 | 735,000 | 763,357 | - | - | 763,357 | 780,897 | 798,851 | 817,226 | 836,034 |
| Utility | 114,500 | 108,500 | 93,220 | - | - | 93,220 | 95,084 | 96,986 | 98,926 | 100,905 |
| Operating - Supplies | 76,400 | 64,861 | 73,730 | - | - | 73,730 | 75,205 | 76,710 | 78,244 | 79,809 |
| Other Internal Allocations & Insurance | 22,856 | 22,856 | 29,127 | - | - | 29,127 | 32,787 | 35,690 | 36,495 | 37,405 |
| Maintenance | 62,000 | 62,000 | 63,860 | - | - | 63,860 | 65,137 | 66,440 | 67,769 | 69,124 |
| Contingency | - | - | - | - | - | - | - | - | - | - |
| **TOTAL OPERATING COSTS** | **1,063,345** | **993,217** | **1,023,294** | **-** | **-** | **1,023,294** | **1,049,110** | **1,074,677** | **1,098,660** | **1,123,277** |
| *Percentage Increase | | -6.6% | -3.77% | | | -3.77% | | | | |
| **TOTAL COSTS** | **1,063,345** | **993,217** | **1,023,294** | **-** | **-** | **1,023,294** | **1,049,110** | **1,074,677** | **1,098,660** | **1,123,277** |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Revenue - Fees | (525,000) | (554,758) | (597,500) | - | - | (597,500) | (609,450) | (621,639) | (634,072) | (646,753) |
| Other Income | (16,500) | - | - | - | - | - | - | - | - | - |
| Rental Income | (22,000) | (21,750) | (22,500) | - | - | (22,500) | (22,950) | (23,409) | (23,877) | (24,355) |
| TOTAL REVENUE | (563,500) | (576,508) | (620,000) | - | - | (620,000) | (632,400) | (645,048) | (657,949) | (671,108) |
| **REQUISITION, PILT & PRIOR YEAR SURPLUS** | **(499,845)** | **(416,709)** | **(403,294)** | **-** | **-** | **(403,294)** | **(416,710)** | **(429,629)** | **(440,711)** | **(452,169)** |
| Percentage Increase | | -16.6% | -19.32% | | | -19.32% | 3.3% | 3.1% | 2.6% | 2.6% |
| PARTICIPANTS: District of Sooke, Portion of JDF | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| AUTHORIZED POSITIONS: Salaried | 3.65 | 3.65 | 3.65 | 0.00 | 0.00 | 3.65 | 3.65 | 3.65 | 3.65 | 3.65 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.40X SEAPARC | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $822,250 | $2,205,500 | $254,500 | $201,000 | $711,500 | $4,194,750 |
| Equipment | | $0 | $543,750 | $189,250 | $1,628,100 | $153,650 | $596,100 | $3,110,850 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $1,133,000 | $33,750 | $35,000 | $35,500 | $36,500 | $1,273,750 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$2,499,000** | **$2,428,500** | **$1,917,600** | **$390,150** | **$1,344,100** | **$8,579,350** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $1,300,000 | $1,850,000 | $0 | $45,000 | $426,000 | $3,621,000 |
| Equipment Replacement Fund | | $0 | $393,250 | $174,250 | $112,100 | $92,150 | $170,100 | $941,850 |
| Grants (Federal, Provincial) | | $0 | $79,000 | $175,000 | $1,500,000 | $0 | $0 | $1,754,000 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $726,750 | $229,250 | $305,500 | $253,000 | $748,000 | $2,262,500 |
| | | **$0** | **$2,499,000** | **$2,428,500** | **$1,917,600** | **$390,150** | **$1,344,100** | **$8,579,350** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.40X

**Service Name:** SEAPARC

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 20-09 | Replacement | Domestic Hot Water Replacement | Replacement of hot water storage tanks and update system | $ 100,000 | E | Res | | $ 100,000 | | | | | $ 100,000 |
| 22-02 | Renewal | Pool Roof Replacement | Pool Roof Replacement | $ 500,000 | B | Res | | $ 250,000 | $ 85,000 | | | | $ 335,000 |
| 22-04 | Replacement | Pool Lectronator System | Replacement of lectronator cells | $ 15,000 | E | ERF | | $ 15,000 | | | | | $ 15,000 |
| 23-03 | Replacement | Skate Park Renewal | Replacement skate park renewal | $ 1,100,000 | S | Debt | | $ 1,100,000 | | | | | $ 1,100,000 |
| 23-03 | Replacement | Skate Park Renewal | Replacement skate park renewal | | S | Grant | | | | | | | $ - |
| 23-04 | Renewal | Building Assessment and Renewal | Building assessment and repairs | $ 250,000 | B | Res | | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 250,000 |
| 23-06 | Replacement | Grounds Equipment - SEAPARC | Mower/Tractor Replacement | $ 55,000 | E | ERF | | $ 55,000 | | | | | $ 55,000 |
| 24-11 | Replacement | Pool Valve Replacement | Replacement of valves for pool circulation system | $ 17,500 | E | ERF | | $ 7,000 | | | | | $ 7,000 |
| 24-13 | Renewal | Arena Compressor Overhaul | Refrigeration plant compressor overhaul | $ 48,000 | E | Res | | $ 15,500 | | $ 16,000 | $ 16,500 | | $ 48,000 |
| 24-15 | Replacement | IT Equipment Replacement | Replacement of IT equipment and computers | $ 73,600 | E | ERF | | $ 22,700 | $ 12,600 | $ 20,600 | $ 3,600 | $ 14,100 | $ 73,600 |
| 25-01 | Renewal | Implement Heat Recovery System Phase 1 | Implementation of phase 1 of heat recovery system | $ 2,200,000 | B | Debt | | $ 200,000 | $ 1,850,000 | | | | $ 2,050,000 |
| 25-01 | Renewal | Implement Heat Recovery System Phase 1 | Implementation of phase 1 of heat recovery system | | B | Grant | | $ 79,000 | | | | | $ 79,000 |
| 25-01 | Renewal | Implement Heat Recovery System Phase 1 | Implementation of phase 1 of heat recovery system | | B | Grant | | | $ 150,000 | | | | $ 150,000 |
| 25-02 | Replacement | Ice resurfacer | Replacement of ice resurfacer | $ 200,000 | E | ERF | | $ 200,000 | | | | | $ 200,000 |
| 25-03 | Renewal | Recoat Arena Purlins & Frames | Recoat Arena Purlins & Frames | $ 40,000 | B | Res | | | | $ 40,000 | | | $ 40,000 |
| 25-05 | Replacement | Replace Sewage & Storm Pump System | Replace Sewage & Storm Pump System | $ 10,000 | B | ERF | | | $ 10,000 | | | | $ 10,000 |
| 25-07 | Study | Thermal Evaluation of Electrical System | Thermal Evaluation of Electrical System | $ 7,750 | B | Res | | $ 3,750 | | | $ 4,000 | | $ 7,750 |
| 25-09 | New | Outdoor Activity Space Development | New outdoor activity space development | $ 1,525,000 | E | Grant | | | $ 25,000 | $ 1,500,000 | | | $ 1,525,000 |
| 25-09 | New | Outdoor Activity Space Development | New outdoor activity space development | | E | Grant | | | | | | | $ - |
| 25-10 | Replacement | Equipment Replacement (pooled) | Equipment Replacement | $ 81,550 | E | ERF | | $ 81,550 | | | | | $ 81,550 |
| 25-11 | Renewal | Repaint Arena & Pool Exterior | Repaint Arena Metal Cladding & Pool Exterior Walls | $ 120,000 | B | Res | | $ 120,000 | | | | | $ 120,000 |
| 25-12 | Replacement | Arena sound System | Replace Arena Sound System | $ 12,000 | E | ERF | | $ 12,000 | | | | | $ 12,000 |
| 25-13 | Renewal | Lighting Controls | Renewal of lighting controls | $ 45,000 | B | Res | | $ 45,000 | | | | | $ 45,000 |
| 25-13 | Renewal | Lighting Controls | Renewal of lighting controls | | B | Grant | | | | | | | $ - |
| 25-14 | Replacement | Arena Exhaust Fan Replacement | Replacement of arena exhaust fans | $ 20,000 | B | Res | | $ 20,000 | | | | | $ 20,000 |
| 25-15 | Replacement | Pool feature replacement | Diving board replacement | $ 17,000 | B | Res | | $ 17,000 | | | | | $ 17,000 |
| 25-16 | New | Fitness Equipment | New fitness equipment | $ 35,000 | E | Res | | $ 35,000 | | | | | $ 35,000 |
| 26-04 | Renewal | Overhaul Cooling Tower - Arena | Overhaul Cooling Tower - Arena | $ 38,000 | B | Res | | $ - | $ 38,000 | | | | $ 38,000 |
| 26-06 | Replacement | Equipment Replacement (pooled) | Equipment Replacement | $ 131,900 | E | ERF | | $ - | $ 131,900 | | | | $ 131,900 |
| 26-08 | Renewal | Duct cleaning | Duct cleaning | $ 31,000 | B | Res | | | $ 15,000 | | | $ 16,000 | $ 31,000 |
| 26-09 | Replacement | Pool Lectronator System | Replacement of lectronator cells and components | $ 85,000 | E | ERF | | | $ 19,750 | $ 20,750 | $ 21,750 | $ 22,750 | $ 85,000 |
| 27-01 | Replacement | Replace Pool Circulation Pumps | Replace Pool Circulation Pumps | $ 16,000 | E | ERF | | | | $ 16,000 | | | $ 16,000 |
| 27-03 | Renewal | Replace Arena Rubber Mat Flooring | Replace Arena Rubber Mat Flooring | $ 150,000 | B | Res | | | | $ 150,000 | | | $ 150,000 |
| 27-04 | Replacement | Equipment Replacement (pooled) | Equipment Replacement | $ 54,750 | E | ERF | | | | $ 54,750 | | | $ 54,750 |

**Service #:** 1.40X

**Service Name:** SEAPARC

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 28-01 | Renewal | Recoat Arena Change Room & Pool Interior Roof | Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams | $ 84,500 | B | Res | | | | | $ 84,500 | | $ 84,500 |
| 28-02 | Renewal | Repaint Pool Fitness Facility Exterior | Repaint Pool & Fitness Facility Exterior | $ 25,000 | B | Res | | | | | $ 25,000 | | $ 25,000 |
| 28-03 | Renewal | Recoat Arena Metal Roof | Recoat Arena Metal Roof | $ 720,000 | B | Res | | | | | $ 20,000 | $ 400,000 | $ 420,000 |
| 28-04 | Renewal | Pool Change Room Renovation | Pool Change Room Renovation | $ 170,000 | B | Res | | | | | $ 10,000 | $ 160,000 | $ 170,000 |
| 28-05 | Replacement | Electrification of Pool Boilers | Design for replacement of secondary pool boilers (oil to electric) | $ 471,000 | E | Debt | | | | | $ 45,000 | $ 426,000 | $ 471,000 |
| 28-06 | Replacement | Equipment Replacement (pooled) | Equipment Replacement | $ 66,800 | E | ERF | | | | | $ 66,800 | | $ 66,800 |
| 29-01 | Renewal | Sauna renewal | Rennovate sauna room | $ 30,000 | B | Res | | | | | | $ 30,000 | $ 30,000 |
| 29-02 | Study | Electrification of Arena Dehumidifier | Design and replacement of low-temperature dehumidifiers with heat recovery tie-in | $ 30,000 | B | Res | | | | | | $ 30,000 | $ 30,000 |
| 29-03 | Renewal | Storm & Sewer repair allowance | Buried services repair allowance (storm & sanitary) | $ 18,000 | B | Res | | | | | | $ 18,000 | $ 18,000 |
| 29-04 | Replacement | Grounds Equipment - golf course | Greens mower & aerator replacement | $ 80,000 | E | ERF | | | | | | $ 80,000 | $ 80,000 |
| 29-05 | Replacement | Equipment Replacement (pooled) | Equipment Replacement | $ 53,250 | E | ERF | | | | | | $ 53,250 | $ 53,250 |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 8,975,850** | | | | **$ 2,499,000** | **$ 2,428,500** | **$ 1,917,600** | **$ 390,150** | **$ 1,344,100** | **$ 8,579,350** |

| Service: | 1.40X | SEAPARC |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 20-09 | Capital Project Title | Domestic Hot Water Replacement | Capital Project Description | Replacement of hot water storage tanks and update system |
| Project Rationale | Service life is ended for DHW storage tanks for the arena as well as for the pool/gym. This project will consider heat recovery implications in design and implementation. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 22-02 | Capital Project Title | Pool Roof Replacement | Capital Project Description | Pool Roof Replacement |
| Project Rationale | Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope. Replacement of areas 4 & 4A in 2024 with other areas as identified in 2025 & 2026. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 22-04 | Capital Project Title | Pool Lectronator System | Capital Project Description | Replacement of lectronator cells |
| Project Rationale | Annual replacement of lectronator cells. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 23-03 | Capital Project Title | Skate Park Renewal | Capital Project Description | Replacement skate park renewal |
| Project Rationale | Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear due to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation/replacement to ensure continued usage. | | | | |

| Service: | 1.40X | SEAPARC |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-04 | **Capital Project Title** | Building Assessment and Renewal | **Capital Project Description** | Building assessment and repairs |
| **Project Rationale** | Aging facilities. Arena built in 1975, Pool in 2000. Increasing issues with building envelope and finishings. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-06 | **Capital Project Title** | Grounds Equipment - SEAPARC | **Capital Project Description** | Mower/Tractor Replacement |
| **Project Rationale** | Mower/Tractor Replacement at end of useful life | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-07 | **Capital Project Title** | Parking Lot Renewal | **Capital Project Description** | Renewal parking lot |
| **Project Rationale** | Regular repairs required to parking lot including paving, line painting and oil separator clean out. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-04 | **Capital Project Title** | Roof Repairs | **Capital Project Description** | General Roof Repairs |
| **Project Rationale** | Annual roof repair allowance. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-05 | **Capital Project Title** | Recoat Pool Metal Roof | **Capital Project Description** | Recoat Pool Metal Roof - Area 6 |
| **Project Rationale** | Condition assessment indicates areas of roof at or nearing end of life. This project will recoat the pool metal roof to extend the lifespan of the roof. | | | | |

| Service: | 1.40X | SEAPARC |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-06 | Replace Ventilation Fans | Replace Ventilation Fans |

**Project Rationale** At or nearing end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-11 | Pool Valve Replacement | Replacement of valves for pool circulation system |

**Project Rationale** Valves, gasket and seal replacement.Portion of work completed in 2024, final stage for 2025.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-13 | Arena Compressor Overhaul | Refrigeration plant compressor overhaul |

**Project Rationale** Overhaul of arena compressor #1 to ensure continuity of service. Compressor 2 completed in 2024. Recommended maintenance by CIMCO.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-15 | IT Equipment Replacement | Replacement of IT equipment and computers |

**Project Rationale** CRD IT's infrastructure renewal plan

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-01 | Implement Heat Recovery System Phase 1 | Implementation of phase 1 of heat recovery system |

**Project Rationale** A number of pool mechanical systems approaching end of life. Heat recovery system would address replacement of these systems and benefit with reduced GHG emissions to meet climate targets.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-02 | Ice resurfacer | Replacement of ice resurfacer |

**Project Rationale** End of life.

| Service: | 1.40X | SEAPARC |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-03 | Recoat Arena Purlins & Frames | Recoat Arena Purlins & Frames |

**Project Rationale** To prolong service life of roof supporting steel components in the arena.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-05 | Replace Sewage & Storm Pump System | Replace Sewage & Storm Pump System |

**Project Rationale** Condition assessment indicates areas at or nearing end of life

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-07 | Thermal Evaluation of Electrical System | Thermal Evaluation of Electrical System |

**Project Rationale** Code requirement

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-09 | Outdoor Activity Space Development | New outdoor activity space development |

**Project Rationale** Service enhancement. Project pending strategic plan input for 2025-2035.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-10 | Equipment Replacement (pooled) | Equipment Replacement |

**Project Rationale** Annual small equipment replacement schedule

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-11 | Repaint Arena & Pool Exterior | Repaint Arena Metal Cladding & Pool Exterior Walls |

**Project Rationale** Repaint arena metal cladding & pool exterior walls and replacement of seals around doors. Align colour scheme with new fitness facility exterior. Extend service life.

| Service: | 1.40X | SEAPARC |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-12 | **Capital Project Title** | Arena sound System | **Capital Project Description** | Replace Arena Sound System |
| **Project Rationale** | Identified as end of life. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-13 | **Capital Project Title** | Lighting Controls | **Capital Project Description** | Renewal of lighting controls |
| **Project Rationale** | System failure. Replacement will incoporate energy efficiency in collaboration with BC Hydro. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-14 | **Capital Project Title** | Arena Exhaust Fan Replacement | **Capital Project Description** | Replacement of arena exhaust fans |
| **Project Rationale** | End of life. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-15 | **Capital Project Title** | Pool feature replacement | **Capital Project Description** | Diving board replacement |
| **Project Rationale** | Diving board end of life. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-16 | **Capital Project Title** | Fitness Equipment | **Capital Project Description** | New fitness equipment |
| **Project Rationale** | Add accessible cardio equipment (NUSTEP) and additional spin bikes to support revenue generation. | | | | |

| Service: | 1.40X | SEAPARC | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-04 | **Capital Project Title** | Overhaul Cooling Tower - Arena | **Capital Project Description** | Overhaul Cooling Tower - Arena |
| **Project Rationale** | End of life. | | | | |
| **Project Number** | 26-06 | **Capital Project Title** | Equipment Replacement (pooled) | **Capital Project Description** | Equipment Replacement |
| **Project Rationale** | Annual small equipment replacement schedule | | | | |
| **Project Number** | 26-08 | **Capital Project Title** | Duct cleaning | **Capital Project Description** | Duct cleaning |
| **Project Rationale** | Regular maintenance of duct system. | | | | |
| **Project Number** | 26-09 | **Capital Project Title** | Pool Lectronator System | **Capital Project Description** | Replacement of lectronator cells and components |
| **Project Rationale** | Annual replacement of lectronator system components. | | | | |
| **Project Number** | 27-01 | **Capital Project Title** | Replace Pool Circulation Pumps | **Capital Project Description** | Replace Pool Circulation Pumps |
| **Project Rationale** | End of life. | | | | |
| **Project Number** | 27-03 | **Capital Project Title** | Replace Arena Rubber Mat Flooring | **Capital Project Description** | Replace Arena Rubber Mat Flooring |
| **Project Rationale** | Flooring at end of life. | | | | |

| Service: | 1.40X | SEAPARC | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-04 | **Capital Project Title** | Equipment Replacement (pooled) | **Capital Project Description** | Equipment Replacement |
| **Project Rationale** | Annual small equipment replacement schedule | | | | |
| **Project Number** | 28-01 | **Capital Project Title** | Recoat Arena Change Room & Pool Interior Roof | **Capital Project Description** | Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams |
| **Project Rationale** | Recoating of swimming pool interior roof deck, purlins, beams as well as arena interior change room roof steel deck. Project to prolong service life of roof supporting structures. | | | | |
| **Project Number** | 28-02 | **Capital Project Title** | Repaint Pool Fitness Facility Exterior | **Capital Project Description** | Repaint Pool & Fitness Facility Exterior |
| **Project Rationale** | Maintain aesthetics and extend service life. | | | | |
| **Project Number** | 28-03 | **Capital Project Title** | Recoat Arena Metal Roof | **Capital Project Description** | Recoat Arena Metal Roof |
| **Project Rationale** | Extend roof service life. | | | | |
| **Project Number** | 28-04 | **Capital Project Title** | Pool Change Room Renovation | **Capital Project Description** | Pool Change Room Renovation |
| **Project Rationale** | | | | | |
| **Project Number** | 28-05 | **Capital Project Title** | Electrification of Pool Boilers | **Capital Project Description** | Design for replacement of secondary pool boilers (oil to electric) |
| **Project Rationale** | Oil tank for the secondary boiler is past end of life. Oil tank to be decommissioned and oil boiler replaced with electric boiler. Electrical upgrades required as part of this project. | | | | |

| Service: | 1.40X | SEAPARC |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-06 | Equipment Replacement (pooled) | Equipment Replacement |

**Project Rationale** Annual small equipment replacement.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-01 | Sauna renewal | Rennovate sauna room |

**Project Rationale** End of life.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-02 | Electrification of Arena Dehumidifier | Design and replacement of low-temperature dehumidifiers with heat recovery tie-in |

**Project Rationale** Design and replacement of low-temperature dehumidifiers with heat receovery tie in. 2 year project

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-03 | Storm & Sewer repair allowance | Buried services repair allowance (storm & sanitary) |

**Project Rationale** Regular repair allowance.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-04 | Grounds Equipment - golf course | Greens mower & aerator replacement |

**Project Rationale** End of life - mower and aerator replacement.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 29-05 | Equipment Replacement (pooled) | Equipment Replacement |

**Project Rationale** Annual small equipment replacement.

**1.40X SEAPARC Recreation Combined**
**Asset and Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Asset Profile

**SEAPARC Recreation (1.401 &1.403 Combined)**

Assets held by the Sooke Parks and Recreation service consist of a pool, an arena, ball field, skate park and various vehicles and equipment to support service delivery.

## Summary

| Reserve/Fund Summary | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| **Projected year end balance** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| Capital Reserve | 991,331 | 656,681 | 796,771 | 868,001 | 999,261 | 643,210 |
| Equipment Replacement Fund | 220,208 | 45,758 | 92,587 | 206,566 | 345,017 | 410,130 |
| **Total projected year end balance** | **1,211,539** | **702,439** | **889,358** | **1,074,567** | **1,344,278** | **1,053,340** |

**1.40X SEAPARC Recreation Combined**
**Capital Reserve Fund Schedule**
**2025 - 2029 Financial Plan**

## Capital Reserve Fund Schedule

**Reserve Fund: 1.40X SEAPARC Recreation and Pool Combined Capital Reserve Fund**

| Capital Reserve Fund | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 1,008,222 | 991,331 | 656,681 | 796,771 | 868,001 | 999,261 |
| **Planned Capital Expenditure (Based on Capital Plan)** | (469,500) | (726,750) | (229,250) | (305,500) | (253,000) | (748,000) |
| **Transfer from Operating Budget** | 412,609 | 362,100 | 369,340 | 376,730 | 384,260 | 391,949 |
| **Interest Income*** | 40,000 | 30,000 | | | | |
| **Ending Balance $** | **991,331** | **656,681** | **796,771** | **868,001** | **999,261** | **643,210** |

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

**1.40X SEAPARC Recreation Combined**
**Equipment Replacement Fund Schedule (ERF)**
**2025 - 2029 Financial Plan**

## Equipment Replacement Fund Schedule (ERF)

**ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF**

| Equipment Replacement Fund | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 270,908 | 220,208 | 45,758 | 92,587 | 206,566 | 345,017 |
| **Planned Purchase (Based on Capital Plan)** | (227,700) | (393,250) | (174,250) | (112,100) | (92,150) | (170,100) |
| **Transfer from Operating Budget** | 175,000 | 217,300 | 221,079 | 226,079 | 230,601 | 235,213 |
| **Equipment Disposal** | - | | | | | |
| **Interest Income*** | 2,000 | 1,500 | | | | |
| **Ending Balance $** | **220,208** | **45,758** | **92,587** | **206,566** | **345,017** | **410,130** |

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

## 1.40X SEAPARC

**Operating Reserve Summary**

**2025 - 2029 Financial Plan**

### Profile

**SEAPARC**

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. Legacy Fund established by Bylaw 4103 for donations received.

### Summary

| Reserve/Fund Summary | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| **Projected year end balance** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| Operating Reserve | 35,623 | 36,623 | 36,623 | 36,623 | 36,623 | 36,623 |
| Operating Reserve - Legacy Fund | 2,202 | 2,292 | 2,292 | 2,292 | 2,292 | 2,292 |
| **Total projected year end balance** | **37,825** | **38,915** | **38,915** | **38,915** | **38,915** | **38,915** |

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Sooke and Electoral Area Recreation and Facilities (SEAPARC)**

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule - FC 105301

| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 34,223 | 35,623 | 36,623 | 36,623 | 36,623 | 36,623 |
| Planned Purchase | - | - | - | - | - | - |
| Transfer from Ops Budget | - | - | - | | - | - |
| Interest Income* | 1,400 | 1,000 | | | | |
| **Total projected year end balance** | **35,623** | **36,623** | **36,623** | **36,623** | **36,623** | **36,623** |

**Assumptions/Background:**

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

**1.40X SEAPARC Legacy Fund**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**SEAPARC Legacy Fund**

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

## Operating Reserve Schedule - FC 105101

| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 2,112 | 2,202 | 2,292 | 2,292 | 2,292 | 2,292 |
| Planned Purchase | | | | | | |
| Transfer from Ops Budget | - | | | | | |
| Interest Income* | 90 | 90 | | | | |
| **Total projected year end balance** | **2,202** | **2,292** | **2,292** | **2,292** | **2,292** | **2,292** |

**Assumptions/Background:**

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# ENVIRONMENTAL SERVICES

## COMMITTEE OF THE WHOLE

October 2024

# COMMITTEE OF THE WHOLE
# October 30, 2024
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# COMMITTEE OF THE WHOLE
# October 30, 2024
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# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# GM - Parks & Environmental Services

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.028 GM - Environmental Services and Regional Parks** **Committee: Environmental Services**

**DEFINITION:**

The oversight of Environmental Services and Regional Parks for the Capital Regional District Board

**SERVICE DESCRIPTION:**

The General Manager provides overall direction and supporting administrative oversight for all Environmental Services as well as Regional Parks and 2 recreation centres. The department and its divisions report to the Board, Hospital District Board, the Environmental Services Committee and the Regional Parks Committee.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Requisition

| 1.028 - GM - Environmental Services & Regional Parks | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries and Wages | 425,233 | 547,857 | 404,894 | - | - | 404,894 | 416,573 | 428,584 | 440,934 | 453,634 |
| Contract for Services | 3,215 | - | 3,279 | - | - | 3,279 | 3,347 | 3,412 | 3,480 | 3,549 |
| Allocation - Standard Overhead | 50,058 | 50,058 | 52,650 | - | 1,802 | 54,452 | 57,971 | 58,332 | 59,426 | 60,552 |
| Allocation - Human Resources | 14,866 | 14,866 | 15,726 | - | - | 15,726 | 17,702 | 19,270 | 19,704 | 20,196 |
| Allocation - Building Occupancy | 21,861 | 21,861 | 26,609 | - | - | 26,609 | 27,735 | 29,103 | 30,435 | 30,993 |
| Insurance | 870 | 870 | 720 | - | - | 720 | 792 | 871 | 958 | 1,053 |
| **TOTAL OPERATING COSTS** | **516,103** | **635,512** | **503,878** | **-** | **1,802** | **505,680** | **524,120** | **539,571** | **554,937** | **569,977** |
| *Percentage Increase over prior year | | 23.1% | -2.4% | 0.0% | 0.0% | -2.0% | 3.6% | 2.9% | 2.8% | 2.7% |
| Recovery for First Aid Officer | (99) | (99) | (102) | - | - | (102) | (104) | (106) | (108) | (110) |
| **NET COSTS** | **516,004** | **635,413** | **503,776** | **-** | **1,802** | **505,578** | **524,016** | **539,465** | **554,829** | **569,867** |
| *Percentage increase over prior year Net Costs | | 23.1% | -2.4% | 0.0% | 0.0% | -2.0% | 3.6% | 2.9% | 2.8% | 2.7% |
| AUTHORIZED POSITIONS: Salaried | 2.0 | 2.0 | 2.0 | - | - | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Environmental Administration Services

## COMMITTEE OF THE WHOLE

October 2024

**Service:** 1.575 **Environmental Administration Services** **Committee: Environmental Services**

**DEFINITION:**

To provide administrative and clerical support services to the Engineering Services, Protective Programs and Environment Resource Management Divisions.

**PARTICIPATION:**

All Functions administered by Environmental Sustainability.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

Allocations and time charges to Engineering Services, Protective Programs and Environment Resource Management Divisions.

**OTHER:**

The Legislative and General Government requisition covers costs associated with the General Manager's services to the Board.

| 1.575 - Env Services - Administration | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 90,919 | 90,919 | 93,854 | - | - | 93,854 | 96,531 | 99,285 | 102,116 | 105,026 |
| Allocations | 63,856 | 63,856 | 72,986 | - | 3,604 | 76,590 | 82,231 | 83,236 | 86,077 | 87,894 |
| Operating - Other Costs - Summary | 51,331 | 67,360 | 47,792 | - | - | 47,792 | 48,747 | 49,722 | 50,717 | 51,731 |
| **TOTAL OPERATING COSTS** | **206,105** | **222,134** | **214,632** | **-** | **3,604** | **218,235** | 227,509 | 232,243 | 238,909 | 244,651 |
| *Percentage Increase over prior year | | 7.8% | 4.1% | 0.0% | 1.7% | 5.9% | 4.2% | 2.1% | 2.9% | 2.4% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 840 | - | 3,141 | - | - | 3,141 | - | - | - | 454 |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 840 | - | 3,141 | - | - | 3,141 | - | - | - | 454 |
| **TOTAL COSTS** | 206,945 | 222,134 | 217,773 | - | 3,604 | 221,376 | 227,509 | 232,243 | 238,909 | 245,105 |
| *Percentage Increase over prior year | | 7.3% | 5.2% | 0.0% | 1.7% | 7.0% | 2.8% | 2.1% | 2.9% | 2.6% |
| Internal Recoveries | (206,947) | (222,134) | (217,772) | - | - | (217,772) | (224,306) | (231,035) | (237,966) | (245,105) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | - | - | - | - | 3,604 | - | - | - | - | - |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from current to Next year | - | - | - | - | - | - | - | - | - | - |
| Transfer from Ops Reserve Fund | - | - | - | - | (3,604) | (3,604) | (3,204) | (1,208) | (944) | - |
| TOTAL REVENUE | - | - | - | - | (3,604) | (3,604) | (3,204) | (1,208) | (944) | - |
| **REQUISITION** | - | - | - | - | - | - | - | - | - | - |
| *Percentage Increase over prior year | | | | | | | | | | |
| PARTICIPANTS: Costs recovered internally | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.575<br>Environmental Administration Serv | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $6,000 | $6,000 | $9,000 | $6,000 | $6,000 | $33,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$6,000** | **$6,000** | **$9,000** | **$6,000** | **$6,000** | **$33,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $6,000 | $6,000 | $9,000 | $6,000 | $6,000 | $33,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$6,000** | **$6,000** | **$9,000** | **$6,000** | **$6,000** | **$33,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.575

**Service Name:** Environmental Administration Services

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 20-01 | Replacement | Office Furniture | ERF replacement of desks, chairs, shelves | $ 19,000 | E | ERF | | $ 3,000 | $ 3,000 | $ 3,000 | $ 3,000 | 3,000 | $ 15,000 |
| 20-02 | Replacement | Office Equipment | ERF replacement of computers, printers | $ 25,090 | E | ERF | | $ 3,000 | $ 3,000 | $ 6,000 | $ 3,000 | 3,000 | $ 18,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 44,090** | | | | **$ 6,000** | **$ 6,000** | **$ 9,000** | **$ 6,000** | **$ 6,000** | **$ 33,000** |

| Service: | 1.575 | Environmental Administration Services |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 20-01 | Capital Project Title | Office Furniture | Capital Project Description | ERF replacement of desks, chairs, shelves |
| Project Rationale | **2025-2029** - miscellaneous furniture required by ES-HQ, as needed (shelving, chairs, tables, desks). | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 20-02 | Capital Project Title | Office Equipment | Capital Project Description | ERF replacement of computers, printers |
| Project Rationale | **2025** - none; **2026** - none; **2027**: $5,754 total: Luisa Jones - new laptop ($1,918), Cathy Leahy - new laptop ($1,918), Wanda Gustafson - new laptop ($1,918); **2028** - none; 2029: none; NOTE: Env Admin purchased a new MFP (ESD-30) in 2022 for $13,000. There is no equipment replacement scheduled for the MFP. It will be replaced only when broken, though this might change when IT revisits the MFP deployment and maintenance strategy.) The same is true for Cathy/Luisa's printer and Wanda's printer -- only to be replaced if not working/fixable. | | | | |

**1.575 ES HQ Administration**
**ERF Reserve Summary**
**2025 - 2029 Financial Plan**

## ERF Reserve Cash Flow (Equipment Portion)

**ERF:** Environmental HQ/Administration support Senior Budget - ERF for Equipment

| Equipment Replacement Fund | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| Fund: 1022 Fund Center: 101449 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 149,359 | 121,359 | 118,500 | 112,500 | 103,500 | 97,500 |
| Planned Purchase (Based on Capital Plan) | (28,000) | (6,000) | (6,000) | (9,000) | (6,000) | (6,000) |
| Transfer from Operating Budget | - | 3,141 | - | - | - | 454 |
| Interest Income* | | - | - | - | - | - |
| **Total projected year end balance** | **121,359** | **118,500** | **112,500** | **103,500** | **97,500** | **91,954** |

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

**Assumptions/Background:**

**1.575 ES HQ Administration**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| Fund: 1500 Fund Center: 105523 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 69,807 | 72,471 | 68,867 | 65,663 | 64,455 | 63,511 |
| Planned Purchase | - | | | | | |
| Transfer from Ops Budget | | (3,604) | (3,204) | (1,208) | (944) | - |
| Interest Income* | 2,664 | - | - | - | - | - |
| **Total projected year end balance** | **72,471** | **68,867** | **65,663** | **64,455** | **63,511** | **63,511** |

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Other Legislative & General - Climate

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.012 Other Legislative & General - Climate** **Committee: Environmental Services**

**DEFINITION:**

Authorized by Letters Patent to provide for legislative expenditures of the Board.

**PARTICIPATION:**

All municipalities and electoral area.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

N/A

**FUNDING:**

Requisition

| 1.012 OTHER LEGISLATIVE & GENERAL - CLIMATE | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 110,426 | 110,426 | 117,557 | - | - | 117,557 | 120,963 | 124,466 | 128,068 | 131,773 |
| Contributions - projects | - | 103,000 | - | - | - | - | - | - | - | - |
| Other Operating Expenses | - | 500 | - | - | - | - | - | - | - | - |
| Allocations | - | - | - | - | 901 | 901 | 901 | - | - | - |
| **TOTAL OPERATING COSTS** | **110,426** | **213,926** | **117,557** | **-** | **901** | **118,458** | **121,864** | **124,466** | **128,068** | **131,773** |
| *Percentage Increase over prior year | | 93.7% | 6.5% | 0.0% | 0.8% | 7.3% | 2.9% | 2.1% | 2.9% | 2.9% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Climate Action Reserve Fund | 103,000 | - | 106,090 | - | - | 106,090 | 108,212 | 110,376 | 112,584 | 114,835 |
| **TOTAL CAPITAL / RESERVES** | **103,000** | **-** | **106,090** | **-** | **-** | **106,090** | **108,212** | **110,376** | **112,584** | **114,835** |
| **TOTAL COSTS** | **213,426** | **213,926** | **223,647** | **-** | **901** | **224,548** | **230,076** | **234,842** | **240,652** | **246,608** |
| *Percentage increase over prior year requisition | | 0.2% | 4.8% | 0.0% | 0.4% | 5.2% | 2.5% | 2.1% | 2.5% | 2.5% |
| **REVENUE** | | | | | | | | | | |
| Climate Action Grant | - | - | - | - | - | - | - | - | - | - |
| **TOTAL REVENUE** | **-** | **-** | - | - | - | - | **-** | **-** | **-** | **-** |
| **NET COSTS** | **213,426** | **213,926** | **223,647** | **-** | **901** | **224,548** | **230,076** | **234,842** | **240,652** | **246,608** |
| *Percentage increase over prior year Net Costs | | 0.2% | 4.8% | 0.0% | 0.0% | 5.2% | 2.5% | 2.1% | 2.5% | 2.5% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 1.0 | 1.0 | 1.0 | - | - | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Environmental Protection and Water Quality

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.578 Environmental Protection** **Committee: Environmental Services**

**DEFINITION:**

To provide Protective Programs (Environmental Assessment and Regulatory Programs) relative to various Operating, Environmental and Capital programs. The cost of this function is allocated to other operating budgets and capital projects using these Services.

**SERVICE DESCRIPTION:**

The division provides scientific, technical and regulatory support to CRD services to ensure protection of human health and the environment.

**PARTICIPATION:**

Method of cost allocation is:

* Allocation on an hourly basis for services rendered to Third Party Projects, Capital & Operating functions

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

A mixture of allocations and time charges to Protective Programs, Partnership, Environment Resource Management, and Environmental Operations.

**Change in Budget 2024 to 2025**
**Service: 1.578 & 1.579 Environmental Protection**

| | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **9,337,896** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 164,945 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | (129,242) | 2024 IBC 2a-8.1 not implemented |
| 0.6 FTE Water Quality Sampling Technician | 54,956 | 2025 IBC 2a-8.2 Water Quality Sampling Technician |
| 1.0 FTE Lab Assistant | 64,782 | 2025 IBC 2a-8.3 Laboratory Assistant |
| Other | - | |
| Total Change in Salaries | 155,441 | |
| **Other Changes:** | | |
| Human Resources Allocation | 34,224 | Increase in 2024 salary budget; corporate safety resourcing. |
| Building Occupancy | 65,627 | Recognise growing building occupancy cost. |
| Allocation Migration sharepoint | 18,020 | 2025 IBC 13a-3.1 M365 SharePoint Online Transition. |
| Allocation Leg&Gen – FOC/HQ2 | 13,963 | To fund estimated new debt and operating costs for the new building. |
| Transfer to Operating Reserve Fund | 126,829 | To cover unforseen operating expenses and special one-time operating projects |
| Transfer to Equipment Replacement Fund | (22,384) | Reduction in 2025 Equipment Replacement Fund. |
| Other Costs | (1,572) | |
| Total Other Changes | 234,707 | |
| **2025 Budget** | **9,728,044** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and benefit change | 1.7% |
| Transfer to operating reserve | 1.4% |
| Building Occupancy | 0.7% |
| Balance of increase | 0.5% |
| *% expense increase from 2024:* | ***4.2%*** |
| *% Requisition increase from 2024 (if applicable):* | ***n/a*** |

*Requisition funding is (x)% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estmiated one-time favourable variance of $283,000 (3.1%) due mainly to hiring challenges of vacant positions. This variance will be moved to Equipment Replacement Fund to provide funding for 2025 capial plan requirements , which has an expected year end balance of $556,000 before this transfer.*

| ENVIRONMENTAL PROTECTION | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| 1.578 Environmental Protection Expenditures | 6,598,708 | 6,315,130 | 6,822,602 | - | 10,812 | 6,833,414 | 7,075,256 | 7,015,910 | 7,213,448 | 7,405,798 |
| 1.579 Environmental Water Quality Expenditures | 2,455,769 | 2,455,769 | 2,375,964 | 123,271 | 7,532 | 2,506,767 | 2,603,554 | 2,683,288 | 2,754,615 | 2,828,070 |
| **TOTAL OPERATING COSTS** | **9,054,477** | **8,770,899** | **9,198,566** | **123,271** | **18,344** | **9,340,181** | **9,678,811** | **9,699,198** | **9,968,063** | **10,233,868** |
| *Percentage Increase over prior year | | -3.1% | 1.6% | 1.4% | 0.2% | 3.2% | 3.6% | 0.2% | 2.8% | 2.7% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 272,384 | 434,131 | 250,000 | - | - | 250,000 | 255,000 | 260,100 | 265,300 | 270,600 |
| Transfer to Operating Reserve Fund | 11,034 | 11,034 | 137,863 | - | - | 137,863 | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 283,419 | 445,165 | 387,863 | - | - | 387,863 | 255,000 | 260,100 | 265,300 | 270,600 |
| **TOTAL COSTS** | 9,337,896 | 9,216,064 | 9,586,429 | 123,271 | 18,344 | 9,728,044 | 9,933,811 | 9,959,298 | 10,233,363 | 10,504,468 |
| *Percentage Increase over prior year | | -1.3% | 2.7% | 1.3% | 0.2% | 4.2% | 2.1% | 0.3% | 2.8% | 2.6% |
| Allocation Recovery - 1.578 Environmental Protection | (6,749,261) | (6,749,261) | (6,954,787) | - | - | (6,954,787) | (7,147,490) | (7,120,065) | (7,362,000) | (7,572,150) |
| Allocation Recovery - 1.579 Env Water Quality | (2,466,803) | (2,466,803) | (2,563,827) | (123,271) | (7,532) | (2,694,630) | (2,619,301) | (2,671,687) | (2,725,121) | (2,779,623) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 121,830 | 0 | 67,815 | - | 10,812 | 78,627 | 167,020 | 167,545 | 146,243 | 152,694 |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **(Surplus) / Deficit** | - | - | - | - | - | - | - | - | - | - |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Recovery Cost | - | - | - | - | - | - | - | - | - | - |
| Transfer From Operating Reserve - Env. Protection | (121,831) | - | (67,815) | - | (10,812) | (78,627) | (131,767) | (103,925) | (63,688) | (50,127) |
| Transfer From Operating Reserve - Water Quality | - | - | - | - | - | - | (35,253) | (63,621) | (82,554) | (102,567) |
| TOTAL REVENUE | (121,831) | - | (67,815) | - | (10,812) | (78,627) | (167,020) | (167,546) | (146,242) | (152,694) |
| **REQUISITION** | 0 | **-** | **-** | **-** | **-** | **-** | 0 | 0 | (0) | (0) |
| *Percentage Increase over prior year | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| PARTICIPANTS: Costs recovered internally | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Ongoing | 54.30 | 54.30 | 55.30 | | | 55.30 | 55.30 | 55.30 | 55.30 | 55.30 |
| Term | 3.50 | 3.50 | 2.50 | 1.60 | | 4.10 | 4.10 | 1.60 | 1.60 | 1.60 |

| ENVIRONMENTAL PROTECTION | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 6,929,955 | 6,674,108 | 6,965,658 | 119,738 | - | 7,085,396 | 7,311,304 | 7,242,893 | 7,450,859 | 7,664,697 |
| Allocations | 1,496,281 | 1,496,281 | 1,621,171 | 3,533 | 18,344 | 1,643,048 | 1,743,407 | 1,806,620 | 1,854,428 | 1,892,987 |
| Operating Costs - Other - Summary | 628,241 | 600,510 | 611,736 | - | - | 611,736 | 624,099 | 649,684 | 662,776 | 676,183 |
| **TOTAL OPERATING COSTS** | **9,054,478** | **8,770,899** | **9,198,566** | **123,271** | **18,344** | **9,340,181** | **9,678,811** | **9,699,198** | **9,968,063** | **10,233,868** |
| *Percentage Increase over prior year | | -3.1% | 1.6% | 1.4% | 0.2% | 3.2% | 3.6% | 0.2% | 2.8% | 2.7% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 272,384 | 434,131 | 250,000 | - | - | 250,000 | 255,000 | 260,100 | 265,300 | 270,600 |
| Transfer to Operating Reserve Fund | 11,034 | 11,034 | 137,863 | - | - | 137,863 | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 283,418 | 445,165 | 387,863 | - | - | 387,863 | 255,000 | 260,100 | 265,300 | 270,600 |
| **TOTAL COSTS** | 9,337,896 | 9,216,064 | 9,586,429 | 123,271 | 18,344 | 9,728,044 | 9,933,811 | 9,959,298 | 10,233,363 | 10,504,468 |
| *Percentage Increase over prior year | | -1.3% | 2.7% | 1.3% | 0.2% | 4.2% | 2.1% | 0.3% | 2.8% | 2.6% |
| Allocation Recovery - Environmental Services | (9,216,064) | (9,216,064) | (9,518,613) | (123,271) | (7,532) | (9,649,416) | (9,766,791) | (9,791,752) | (10,087,120) | (10,351,774) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 121,832 | 0 | 67,815 | - | 10,812 | 78,627 | 167,020 | 167,545 | 146,243 | 152,695 |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **(Surplus) / Deficit** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Transfer From Operating Reserve | (121,831) | - | (67,815) | - | (10,812) | (78,627) | (167,020) | (167,546) | (146,242) | (152,694) |
| TOTAL REVENUE | (121,831) | - | (67,815) | - | (10,812) | (78,627) | (167,020) | (167,546) | (146,242) | (152,694) |
| **REQUISITION** | 0 | **-** | **-** | **-** | **-** | **-** | 0 | 0 | (0) | 0 |
| *Percentage Increase over prior year | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| PARTICIPANTS: Costs recovered internally | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Ongoing | 54.30 | 54.30 | 55.30 | | | 55.30 | 55.30 | 55.30 | 55.30 | 55.30 |
| Term | 3.50 | 3.50 | 2.50 | 1.60 | | 4.10 | 4.10 | 1.60 | 1.60 | 1.60 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.578 Environmental Protection | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $438,971 | $126,269 | $85,309 | $136,175 | $98,971 | $885,695 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $180,000 | $60,000 | $0 | $0 | $0 | $240,000 |
| | **$0** | **$618,971** | **$186,269** | **$85,309** | **$136,175** | **$98,971** | **$1,125,695** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $300,000 | $50,000 | $0 | $0 | $0 | $350,000 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $318,971 | $136,269 | $85,309 | $136,175 | $98,971 | $775,695 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$618,971** | **$186,269** | **$85,309** | **$136,175** | **$98,971** | **$1,125,695** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.578

**Service Name:** Environmental Protection

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 18-01 | Replacement | Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement | ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment | $ 325,000 | E | ERF | | $ 65,000 | $ 65,000 | $ 65,000 | $ 65,000 | $ 65,000 | $ 325,000 |
| 18-02 | Replacement | Annual Computer equipment replacement | ERF replacement of computer equipment | $ 170,695 | E | ERF | | $ 33,971 | $ 11,269 | $ 20,309 | $ 71,175 | $ 33,971 | $ 170,695 |
| 18-03 | Replacement | Annual vehicle replacement | ERF replacement of vehicles | $ 240,000 | V | ERF | | $ 180,000 | $ 60,000 | $ - | $ - | | $ 240,000 |
| 18-04 | Replacement | Furniture replacement | ERF replacement of furniture | $ 10,000 | E | ERF | | $ 10,000 | $ - | $ - | | | $ 10,000 |
| 19-01 | Replacement | IT Database Programs | Address based database & EQIS | $ 350,000 | E | Cap | | $ 300,000 | $ 50,000 | $ - | | | $ 350,000 |
| 20-01 | New | Furniture | New Furniture | $ 30,000 | E | ERF | | $ 30,000 | | $ - | | | $ 30,000 |
| | | | | | | | | $ - | $ - | $ - | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 1,125,695** | | | | **$ 618,971** | **$ 186,269** | **$ 85,309** | **$ 136,175** | **$ 98,971** | **$ 1,125,695** |

| Service: | 1.578 | Environmental Protection |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 18-01 | **Capital Project Title** | Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement | **Capital Project Description** | ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment |
| **Project Rationale** | Replacement of routine sampling/outreach/printers/copiers equipment | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 18-02 | **Capital Project Title** | Annual Computer equipment replacement | **Capital Project Description** | ERF replacement of computer equipment |
| **Project Rationale** | Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). Note: expense is calculated on 2024 values + 3%. Each year includes a number of laptop replacements scheduled by IT. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 18-03 | **Capital Project Title** | Annual vehicle replacement | **Capital Project Description** | ERF replacement of vehicles |
| **Project Rationale** | **2025**-Replace F18018(Nissan NV200-EMP) & F18019(Nissan NV200-EMP). **2026**-Replace F18029(Kia Soul). | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 18-04 | **Capital Project Title** | Furniture replacement | **Capital Project Description** | ERF replacement of furniture |
| **Project Rationale** | Replacement of desks, cubicle walls, etc... as per the densification project. | | | | |

| Service: | 1.578 | Environmental Protection |
|---|---|---|

| Project Number | 19-01 | Capital Project Title | IT Database Programs | Capital Project Description | Address based database & EQIS |
|---|---|---|---|---|---|
| Project Rationale | Database development and maintenance - Address based database & EQIS | | | | |

| Project Number | 20-01 | Capital Project Title | Furniture | Capital Project Description | New Furniture |
|---|---|---|---|---|---|
| Project Rationale | 2nd & 4th floor copier areas, office chairs, bookshelves, storage cabinets, monitor arms. | | | | |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.579 Environmental Water Quality | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $10,766 | $6,480 | $14,717 | $6,815 | $10,766 | $49,544 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$10,766** | **$6,480** | **$14,717** | **$6,815** | **$10,766** | **$49,544** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $10,766 | $6,480 | $14,717 | $6,815 | $10,766 | $49,544 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$10,766** | **$6,480** | **$14,717** | **$6,815** | **$10,766** | **$49,544** |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.579

**Service Name:** Environmental Water Quality

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 20-32 | Renewal | Annual Computer equipment replacement | ERF replacement of computer equipment | $ 49,544 | E | ERF | | $ 10,766 | $ 6,480 | $ 14,717 | $ 6,815 | $ 10,766 | $ 49,544 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 49,544** | | | | **$ 10,766** | **$ 6,480** | **$ 14,717** | **$ 6,815** | **$ 10,766** | **$ 49,544** |

| Service: | 1.579 | Environmental Water Quality |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 20-32 | **Capital Project Title** | Annual Computer equipment replacement | **Capital Project Description** | ERF replacement of computer equipment |
| **Project Rationale** | Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). Note: expense is calculated on 2024 values + 3%. Each year includes a number of laptop replacements scheduled by IT. | | | | |

**1.578 Environmental Protection**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Environmental Protection**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1500 Fund Center: 105525 (105522)** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 1,034,306 | 1,073,775 | 995,148 | 863,381 | 759,456 | 695,768 |
| **Planned Purchase** | | | | | | |
| **Transfer from Ops Budget** | | (78,627) | (131,767) | (103,925) | (63,688) | (50,127) |
| **Interest Income*** | 39,468 | - | - | - | - | - |
| **Total projected year end balance** | **1,073,775** | **995,148** | **863,381** | **759,456** | **695,768** | **645,641** |

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

**Assumptions/Background:**
Reserve balance retained for charge-out rate stabilization

**1.578 Environmental Protection**
**Equipment Reserve Summary**
**2025 - 2029 Financial Plan**

## ERF Reserve Cash Flow

Environmental Protection is responsible for providing scientific and technical expertise in order to protect the region's environmental resources and functions. Key areas of focus are the Climate Action Program, Integrated Watershed Management, Wastewater and Marine Environment Program.

| Equipment Replacement Fund | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| Fund: 1022 Fund Center: 101492 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 1,128,582 | 990,624 | 871,653 | 939,384 | 1,062,155 | 1,138,220 |
| Planned Purchase (Based on Capital Plan) | (618,971) | (318,971) | (136,269) | (85,309) | (136,175) | (98,971) |
| Transfer from Operating Budget | 434,131 | 200,000 | 204,000 | 208,080 | 212,240 | 216,480 |
| Equipment disposal | 46,882 | - | - | - | - | - |
| **Total projected year end balance** | **990,624** | **871,653** | **939,384** | **1,062,155** | **1,138,220** | **1,255,729** |

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

**Assumptions/Background:**

**1.579 Environmental Sustainability HQ Water Quality**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Environmental Sustainability HQ Water Quality**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| Fund: 1500 Fund Center: 105517 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 605,857 | 628,977 | 766,840 | 731,587 | 667,966 | 585,412 |
| **Planned Purchase** | - | | (35,253) | (63,621) | (82,554) | (102,567) |
| **Transfer from Ops Budget** | | 137,863 | - | - | - | - |
| **Interest Income*** | 23,120 | - | - | - | - | - |
| **Total projected year end balance** | **628,977** | **766,840** | **731,587** | **667,966** | **585,412** | **482,845** |

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

**1.579 Environmental Sustainability HQ Water Quality**
**Equipment Reserve Summary**
**2025 - 2029 Financial Plan**

**ERF Reserve Cash Flow**

Water Quality Senior Budget - Equipment Replacement for Equipment

| **Equipment Replacement Fund** | **Estimate** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| Fund: 1022 Fund Center: 102075 | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 21,861 | 21,861 | 61,095 | 105,615 | 142,918 | 189,163 |
| **Planned Purchase (Based on Capital Plan)** | | (10,766) | (6,480) | (14,717) | (6,815) | (10,766) |
| **Transfer from Operating Budget** | - | 50,000 | 51,000 | 52,020 | 53,060 | 54,120 |
| **Interest Income*** | | - | - | - | - | - |
| **Total projected year end balance** | **21,861** | **61,095** | **105,615** | **142,918** | **189,163** | **232,517** |

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

**Assumptions/Background:**
ERF Reserve to fund replacement of equipment used by the staff of the Environmental Water Quality Division.

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Regional Source Control

## COMMITTEE REVIEW

October 2024

**Service: 3.755 Regional Source Control Program** **Committee: Environmental Services**

**DEFINITION:**

Provides for the control of the direct or indirect discharge of contaminants into or through facilities connected to sewage facilities under the regulatory authority of the Capital Regional District. Est. Bylaw No. 2402, 1996, amended Bylaw No. 3351, December 2006.

**SERVICE DESCRIPTION:**

Source control is a waste management strategy aimed at reducing contaminants that industries, businesses, institutions and households discharge to sanitary sewers. Source control focuses on point-of-discharge reductions in contaminants in order to protect: sewage collection and treatment systems, the quality of treatment plant sewage sludge and biosolids, the marine receiving environment and public and worker health and safety.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

Greater of $1,100,000 or $0.037 / $1,000 of actual assessments

**COMMITTEE:**

Environmental Services

**FUNDING:**

Requisition, permit fees and other fees

**COST APPORTIONMENT:**

(1) Fees.
(2) Based on annual flow of sewage among each municipal and electoral participation area into sewage facilities owned or operated by the CRD.
(3) Remaining balance apportioned to all participating members on the basis of converted net taxable value of land and improvements.

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

**Service: 3.755 Regional Source Control Program** **Committee: Environmental Services**

**COST SHARING ALLOCATION - ESTIMATED YEARLY FLOW**

| | Estimated Yearly Flow | % of Total Flows | |
|---|---|---|---|
| Central Saanich | 1,334,016 | 26.73% | |
| Colwood | 1,124,967 | 7.98% | |
| Esquimalt | 1,913,792 | 34.69% | |
| Langford | 3,501,060 | 6.40% | |
| North Saanich | 568,579 | 2.13% | |
| Oak Bay | 2,499,492 | 3.05% | |
| Saanich | 8,617,797 | 8.69% | 89.68% |
| Sidney | 1,260,382 | 3.50% | |
| Victoria | 11,290,931 | 3.78% | |
| View Royal | 785,662 | 1.38% | |
| Esquimalt Nation | 27,738 | 0.07% | |
| Pauquachin First Nation | 14,980 | 0.04% | |
| Songhees Nation | 29,661 | 0.08% | |
| Tseycum First Nation | 243,322 | 0.64% | |
| D.N.D. | 0 | 0.00% | |
| Institute of Ocean Sciences (I.O.S.) | 3,889 | 0.01% | |
| Ganges Sewer | 167,123 | 0.44% | |
| Maliview Sewer | 19,815 | 0.05% | |
| Magic Lake Estates Sewer | 109,685 | 0.29% | |
| Port Renfrew Sewer | 19,997 | 0.05% | 10.32% |
| **TOTAL** | **33,532,888** | **100.00%** | **100.00%** |

**Bylaw 3351**

| Change in Budget 2024 to 2025<br>Service: 3.755 - Regional Source Control Program | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **1,674,718** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | - | |
| Step increase/paygrade change | - | |
| Epro Labour Allocation | | |
| Total Change in Salaries | - | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 670 | Increase in 2024 operating costs |
| Labor Allocation | 48,526 | Increase in enviornmental protection labor allocation |
| Contract for Services-Lab Chemicals | 50,913 | To fund trend analysis |
| Consultant and Engineering Services | (27,000) | Reduction in consultant and engineering expenses |
| Other Costs | 7,374 | |
| Total Other Changes | 80,483 | |
| **2025 Budget** | **1,755,201** | |
| Summary of % Expense Increase | | |
| 2025 Base salary and benefit change | 0.0% | |
| Contract for Services | 3.0% | |
| Balance of increase | 1.8% | |
| *% expense increase from 2024:* | ***4.8%*** | |
| *% Requisition increase from 2024 (if applicable):* | ***3%*** | *Requisition funding is 86% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estmiated one-time favourable variance of $760 (.05%) due to savings in forcasted operational costs .This variance will be moved to Operating Reserve, which has an expected year end balance of $457,000 before this transfer.*

| 3.755 - REGIONAL SOURCE CONTROL PROGRAM | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Allocations - EPro Labour | 1,386,465 | 1,389,111 | 1,434,991 | - | - | 1,434,991 | 1,478,041 | 1,522,382 | 1,568,054 | 1,615,095 |
| Operation - Other Costs | 141,875 | 124,615 | 145,427 | 5,000 | 110 | 150,537 | 154,482 | 157,262 | 161,286 | 164,714 |
| Contract For Services | 98,760 | 113,060 | 149,673 | - | - | 149,673 | 142,721 | 145,576 | 148,487 | 151,457 |
| Consultant Expenses | 47,448 | 47,000 | 20,000 | - | - | 20,000 | 41,200 | - | - | - |
| **TOTAL OPERATING COSTS** | **1,674,548** | **1,673,786** | **1,750,091** | **5,000** | **110** | **1,755,201** | **1,816,444** | **1,825,220** | **1,877,827** | **1,931,266** |
| *Percentage Increase over prior year | | -0.05% | 4.5% | 0.3% | 0.0% | 4.8% | 3.5% | 0.5% | 2.9% | 2.8% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 170 | 170 | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 170 | 170 | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | 1,674,718 | 1,673,956 | 1,750,091 | 5,000 | 110 | 1,755,201 | 1,816,444 | 1,825,220 | 1,877,827 | 1,931,266 |
| *Percentage Increase over prior year | | 0.0% | 4.5% | 0.3% | 0.0% | 4.8% | 3.5% | 0.5% | 2.9% | 2.8% |
| Internal Recoveries | (55,000) | (55,000) | (55,000) | - | - | (55,000) | (55,495) | (55,945) | (56,392) | (58,623) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 1,619,718 | 1,618,956 | 1,695,091 | 5,000 | 110 | 1,700,201 | 1,760,949 | 1,769,275 | 1,821,435 | 1,872,643 |
| *Percentage Increase over prior year | | 0.0% | 4.7% | 0.3% | 0.0% | 5.0% | 3.6% | 0.5% | 2.9% | 2.8% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Fees Charged | (61,200) | (61,200) | (63,036) | - | - | (63,036) | (64,297) | (65,583) | (66,894) | (68,232) |
| Revenue - Other | (1,000) | (1,000) | (1,000) | - | - | (1,000) | (1,000) | (1,000) | (1,000) | (1,000) |
| Grants in Lieu of Taxes | (95,970) | (95,970) | (95,970) | - | - | (95,970) | (95,970) | (95,970) | (95,970) | (95,970) |
| Transfer From Operating Reserve | (43,762) | (43,000) | (74,766) | - | - | (74,766) | (51,416) | (11,182) | (13,231) | (13,496) |
| TOTAL REVENUE | (201,932) | (201,170) | (234,772) | - | - | (234,772) | (212,683) | (173,735) | (177,095) | (178,698) |
| **REQUISITION** | **(1,417,786)** | **(1,417,786)** | **(1,460,319)** | **(5,000)** | **(110)** | **(1,465,429)** | **(1,548,267)** | **(1,595,541)** | **(1,644,340)** | **(1,693,945)** |
| *Percentage Increase over prior year | | 0.0% | 3.0% | 0.4% | 0.0% | 3.4% | 5.7% | 3.1% | 3.1% | 3.0% |
| PARTICIPANTS: Colwood, Victoria, Esquimalt, Oak Bay, C. Saanich, N. Saanich, Langford; Sewered Local Areas of Ganges, Maliview, Magic Lakes, Pt. Renfrew, D.N.D. | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**3.755 Regional Source Control Program**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Regional Source Control Program**

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| Fund: 1500 Fund Center: 105504 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 482,196 | 457,597 | 382,831 | 331,415 | 320,233 | 307,002 |
| Planned Purchase | | - | - | - | - | - |
| Transfer to/from Ops Budget | (43,000) | (74,766) | (51,416) | (11,182) | (13,231) | (13,496) |
| Interest Income* | 18,401 | - | - | - | - | - |
| **Total projected year end balance** | **457,597** | **382,831** | **331,415** | **320,233** | **307,002** | **293,506** |

**Assumptions/Background:**

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Septage Disposal Agreement

## COMMITTEE OF THE WHOLE

October 2024

**Service: 3.700 Septage Disposal Program** **Committee: Core Area Liquid Waste Management**

**DEFINITION:**

Provision of septage disposal facilities for all areas of the Regional District and to compel persons within all or designated portions of the region to make use of any system established for the disposal of septage and to prescribe the terms and conditions from which persons make use of such system and to impose fines and penalties in respect thereof (Letters Patent - June 1, 1978).

**SERVICE DESCRIPTION:**

The service provides oversight for the contract between the CRD and SPL Wastewater Recovery Ltd.

**PARTICIPATION:**

All member municipalities except Saltspring Island and Outer Gulf Islands. Operating and debt costs not met by user charges to be recovered by requisition to all participating members based on member percentage of participant septage input. Properties located in municipalities and capable of being drained into a municipal sanitary sewer are exempt from any levy. Properties connected to a sewage collection system within an electoral area may be exempted by by-law. Annual net cost not to exceed $0.63/1000 on taxable school assessment (excluding property that is taxable for school purposes only Special Act.)

NON-PARTICIPANT, in relation to septage, means septage originating from a municipality or electoral area which does not participate in the septage disposal function under Division XXI of the Supplementary Letters Patent of the Regional District, and as such were charged a higher tipping fee before September 1, 1996. The same tipping fee to be charged to participants and non-participants after September 1, 1996.

**COST APPORTIONMENT:**

(1) Fees:
User charges permitted by Septage Processing Ltd. to its customers.
Mandatory Waste Tipping Fee:

| | |
|---|---|
| $0.320 per Imperial Gallon | 2021 |
| $0.325 per Imperial Gallon | 2022 |
| $0.330 per Imperial Gallon | 2023 |
| $0.340 per Imperial Gallon | 2024 |
| $0.345 per Imperial Gallon | 2025 |

Septage Processing Ltd. will submit to the CRD an administration fee of $0.015 per Imperial Gallon.
Other wastes have different user charges.

(2) Remaining balance apportioned to all participating members on the basis of percentage of Septage/Sewage delivered to the Septage Facility (No requisition - 2024)

**MAXIMUM LEVY:**

$0.63 / $1,000 on taxable school assessments (excluding property that is taxable for school purposes only).

**Service: 3.700 Septage Disposal Program** **Committee: Core Area Liquid Waste Management**

**SPL Liquid Waste Volumes - 2024**

| | Septage Vol1 | FOG Vol2 | Other Vol3 | TOTAL | Total % | Septage %1 | FOG %2 | Other %3 |
|---|---|---|---|---|---|---|---|---|
| Central Saanich | 200,791 | 16,115 | 48,534 | 265,440 | 302.01% | 75.6 | 6.1 | 18.3 |
| Colwood | 571,761 | 3,712 | 69,326 | 644,799 | 733.63% | 88.7 | 0.6 | 10.8 |
| Esquimalt | 3,285 | 15,500 | 317,408 | 336,193 | 382.51% | 1.0 | 4.6 | 94.4 |
| Highlands | 103,797 | 0 | 752,492 | 856,289 | 974.26% | 12.1 | 0.0 | 87.9 |
| Langford | 357,080 | 55,763 | 386,074 | 798,917 | 908.99% | 44.7 | 7.0 | 48.3 |
| Metchosin | 267,524 | 3,990 | 39,236 | 310,750 | 353.56% | 86.1 | 1.3 | 12.6 |
| North Saanich | 434,468 | 19,110 | 143,079 | 596,657 | 678.86% | 72.8 | 3.2 | 24.0 |
| Saanich | 596,920 | 34,646 | 317,228 | 948,794 | 1079.51% | 62.9 | 3.7 | 33.4 |
| Sidney | 11,954 | 2,603 | 240,535 | 255,092 | 290.24% | 4.7 | 1.0 | 94.3 |
| Sooke | 605,432 | 4,737 | 142,655 | 752,824 | 856.54% | 80.4 | 0.6 | 18.9 |
| Victoria | 37,542 | 964,917 | 1,893,959 | 2,896,418 | 3295.46% | 1.3 | 33.3 | 65.4 |
| View Royal | 10,907 | 0 | 3,992 | 14,899 | 16.95% | 73.2 | 0.0 | 26.8 |
| Port Renfrew | 50,783 | 1,194 | 53,460 | 105,437 | 119.96% | 48.2 | 1.1 | 50.7 |
| Juan de Fuca | 0 | 0 | 0 | 0 | 0.00% | 0.0 | 0.0 | 0.0 |
| | 315,515 | 0 | 241,705 | 557,220 | 6.340 | 56.623 | 0.000 | 4337.7% |
| **TOTAL** | 3,252,840 | 1,122,287 | 4,413,980 | 8,789,107 | 10000% | | | |

Notes:

1. Septage = Institutional, Commercial, and Residential

2. FOG = Fats, Oils and Greases

3. Other = Portable Toilets, San. Sew. Ships, San. Sew. Docks, PIT toilet, Car Wash, Catch Basin, Sew. Sludge, Other (whey, dairy, brewery), and Lift Station

| 3.700 - SEPTAGE DISPOSAL AGREEMENT | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Operating Expenditures | 32,460 | 34,460 | 34,583 | - | - | 34,583 | 35,286 | 36,008 | 36,741 | 39,316 |
| Allocations - Epro | 55,702 | 55,702 | 57,761 | - | - | 57,761 | 59,381 | 61,162 | 62,997 | 64,887 |
| Allocations - Others | 72,920 | 72,920 | 73,429 | - | - | 73,429 | 74,373 | 75,201 | 76,033 | 75,033 |
| **TOTAL OPERATING COSTS** | **161,082** | **163,082** | **165,773** | **-** | **-** | **165,773** | **169,040** | **172,371** | **175,771** | **179,236** |
| *Percentage Increase over prior year | | 1.2% | 2.9% | 0.0% | 0.0% | 2.9% | 2.0% | 2.0% | 2.0% | 2.0% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| Transfer to Sewer Capital Fund | - | - | - | - | - | - | - | - | - | - |
| | - | | | | | | | | | |
| TOTAL CAPITAL / RESERVES | - | - | - | - | - | - | - | - | - | - |
| | - | | | | | | | | | |
| **TOTAL COSTS** | 161,082 | 163,082 | 165,773 | - | - | 165,773 | 169,040 | 172,371 | 175,771 | 179,236 |
| *Percentage Increase over prior year | | 1.2% | 2.9% | 0.0% | 0.0% | 2.9% | 2.0% | 2.0% | 2.0% | 2.0% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (2,272) | (2,272) | (2,210) | - | - | (2,210) | (2,210) | (2,210) | (2,210) | (2,210) |
| Fees Charged | - | (2,000) | - | - | - | - | - | - | - | - |
| Sale of Goods and Services | (158,100) | (158,100) | (162,843) | - | - | (162,843) | (166,100) | (169,422) | (172,810) | (176,267) |
| Revenue - Other | (710) | (710) | (720) | - | - | (720) | (730) | (740) | (750) | (760) |
| TOTAL REVENUE | (161,082) | (163,082) | (165,773) | - | - | (165,773) | (169,040) | (172,372) | (175,770) | (179,237) |
| **REQUISITION** | **-** | **-** | **(0)** | **-** | **-** | **(0)** | - | - | - | - |
| *Percentage Increase over prior year | | | | | | | | | | |
| PARTICIPANTS: All Muniipalities | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Millstream Site Remediation

## COMMITTEE OF THE WHOLE

October 2024

**Service: 3.701 Millstream Site Remediation** **Committee: Environmental Services**

**DEFINITION:**

Establishment Bylaw No. 3519, as amended, establishes a service for the purpose of the remediation of lands legally described as Lot A, Section 5, Range 3 West, Highland District, Plan 40349 operated as the Millstream Meadows Sewage Septage Facility (the '**Millstream Site**") and any other lands that may, now or in future, be affected by the operation of the Millstream Site as a sewage septage disposal facility.

**SERVICE DESCRIPTION:**

The service oversees the investigation and remediation of the former septage disposal site located at Millstream Meadows.

**PARTICIPATION:**

All municipalities and the Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

Greater of $1,400,000 or the amount equal to the amount that could be raised by a property value tax rate of $0.021 per $1,000 which when applied to the net taxable value of the land and improvements within the Service Area.

**MAXIMUM CAPITAL DEBT:**

| | | | |
|---|---|---|---|
| Authorized: | LA Bylaw No. 3513 (May 14, 2008) | Amended 3662 (Mar 2010) | $7,550,000 |
| Borrowed: | SI Bylaw No. 3547 (July 9, 2008) | 5 yr term | ($3,850,000) |
| | SI Bylaw No. 3725 | 15 yr term | ($288,234) |
| | SI Bylaw No. 3817 (May 2012) | 15 yr term | ($200,000) |
| | SI Bylaw No. 3882 (May 2013) | 15 yr term | ($600,000) |
| | SI Bylaw No. 3910 (July 2013) | 15 yr term | ($611,766) |
| Remaining: | Expired | | $2,000,000 |

**COMMITTEE:**

Environmental Services

**FUNDING:**

Capital Project cost shared:

- Agreement with provincial Ministry of Agriculture and Lands (MAL) – 39% of eligible capital costs
- CRD Share is 61% of eligible costs and 100% of ineligible costs
  - Funds on Hand $1,643,000
  - Debt Servicing – up to $5,550,000 funded from property tax from the above participating areas
  - Effective 2010, 50% of the net annual costs of site remediation of the Millstream Meadows Sewage Septage Facility is funded from the annual Solid Waste Disposal Budget

| 3.701 - MILLSTREAM SITE REMEDIATION | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Allocations | 106 | 106 | 130 | - | - | 130 | - | - | - | - |
| **TOTAL OPERATING COSTS** | **106** | **106** | **130** | **-** | **-** | **130** | - | - | - | - |
| *Percentage Increase over prior year | | 0.0% | 22.6% | 0.0% | 0.0% | 22.6% | | | | |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Sewer Capital Fund (Millstream) | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | - | - | - | - | - | - | - | - | - | - |
| Debt Expenditures | 19,162 | 19,162 | 19,162 | - | - | 19,162 | - | - | - | - |
| **TOTAL COSTS** | 19,268 | 19,268 | 19,292 | - | - | 19,292 | - | - | - | - |
| *Percentage Increase over prior year | | 0.0% | 0.1% | 0.0% | 0.0% | 0.1% | | | | |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (6,248) | (6,248) | (11,237) | - | - | (11,237) | - | - | - | - |
| Transfer From Own Funds | (6,262) | (6,262) | (3,717) | - | - | (3,717) | - | - | - | - |
| Revenue - Other | (496) | (496) | (622) | - | - | (622) | - | - | - | - |
| TOTAL REVENUE | (13,006) | (13,006) | (15,576) | - | - | (15,576) | - | - | - | - |
| **REQUISITION** | **(6,262)** | **(6,262)** | **(3,716)** | **-** | **-** | **(3,716)** | **-** | **-** | **-** | **-** |
| *Percentage Increase over prior year | | 0.0% | -40.7% | 0.0% | 0.0% | -40.7% | | | | |
| PARTICIPANTS: All Municipalities and JDF Electoral Area | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 3.701<br>Millstream Site Remediation | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Land | | $300,000 | $300,000 | $0 | $0 | $0 | $0 | $300,000 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$300,000** | **$300,000** | **$0** | **$0** | **$0** | **$0** | **$300,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $183,000 | $183,000 | $0 | $0 | $0 | $0 | $183,000 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | | $117,000 | $117,000 | $0 | $0 | $0 | $0 | $117,000 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$300,000** | **$300,000** | **$0** | **$0** | **$0** | **$0** | **$300,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 3.701

**Service Name:** Millstream Site Remediation

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 17-01 | Renewal | Millstream Meadows Remediatior | CRD contaminated site remediation | $ 15,325,734 | L | Cap | $ 183,000.00 | $ 183,000.00 | | | | | $ 183,000 |
| 17-01 | Renewal | Millstream Meadows Remediatior | CRD contaminated site remediation | | L | Grant | $ 117,000.00 | $ 117,000.00 | | | $ - | | $ 117,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | Grand Total | $ 15,325,734 | | | | $ 300,000 | $ - | $ - | $ - | $ - | $ 300,000 |

| Service: | 3.701 | Millstream Site Remediation |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 17-01 | Capital Project Title | Millstream Meadows Remediation | Capital Project Description | CRD contaminated site remediation |
| Project Rationale | Millstream Site Remediation: Make application for Provincial certification, 2024/2025 Project Completion. Staff will explore retention of the site for service delivery, or divestment in 2025. If retained, any carrying cost will be incurred by the services that the site will support. | | | | |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# L.W.M.P On-Site Systems Management Program

## COMMITTEE OF THE WHOLE

October 2024

**Service: 3.707 LWMP On Site Systems Management Program** **Committee: Environmental Services**

**DEFINITION:**

CRD Bylaw No. 3478 (adopted March 19, 2008) establishing a service for the purpose of developing and implementing a management program for the onsite sewage systems in the service area.
Regulation Bylaw No. 3479 approved April 9, 2008.

**SERVICE DESCRIPTION:**

To reduce the impacts of failing septic (onsite) systems on human health and the environment through education and regulatory requirements. The Onsite Sewage Management Program (OMP) includes regulatory Bylaw No. 3479, outlining pump-out and maintenance requirements for owners of onsite systems. The program monitors residential compliance with the Bylaw and focuses on education to promote awareness and understanding of onsite system maintenance and care.

**PARTICIPATION:**

The participating areas are:

| | 2025 Budget Onsite Systems | % |
|---|---|---|
| Colwood | 3,088 | 32.31% |
| Langford | 1,678 | 17.56% |
| Saanich | 2,266 | 23.71% |
| View Royal | 59 | 0.62% |
| North Saanich | 2,465 | 25.80% |
| | 9,556 | 100.00% |

Note 1: Cost apportionment based on the number of parcels having onsite disposal systems within a participating area as a percentage of the total number of parcels having onsite sewage disposal systems within the service area.

**MAXIMUM LEVY:**

Greater of $211,070 or the amount that could be raised by a property value tax rate of $0.008 / $1,000 when applied to the net taxable value of land and improvements within the service area.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Environmental Services

**FUNDING:**

Parcel tax area created by each jurisdiction apportioned among all properties other than those parcels that are not connected to an onsite sewage disposal system.

| 3.707 - LWMP - ON SITE SYSTEM MANAGEMENT PROGRAM | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Operating Expenditures | 153,866 | 138,612 | 150,191 | - | 21,536 | 171,727 | 150,422 | 154,126 | 157,935 | 161,881 |
| Contract For Services | 30,000 | 30,000 | 30,000 | - | - | 30,000 | 28,800 | 29,376 | 29,964 | 30,527 |
| **TOTAL OPERATING COSTS** | **183,866** | **168,612** | **180,191** | **-** | **21,536** | **201,727** | 179,222 | 183,502 | 187,898 | 192,408 |
| *Percentage Increase over prior year | | -8.3% | -2.0% | 0.0% | 11.7% | 9.7% | -11.2% | 2.4% | 2.4% | 2.4% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | 183,866 | 168,612 | 180,191 | - | 21,536 | 201,727 | 179,222 | 183,502 | 187,898 | 192,408 |
| *Percentage Increase over prior year | | -8.3% | -2.0% | 0.0% | 11.7% | 9.7% | -11.2% | 2.4% | 2.4% | 2.4% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | 0 | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (6,900) | (6,900) | (7,485) | - | - | (7,485) | (7,485) | (7,485) | (7,485) | (7,485) |
| Transfer from Operating Reserve Fund | (42,260) | (27,006) | (5,179) | - | (21,536) | (26,715) | - | - | - | - |
| TOTAL REVENUE | (49,160) | (33,906) | (12,664) | - | (21,536) | (34,200) | (7,485) | (7,485) | (7,485) | (7,485) |
| **REQUISITION** | **(134,706)** | **(134,706)** | **(167,527)** | **-** | **-** | **(167,527)** | **(171,737)** | **(176,018)** | **(180,412)** | **(184,923)** |
| *Percentage Increase over prior year | | 0.0% | 24.4% | 0.0% | 0.0% | 24.4% | 2.5% | 2.5% | 2.5% | 2.5% |
| PARTICIPANTS: Colwood, Langford, Saanich, View Royal, North Saanich | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**3.707 L.W.M.P. On Site Systems Management Program**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**L.W.M.P. On Site Systems Management Program**

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1500 Fund Center: 105526** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 412,769 | 401,515 | 374,800 | 374,800 | 374,800 | 374,800 |
| **Planned Purchase** | (27,006) | (26,715) | | | | |
| **Transfer from Ops Budget** | | - | - | - | - | - |
| **Interest Income*** | 15,752 | - | - | - | - | - |
| **Total projected year end balance** | **401,515** | **374,800** | **374,800** | **374,800** | **374,800** | **374,800** |

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

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# L.W.M.P. (Peninsula)

## COMMITTEE OF THE WHOLE

October 2024

**Service: 3.720 L.W.M.P. (Peninsula)** **Saanich Peninsula Wastewater Commission**

**DEFINITION:**

Implementation of the Liquid Waste Management Plan for the Saanich Peninsula. Bylaw No. 2388 (1996), amended by Bylaw No. 2439 (1996) and Bylaw No. 3073 (2003)

**SERVICE DESCRIPTION:**

To manage the Saanich Peninsula Liquid Waste Management Plan (SPLWMP) and implement the commitments approved under the plan as required:

- planning, reporting, amendment preparation, implementation of commitments, biosolids management program, resource recovery development and inflow/infiltration enhancement program

**MAXIMUM LEVY:**

Greater of $5,663,000 or $1.56 / $1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

**Service: 3.720 L.W.M.P. (Peninsula)** **Saanich Peninsula Wastewater Commission**

**COST SHARING ALLOCATION - ANNUAL WASTEWATER FLOWS**

| | |
|---|---|
| Central Saanich | 42.90% |
| North Saanich (*see note below) | 16.57% |
| Sidney | 40.53% |
| **Total** | **100.00%** |

Note:
* North Saanich taxes all of North Saanich, including the Airport, as LWMP benefits all of North Saanich, and not just the sewer area. (March 18, 2002)

| 3.720 - LWMP (PENINSULA) | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Operating Expenditures | 34,200 | 34,200 | 35,226 | - | - | 35,226 | 36,270 | 37,329 | 38,418 | 39,540 |
| **TOTAL OPERATING COSTS** | **34,200** | **34,200** | **35,226** | **-** | **-** | **35,226** | 36,270 | 37,329 | 38,418 | 39,540 |
| *Percentage Increase over prior year | | 0.0% | 3.0% | 0.0% | 0.0% | 3.0% | 3.0% | 2.9% | 2.9% | 2.9% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 23,222 | 23,222 | 23,964 | - | - | 23,964 | 24,057 | 24,159 | 24,254 | 24,339 |
| TOTAL CAPITAL / RESERVES | 23,222 | 23,222 | 23,964 | - | - | 23,964 | 24,057 | 24,159 | 24,254 | 24,339 |
| **TOTAL COSTS** | 57,422 | 57,422 | 59,190 | - | - | 59,190 | 60,327 | 61,488 | 62,672 | 63,879 |
| *Percentage Increase over prior year | | 0.0% | 3.1% | 0.0% | 0.0% | 3.1% | 1.9% | 1.9% | 1.9% | 1.9% |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 57,422 | 57,422 | 59,190 | - | - | 59,190 | 60,327 | 61,488 | 62,672 | 63,879 |
| *Percentage Increase over prior year | | 0.0% | 3.1% | 0.0% | 0.0% | 3.1% | 1.9% | 1.9% | 1.9% | 1.9% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (2,208) | (2,208) | (2,320) | - | - | (2,320) | (2,320) | (2,320) | (2,320) | (2,320) |
| TOTAL REVENUE | (2,208) | (2,208) | (2,320) | - | - | (2,320) | (2,320) | (2,320) | (2,320) | (2,320) |
| **REQUISITION** | **(55,214)** | **(55,214)** | **(56,870)** | **-** | **-** | **(56,870)** | **(58,007)** | **(59,168)** | **(60,352)** | **(61,559)** |
| *Percentage Increase over prior year | | 0.0% | 3.0% | 0.0% | 0.0% | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| PARTICIPANTS: Central Saanich, North Saanich, Sidney | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**3.720 L.W.M.P. Peninsula**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**L.W.M.P. Peninsula**

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| Fund: 1500 Fund Center: 105527 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 193,985 | 224,609 | 248,573 | 272,630 | 296,789 | 321,043 |
| Planned Purchase | | - | - | - | - | - |
| Transfer from Ops Budget | 23,222 | 23,964 | 24,057 | 24,159 | 24,254 | 24,339 |
| Interest Income* | 7,403 | - | - | - | - | - |
| **Total projected year end balance** | **224,609** | **248,573** | **272,630** | **296,789** | **321,043** | **345,382** |

**Assumptions/Background:**
Retain reserve balance for future LWMP planning projects.

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# L.W.M.P. - Core and West Shore

## COMMITTEE OF THE WHOLE

October 2024

**Service:** 3.750 **L.W.M.P. - Core and West Shore** **Committee: Core Area Liquid Waste Management**

**DEFINITION:**

To provide under authority of Trunk Sewers and Sewer Disposal Letters of Patent for the study, design, monitoring, materials acquisition, construction, equipment acquisition and all works necessary for the preparation of a Liquid Waste Management Plan and any related works within the Capital Regional District. Establishment Bylaw No. 2312 (1995), amended by Bylaw No. 3028 (2002), 3319 (2006), and 4304 (2020).

**SERVICE DESCRIPTION:**

To manage the Core Area and West Shore Liquid Waste Management Plan (CALWMP) and implement the commitments approved under the plan
- planning, siting, reporting, amendment preparation, implementation of commitments, public communications, liquid and solid resource recovery development

**PARTICIPATION:**

City of Colwood, City of Victoria, Township of Esquimalt, City of Langford and District of Saanich.

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

| Service: | 3.750 | L.W.M.P. - Core and West Shore | Committee: Core Area Liquid Waste Management |
|---|---|---|---|

**COST SHARING ALLOCATION - ANNUAL WASTEWATER FLOWS**

| | Flow Amounts* | Allocation for 2024 |
|---|---|---|
| Colwood | 1,124,967 | 3.74% |
| Esquimalt | 2,040,215 | 6.78% |
| Langford | 3,501,060 | 11.63% |
| Oak Bay | 2,499,492 | 8.30% |
| Saanich | 8,617,797 | 28.62% |
| Victoria | 11,290,931 | 37.50% |
| View Royal | 785,662 | 2.61% |
| Esquimalt Nation | 25,307 | 0.08% |
| Songhees Nation | 221,365 | 0.74% |
| TOTAL | 30,106,796 | 100.000% |

* = Average Annual Flow

**Bylaw 4304**

| 3.750 - LWMP - CORE AND WEST SHORE | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Operating Expenditures | 183,089 | 283,089 | 186,274 | - | - | 186,274 | 190,913 | 195,506 | 200,218 | 205,053 |
| Consultant Expenses | 107,161 | 207,161 | 110,376 | - | - | 110,376 | 112,583 | 114,835 | 117,132 | 119,474 |
| Contract For Services | 38,149 | 38,149 | 39,293 | - | - | 39,293 | 40,079 | 40,881 | 41,699 | 42,533 |
| **TOTAL OPERATING COSTS** | **328,399** | **528,399** | **335,943** | **-** | **-** | **335,943** | **343,575** | **351,222** | **359,049** | **367,060** |
| *Percentage Increase over prior year | | 60.9% | 2.3% | 0.0% | 0.0% | 2.3% | 2.3% | 2.2% | 2.2% | 2.2% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 255,673 | 55,673 | 255,213 | - | - | 255,213 | 259,916 | 264,712 | 269,601 | 291,326 |
| TOTAL CAPITAL / RESERVES | 255,673 | 55,673 | 255,213 | - | - | 255,213 | 259,916 | 264,712 | 269,601 | 291,326 |
| Debt Expenditures | - | - | 21,427 | - | - | 21,427 | 168,391 | 475,031 | 749,088 | 1,026,978 |
| **TOTAL COSTS** | 584,072 | 584,072 | 612,583 | - | - | 612,583 | 771,882 | 1,090,965 | 1,377,738 | 1,685,364 |
| *Percentage Increase over prior year | | 0.0% | 4.9% | 0.0% | 0.0% | 4.9% | 26.0% | 41.3% | 26.3% | 22.3% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (20,351) | (20,351) | (19,194) | - | - | (19,194) | (19,194) | (19,194) | (19,194) | (19,194) |
| Transfer From Operating Reserve | - | - | - | - | - | - | - | - | - | - |
| Revenue - Other | (200,000) | (200,000) | (200,000) | - | - | (200,000) | (204,000) | (208,080) | (212,240) | (216,480) |
| TOTAL REVENUE | (220,351) | (220,351) | (219,194) | - | - | (219,194) | (223,194) | (227,274) | (231,434) | (235,674) |
| **REQUISITION** | **(363,721)** | **(363,721)** | **(393,389)** | **-** | **-** | **(393,389)** | **(548,688)** | **(863,691)** | **(1,146,304)** | **(1,449,690)** |
| *Percentage Increase over prior year | | 0.0% | 8.2% | 0.0% | 0.0% | 8.2% | 39.5% | 57.4% | 32.7% | 26.5% |
| PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, Oak Bay, View Royal. | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 3.750<br>L.W.M.P. - Core and West Shore | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $600,000 | $1,700,000 | $3,200,000 | $3,200,000 | $1,500,000 | $0 | $9,600,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$600,000** | **$1,700,000** | **$3,200,000** | **$3,200,000** | **$1,500,000** | **$0** | **$9,600,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $600,000 | $600,000 | $0 | $0 | $0 | $0 | $600,000 |
| Debenture Debt (New Debt Only) | | $0 | $1,100,000 | $3,200,000 | $3,200,000 | $1,500,000 | $0 | $9,000,000 |
| Equipment Replacement Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$600,000** | **$1,700,000** | **$3,200,000** | **$3,200,000** | **$1,500,000** | **$0** | **$9,600,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 3.750

**Service Name:** L.W.M.P. - Core and West Shore

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 24-01 | New | Biosolids Advanced Thermal Pilot Demonstration Plant | Biosolids Advanced Thermal Pilot Demonstration Plant | $ 10,000,000 | S | Cap | 600,000 | 600,000 | | | | | 600,000 |
| 24-01 | New | Biosolids Advanced Thermal Pilot Demonstration Plant | Biosolids Advanced Thermal Pilot Demonstration Plant | | S | Debt | | 1,100,000 | 3,200,000 | 3,200,000 | 1,500,000 | 0 | 9,000,000 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 10,000,000** | | | | **$ 1,700,000** | **$ 3,200,000** | **$ 3,200,000** | **$ 1,500,000** | **$** | **$ 9,600,000** |

| Service: | 3.750 | L.W.M.P. - Core and West Shore |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-01 | **Capital Project Title** | Biosolids Advanced Thermal Pilot Demonstration Plant | **Capital Project Description** | Biosolids Advanced Thermal Pilot Demonstration Plant |
| **Project Rationale** | Under direction from the board, the CRD is pursuing a thermal pilot demonstration plant to beneficially utilize biosolids generated from the Residual Treatement Facility (RTF). Early phases of the project include staff time and consutltants required to conduct preliminary design, permitting and detail design to create a tender package. Subsequent phase will involve construction of a themal pilot demonstration plant. | | | | |

**3.750 L.W.M.P. Core and West Shore**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**L.W.M.P. Core and West Shore**

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| Fund: 1500 Fund Center: 105528 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 925,121 | 315,480 | 570,693 | 830,609 | 1,095,321 | 1,364,922 |
| Planned Purchase | (666,814) | | | - | - | - |
| Transfer from Ops Budget | 55,673 | 255,213 | 259,916 | 264,712 | 269,601 | 291,326 |
| Interest Income* | 1,500 | - | - | - | - | - |
| **Total projected year end balance** | **315,480** | **570,693** | **830,609** | **1,095,321** | **1,364,922** | **1,656,248** |

**Assumptions/Background:**
Retain reserve balance for future LWMP planning projects

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# L.W.M.P. - Harbour Studies

## COMMITTEE OF THE WHOLE

October 2024

**Service: 3.752 L.W.M.P. - Harbour Studies** **Committee: Core Area Liquid Waste Management**

**DEFINITION:**

Core Area Liquid Waste Management Plan program - provides for the CRD to work in partnership with other agencies to protect and improve the environmental quality of Victoria and Esquimalt harbours. Establishment Bylaw No. 3743, February 16, 2011, as amende by Bylaw No. 3837 (2012).

**SERVICE DESCRIPTION:**

The service coordinates harbour environmental protection and improvement efforts among community, local governments and senior governments under the Core Area LWMP.

**PARTICIPATION:**

City of Colwood, City of Victoria, Township of Esquimalt, City of Langford, District of Saanich and Town of View Royal.

**MAXIMUM LEVY:**

Greater of $350,000 or $0.0064 per $1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

| 3.752 - LWMP - HARBOURS STUDIES | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Allocations - EPro Labour | 316,882 | 316,882 | 327,882 | - | - | 327,882 | 337,377 | 347,075 | 357,054 | 367,325 |
| Consultant Expenses | 32,200 | 32,200 | 33,170 | - | - | 33,170 | 33,830 | 34,510 | 35,200 | 35,900 |
| Contract for Services | 2,610 | 2,610 | 2,690 | - | - | 2,690 | 2,740 | 2,790 | 2,850 | 2,910 |
| Operating - Other Costs | 10,482 | 10,482 | 10,752 | - | - | 10,752 | 11,003 | 11,262 | 11,531 | 11,808 |
| **TOTAL OPERATING COSTS** | **362,174** | **362,174** | **374,495** | **-** | **-** | **374,495** | 384,950 | 395,637 | 406,635 | 417,943 |
| *Percentage Increase over prior year | | 0.0% | 3.4% | 0.0% | 0.0% | 3.4% | 2.8% | 2.8% | 2.8% | 2.8% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | 362,174 | 362,174 | 374,495 | - | - | 374,495 | 384,950 | 395,637 | 406,635 | 417,943 |
| *Percentage Increase over prior year | | 0.0% | 3.4% | 0.0% | 0.0% | 3.4% | 2.8% | 2.8% | 2.8% | 2.8% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | | | | | | | | | | |
| Grants in Lieu of Taxes | (22,459) | (22,459) | (21,658) | - | - | (21,658) | (21,658) | (21,658) | (21,658) | (21,658) |
| Revenue - Other | - | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (22,459) | (22,459) | (21,658) | - | - | (21,658) | (21,658) | (21,658) | (21,658) | (21,658) |
| **REQUISITION** | **(339,715)** | **(339,715)** | **(352,837)** | **-** | **-** | **(352,837)** | **(363,292)** | **(373,979)** | **(384,977)** | **(396,285)** |
| *Percentage Increase over prior year | | 0.0% | 3.9% | 0.0% | 0.0% | 3.9% | 3.0% | 2.9% | 2.9% | 2.9% |
| PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, View Royal. | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Hourly | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Climate Action and Adaptation

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.309 Climate Action and Adaptation** **Committee: Environmental Services**

**DEFINITION:**

Establishment Bylaw No. 3510 (Jan 2009), as amended by Bylaw No. 4058 (Feb 2016) and Bylaw No. 4468 (Jan 2022), to establish and to operate the service of regional climate action coordination, including:

- Collaboration and cooperation with members on climate action and adaptation, including carbon neutrality commitments
- Information dissemination and public education
- Seek funding from other regional levels of government to support regional climate action programs
- Monitoring and reporting on air quality, energy consumption and greenhouse gas emissions

**SERVICE DESCRIPTION:**

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

**PARTICIPATION:**

All municipalities and electoral areas

**MAXIMUM LEVY:**

The greater of $1,737,635 or $0.0130 / $1,000 of taxable value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Property value tax
Cost apportionment: 50% RPS population and 50% converted assessments

| Change in Budget 2024 to 2025<br>Service: 1.309 Climate Action | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **2,864,096** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 15,323 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | - | |
| Other | (45,000) | Term position ending in 2025 |
| Total Change in Salaries | (29,678) | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 6,298 | Increase in 2024 operating costs |
| Human Resources Allocation | 2,639 | Increase in 2024 salary budget; corporate safety resourcing |
| Insurance costs | 390 | Recognize growing insurance premiums |
| Bylaw Allocation | 10,220 | 2025 IBC 16g-3.4 Bylaw Enforcement |
| Maintenance | 20,000 | To fund EV Infrastructure Program (2025 IBC 6a-1.1 Implement Climate Action Strategy) |
| Contracted Services | 225,000 | To fund building benchmarking program (2025 IBC 6a-1.1 Implement Climate Action Strategy) |
| Licence and Software costs | 14,200 | To fund annual vendor fee for EV management |
| Electricity costs | 23,617 | To fund the electricity cost of EV charging stations |
| Other Costs | 47,362 | |
| Total Other Changes | 349,726 | |
| **2025 Budget** | **3,184,144** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and benefit change | 0.5% |
| Standard Overhead Allocation | 0.2% |
| Contract for Services | 7.9% |
| Balance of increase | 2.6% |
| *% expense increase from 2024:* | ***11.2%*** |
| *% Requisition increase from 2024 (if applicable):* | ***2.7%*** |

*Requisition funding is 53% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estmiated one-time favourable variance of $243,000 (11.8%) due to savings forecasted for contract services. This estimated surplus will be moved to general cpaital fund and equipment replacement fund for funding the EV charging stations.*

| 1.309 - CLIMATE ACTION AND ADAPTATION | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 702,900 | 657,900 | 665,111 | - | 45,000 | 710,111 | 684,381 | 704,199 | 724,581 | 745,541 |
| Allocations - Epro | 13,148 | 13,148 | 13,608 | - | - | 13,608 | 14,016 | 14,437 | 14,870 | 15,316 |
| Contract For Services | 625,500 | 440,000 | 731,519 | - | - | 731,519 | 752,250 | 631,703 | 616,051 | 636,830 |
| Contribution Projects | 398,657 | 350,297 | 266,170 | - | - | 266,170 | 191,000 | 59,508 | 60,995 | 62,520 |
| Consultant Expenses | 124,791 | 124,791 | 50,000 | - | - | 50,000 | 51,000 | 152,020 | 203,060 | 207,122 |
| Operating - Other Costs | 100,293 | 125,548 | 167,329 | - | 10,000 | 177,329 | 170,112 | 170,656 | 178,204 | 178,764 |
| Allocations - Others | 90,206 | 100,206 | 106,731 | 10,000 | 3,824 | 120,555 | 129,258 | 130,959 | 135,960 | 138,725 |
| Insurance Costs | 3,140 | 3,140 | 3,530 | - | - | 3,530 | 3,883 | 4,272 | 4,700 | 5,170 |
| **TOTAL OPERATING COSTS** | **2,058,635** | **1,815,030** | **2,003,999** | **10,000** | **58,824** | **2,072,822** | **1,995,901** | **1,867,754** | **1,938,421** | **1,989,987** |
| *Percentage Increase over prior year | | -11.8% | -2.7% | 0.5% | 2.9% | 0.7% | -3.7% | -6.4% | 3.8% | 2.7% |
| Transfer to General Capital Fund | 792,961 | 708,688 | 1,043,257 | - | - | 1,043,257 | 792,961 | 164,023 | - | - |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | 12,500 | 35,000 | 68,065 | - | - | 68,065 | 87,014 | 87,222 | 87,434 | 87,450 |
| TOTAL CAPITAL / RESERVES | 805,461 | 743,688 | 1,111,322 | - | - | 1,111,322 | 879,975 | 251,245 | 87,434 | 87,450 |
| **TOTAL COSTS** | 2,864,096 | 2,558,718 | 3,115,321 | 10,000 | 58,824 | 3,184,144 | 2,875,875 | 2,118,999 | 2,025,856 | 2,077,437 |
| *Percentage Increase over prior year | | -10.7% | 8.8% | 0.3% | 2.1% | 11.2% | -9.7% | -26.3% | -4.4% | 2.5% |
| Internal Recoveries | (99,297) | (99,297) | (102,296) | - | - | (102,296) | (105,365) | (108,526) | (111,782) | (115,135) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | **2,764,799** | **2,459,421** | **3,013,025** | **10,000** | **58,824** | **3,081,848** | **2,770,510** | **2,010,473** | **1,914,074** | **1,962,302** |
| *Percentage Increase over prior year | 0.00% | -11.05% | 8.98% | 0.36% | 2.13% | 11.47% | -10.10% | -27.43% | -4.79% | 2.52% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | 0 | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (75,874) | (75,874) | (75,874) | - | - | (75,874) | (75,874) | (75,874) | (75,874) | (75,874) |
| Grants - Federal/Provincial/Other | (907,560) | (764,214) | (984,195) | - | - | (984,195) | (763,152) | (140,278) | - | - |
| User Fee Revenue -EV | - | - | (25,347) | | | (25,347) | (67,653) | (67,653) | (67,653) | (67,653) |
| Transfer From Own Funds | (190,000) | (27,968) | (293,005) | - | (58,824) | (351,829) | (180,000) | - | - | - |
| TOTAL REVENUE | (1,173,434) | (868,056) | (1,378,421) | - | (58,824) | (1,437,245) | (1,086,679) | (283,805) | (143,527) | (143,527) |
| **REQUISITION** | **(1,591,365)** | **(1,591,365)** | **(1,634,604)** | **(10,000)** | **0** | **(1,644,604)** | **(1,683,831)** | **(1,726,668)** | **(1,770,547)** | **(1,818,775)** |
| *Percentage Increase over prior year | | 0.0% | 2.7% | 0.6% | 0.0% | 3.3% | 2.4% | 2.5% | 2.5% | 2.7% |
| PARTICIPANTS: All Municipalities and Electoral Areas | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Ongoing | 4.00 | 4.00 | 4.00 | | 0.00 | 4.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Term | 1.00 | 1.00 | 1.00 | | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.309 Climate Action and Adaptation | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $250,296 | $1,043,257 | $792,961 | $164,023 | $0 | $0 | $2,000,241 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$250,296** | **$1,043,257** | **$792,961** | **$164,023** | **$0** | **$0** | **$2,000,241** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $66,753 | $278,236 | $211,483 | $43,745 | $0 | $0 | $533,464 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | $183,543 | $765,021 | $581,478 | $120,278 | $0 | $0 | $1,466,777 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$250,296** | **$1,043,257** | **$792,961** | **$164,023** | **$0** | **$0** | **$2,000,241** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.309

**Service Name:** Climate Action and Adaptation

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 23-01 | New | Regional electric vehicle charging infrastructure | 146 level 2 electric vehicle charging stations | $ 721,938 | E | Cap | $ 66,753 | $ 278,236 | $ 211,483 | $ 43,745 | | | $ 533,464 |
| 23-01 | New | Regional electric vehicle charging infrastructure | 146 level 2 electric vehicle charging stations | $ 1,984,991 | E | Grant | $ 183,543 | $ 765,021 | $ 581,478 | $ 120,278 | | | $ 1,466,777 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | Grand Total | **$ 2,706,929** | | | | **$ 1,043,257** | **$ 792,961** | **$ 164,023** | **$ -** | **$ -** | **$ 2,000,241** |

| Service: | 1.309 | Climate Action and Adaptation |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-01 | **Capital Project Title** | Regional electric vehicle charging infrastructure | **Capital Project Description** | 146 level 2 electric vehicle charging stations |
| **Project Rationale** | Grant supporterd: Project intends to install approximately 152 level 2 EV charging stations as part of regional network. Stations will be installed/owned/operated by CRD, some by municipal partners. TBD amount at this point. This spreadsheet assumes 152, amount will be reduced once grant confirmed and negotiations occur with municipalities as project progresses.. Climate ACTION total funding: $725,000 Clean BC Grant funding: $ $2,561,729 Approved via 2022 climate action service planning as part of regional electric vehicle infrastructure program. Leveraging provincial/federal Clean BC Investing in Canada grant to develop regional electric vehicle charging network. | | | | |

**1.309 Climate Action and Adaptation**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Climate Action and Adaptation**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1500 Fund Center: 105503** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Projected year end balance** | | | | | | |
| **Beginning Balance** | 1,106,375 | 1,120,627 | 827,622 | 647,622 | 647,622 | 647,622 |
| **Planned Project** | | | | | | - |
| **Transfer to/from Ops Budget** | (27,968) | (293,005) | (180,000) | - | - | - |
| **Interest Income*** | 42,220 | - | - | - | - | - |
| **Total projected year end balance** | **1,120,627** | **827,622** | **647,622** | **647,622** | **647,622** | **647,622** |

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

**Assumptions/Background:**
Reserve balance retained for projects to be co-funded by grants

**1.309 Climate Action and Adaptation**
**Equipment Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Climate Action and Adaptation**

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

## Equipment Reserve Schedule

| Equipment Replacement Fund | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| Fund: 1022 Fund Center: 102274 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Projected year end balance | | | | | | |
| Beginning Balance | 10,000 | 7,032 | 75,097 | 162,111 | 249,333 | 336,767 |
| Planned Purchase (Based on Capital Plan) | (27,968) | | | | | |
| Transfer to/from Ops Budget | 25,000 | 68,065 | 87,014 | 87,222 | 87,434 | 87,450 |
| Interest Income* | | - | - | - | - | - |
| **Total projected year end balance** | **7,032** | **75,097** | **162,111** | **249,333** | **336,767** | **424,217** |

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

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Regional Goose Management Service

## COMMITTEE OF THE WHOLE

October 2024

| Service: | 1.312 | Regional Goose Management Service | Committee: Environmental Services Committee |
|---|---|---|---|

**DEFINITION:**

Regional coordination of Canada Goose population

Establishment Bylaw No. 4522, March 2023

**SERVICE DESCRIPTION:**

To provide a Canada goose service to address increasing regional population and inter-regional impacts of non-migtratory,
resident geese (economic, environmental and social impacts on multiple stakeholders that requires coordination across multiple levels of governments and with private and non-profit organizations
governments and with private and non-profit organizations

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

The greater of $251,900 or $0.0016 / $1,000 of taxable value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A

| Change in Budget 2024 to 2025<br>Service: 1.312 - Regional Goose Management | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **243,486** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | - | |
| Step increase/paygrade change | - | |
| Other (explain as necessary) | - | |
| Total Change in Salaries | - | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 120 | Increase in 2024 operating costs |
| Labor Allocation | 70,994 | Increase in environmental protection allocation |
| Contract for services | (22,600) | Reduction in contract for services |
| Building Occupancy | - | |
| Other Costs | 1,651 | |
| Total Other Changes | 50,165 | |
| **2025 Budget** | **293,651** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and benefit change | 0.0% |
| Labour Allocation | 29.2% |
| Contract for services | -9.3% |
| Balance of increase | 0.7% |
| *% expense increase from 2024:* | ***20.6%*** |
| *% Requisition increase from 2024 (if applicable):* | ***3.6%*** |

*Requisition funding is 86% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estmiated one-time unfavourable variance of - $38,200 (5.1%) due mainly to the increase in labour allocation charges. This variance will be funded from Operating Reserve, which has an expected year end balance of $114,000 before this transfer.*

| 1.312 - Regional Goose Management | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Allocations | 100,180 | 166,224 | 171,645 | - | - | 171,645 | 106,646 | - | - | - |
| Contract For Services | 132,600 | 105,856 | 110,000 | - | - | 110,000 | 137,960 | - | - | - |
| Operating - other costs | 10,706 | 9,606 | 12,006 | - | - | 12,006 | 13,554 | - | - | - |
| **TOTAL OPERATING COSTS** | **243,486** | **281,686** | **293,651** | - | **-** | 293,651 | 258,160 | - | - | - |
| *Percentage Increase over prior year | | 15.7% | 20.6% | 0.0% | 0.0% | 20.6% | -12.1% | | | |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | 243,486 | 281,686 | 293,651 | - | - | 293,651 | 258,160 | - | - | - |
| *Percentage Increase over prior year | | 15.7% | 20.6% | 0.0% | 0.0% | 20.6% | -12.1% | | | |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | - | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants In Lieu of Taxes | - | - | - | - | - | - | - | - | - | - |
| Transfer From Operating Reserve | - | (38,200) | (41,425) | - | - | (41,425) | | | | |
| TOTAL REVENUE | - | (38,200) | (41,425) | - | - | (41,425) | - | - | - | - |
| **REQUISITION** | **(243,486)** | **(243,486)** | **(252,226)** | **-** | **-** | **(252,226)** | **(258,160)** | **-** | **-** | **-** |
| *Percentage Increase over prior year | | 0.0% | 3.6% | 0.0% | 0.0% | 3.6% | 2.4% | | | |
| PARTICIPANTS: All Municipalities and Electoral Areas | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | - | - | - | - | - | - | - | - | - | - |
| Hourly | - | - | - | - | - | - | - | - | - | - |

**1.312 - Regional Goose Management**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**- Regional Goose Management**

Established by Bylaw No. 4102 and amendend by Bylaw No.4585 to enable CRD Regional Services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1500 Fund Center: 105553** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Projected year end balance** | | | | | | |
| **Beginning Balance** | 114,487 | 80,656 | 29,231 | 29,231 | 29,231 | 29,231 |
| **Planned Purchase** | (38,200) | (51,425) | - | - | - | - |
| **Transfer from/to Ops Budget** | | - | - | - | - | - |
| **Interest Income*** | 4,369 | - | - | - | - | - |
| **Total projected year end balance** | **80,656** | **29,231** | **29,231** | **29,231** | **29,231** | **29,231** |

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Sooke Stormwater Quality Management

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.531 Sooke Stormwater Quality Management** **Committee: Environmental Services**

**DEFINITION:**

To provide for the control of pollution in stormwater runoff from land. "Stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses. Work is conducted for the District of Sooke by annual letter of agreement.

**SERVICE DESCRIPTION:**

The service provides a stormwater quality program in the Sooke Electoral Area to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

**PARTICIPATION:**

The District of Sooke.

**MAXIMUM LEVY:**

None stated

**MAXIMUM CAPITAL DEBT:**

Nil

**FUNDING:**

Requisition

| 1.531 - STORMWATER QUALITY - SOOKE | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Operating Expenditures | 22,090 | 22,090 | 26,180 | - | - | 26,180 | 26,947 | 27,742 | 28,508 | 29,298 |
| Contract For Services | 68,509 | 18,509 | 2,770 | - | - | 2,770 | 52,825 | 2,864 | 2,921 | 2,980 |
| **TOTAL OPERATING COSTS** | **90,599** | **40,599** | **28,950** | **-** | **-** | **28,950** | 79,773 | 30,606 | 31,429 | 32,278 |
| *Percentage Increase over prior year | | -55.2% | -68.0% | 0.0% | 0.0% | -68.0% | 175.6% | -61.6% | 2.7% | 2.7% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| Transfer to Operating Reserve Fund | 0 | 0 | 12,793 | - | - | 12,793 | 12,803 | 12,820 | 12,863 | 12,898 |
| TOTAL CAPITAL / RESERVES | 0 | 0 | 12,793 | - | - | 12,793 | 12,803 | 12,820 | 12,863 | 12,898 |
| **TOTAL COSTS** | 90,599 | 40,599 | 41,743 | - | - | 41,743 | 92,576 | 43,426 | 44,292 | 45,176 |
| *Percentage Increase over prior year | | -55.2% | -53.9% | 0.0% | 0.0% | -53.9% | 121.8% | -53.1% | 2.0% | 2.0% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (156) | (156) | (86) | - | - | (86) | (86) | (86) | (86) | (86) |
| Transfer From Operating Reserve | (50,000) | - | - | | | - | (50,000) | - | - | - |
| TOTAL REVENUE | (50,156) | (156) | (86) | - | - | (86) | (50,086) | (86) | (86) | (86) |
| **REQUISITION** | **(40,443)** | **(40,443)** | **(41,657)** | **-** | **-** | **(41,657)** | **(42,490)** | **(43,340)** | **(44,206)** | **(45,090)** |
| *Percentage Increase over prior year | | 0.0% | 3.0% | 0.0% | 0.0% | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| PARTICIPANTS: Sooke | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**1.531 Storm Water Quality - Sooke**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Storm Water Quality - Sooke**
Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. 2026 is the next planned water quality objective sampling year during which money will be taken out of reserve. This sampling takes place every 4 years, with 3 years saving up.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1500 Fund Center: 105518** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Projected year end balance** | | | | | | |
| **Beginning Balance** | 79,190 | 82,212 | 95,005 | 57,808 | 70,628 | 83,491 |
| **Planned Purchase** | - | - | (50,000) | - | - | - |
| **Transfer from Ops Budget** | | 12,793 | 12,803 | 12,820 | 12,863 | 12,898 |
| **Interest Income*** | 3,022 | - | - | - | - | - |
| **Total projected year end balance** | **82,212** | **95,005** | **57,808** | **70,628** | **83,491** | **96,389** |

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Core and West Shore Stormwater Quality Management

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.536 Core and West Shore Stormwater Quality Management** **Committee: Core Area Liquid Waste Management**

**DEFINITION:**

This program coordinates the management of stormwater quality and surface water resources in cooperation with the seven core municipalities. The program includes investigations to assess shoreline discharges and contaminant sources and protect the marine environment using a watershed management planning approach. Establishment Bylaw 2567, adopted Feb 25, 1998.

**SERVICE DESCRIPTION:**

The service provides a stormwater quality program in the Core Area to coordinate the management of stormwater quality and surface water resources. The program includes investigation to assess shoreline discharges and contaminant sources and protect the marine environment using an integrated watershed management approach.

**PARTICIPATION:**

The apportionment of annual operating costs among the participants shall be on the basis of:

- one-sixth in proportion to population of the participants
- one-sixth in proportion to land area of the participants
- one-third in proportion to converted assessments of the participants
- one-third in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participants, as determined by the Capital Region District Board.

The participants are:

City of Colwood
City of Victoria
Township of Esquimalt
District of Langford
District of Oak Bay
District of Saanich
Town of View Royal

**MAXIMUM LEVY:**

None listed in Establishing Bylaw

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition for Stormwater Program and Direct Agreement for coordinator for the Bowker Creek Initiative.

**Change in Budget 2024 to 2025**

| **Service: Stormwater Quality Management Core** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **857,441** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | - | |
| Step increase/paygrade change | - | |
| Other (explain as necessary) | - | |
| Total Change in Salaries | - | |
| **Other Changes:** | | |
| | - | |
| Labour allocation | 15,709 | Increase in Environmental Protection Labour Allocation. |
| Contract - Lab Services | (90,000) | Reduction in Contract - Lab Services - Chemical. |
| Contribution project | 1,331 | To fund bower creek project. |
| Other Costs | 4,428 | |
| Total Other Changes | (68,532) | |
| **2025 Budget** | **788,909** | |

| Summary of % Expense Increase | | |
|---|---|---|
| Labour Allocation | 1.8% | |
| Contract -Lab Services | -10.5% | |
| Contribution Project | 0.2% | |
| Balance of increase | 0.5% | |
| *% expense increase from 2024:* | ***-8.0%*** | |
| *% Requisition increase from 2024 (if applicable):* | ***3.3%*** | *Requisition funding is 93% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estmiated one-time favourable variance of $18,154 (2.1%) due to savings forecasted for Contract - Lab Services. The estimated surplus are expected to be transferred to the operating reserve fund for the future cyclical expenditures, unforeseen operating expenses, special one-time operating projects*

| 1.536 - STORMWATER QUALITY MANAGEMENT-CORE | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Operating Expenditures | 579,967 | 579,967 | 600,841 | - | - | 600,841 | 617,748 | 634,975 | 652,701 | 670,946 |
| Contract For Services | 211,380 | 193,226 | 125,021 | - | - | 125,021 | 127,522 | 130,072 | 132,674 | 135,327 |
| Consultant Expenses | 47,940 | 47,940 | 49,378 | - | - | 49,378 | 50,366 | 51,373 | 52,401 | 53,449 |
| **TOTAL OPERATING COSTS** | **839,287** | **821,133** | **775,241** | **-** | **-** | **775,241** | 795,635 | 816,421 | 837,776 | 859,722 |
| *Percentage Increase over prior year | | -2.2% | -7.6% | 0.0% | 0.0% | -7.6% | 2.6% | 2.6% | 2.6% | 2.6% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 18,154 | 18,154 | 13,668 | - | - | 13,668 | 12,165 | 10,634 | 9,056 | 7,457 |
| TOTAL CAPITAL / RESERVES | 18,154 | 18,154 | 13,668 | - | - | 13,668 | 12,165 | 10,634 | 9,056 | 7,457 |
| **TOTAL COSTS** | 857,441 | 839,287 | 788,909 | - | - | 788,909 | 807,800 | 827,055 | 846,832 | 867,179 |
| *Percentage Increase over prior year | | -2.1% | -8.0% | 0.0% | 0.0% | -8.0% | 2.4% | 2.4% | 2.4% | 2.4% |
| Internal Recoveries | - | - | - | - | - | - | - | - | - | - |
| Recovery - Other | (35,533) | (35,533) | (37,000) | - | - | (37,000) | (37,000) | (37,000) | (37,000) | (37,000) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 821,908 | 803,754 | 751,909 | - | - | 751,909 | 770,800 | 790,055 | 809,832 | 830,179 |
| *Percentage Increase over prior year | | -2.2% | -8.5% | 0.0% | 0.0% | -8.5% | 2.5% | 2.5% | 2.5% | 2.5% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | | | | | | | | |
| Grants in Lieu of Taxes | (54,744) | (54,744) | (52,230) | - | - | (52,230) | (52,230) | (52,230) | (52,230) | (52,230) |
| Transfer From Operating Reserve | (90,000) | (71,846) | 0 | - | - | 0 | 0 | 0 | 0 | 0 |
| TOTAL REVENUE | (144,744) | (126,590) | (52,230) | - | - | (52,230) | (52,230) | (52,230) | (52,230) | (52,230) |
| **REQUISITION** | **(677,164)** | **(677,164)** | **(699,679)** | **-** | **-** | **(699,679)** | **(718,570)** | **(737,825)** | **(757,602)** | **(777,949)** |
| *Percentage Increase over prior year | | 0.0% | 3.3% | 0.0% | 0.0% | 3.3% | 2.7% | 2.7% | 2.7% | 2.7% |
| PARTICIPANTS: Victoria, Saanich, Esquimalt, View Royal, Langford, Colwood. | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**1.536 Stormwater Quality Management - Core**
**Operating Reserve Summary**
**2025- 2029 Financial Plan**

## Profile

**Stormwater Quality Management - Core**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1500 Fund Center: 105519** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Projected year end balance** | | | | | | |
| **Beginning Balance** | 377,248 | 337,952 | 351,620 | 363,785 | 374,419 | 383,475 |
| **Planned Purchase** | (71,846) | - | - | - | - | - |
| **Transfer from Ops Budget** | 18,154 | 13,668 | 12,165 | 10,634 | 9,056 | 7,457 |
| **Interest Income*** | 14,396 | - | - | - | - | - |
| **Total projected year end balance** | **337,952** | **351,620** | **363,785** | **374,419** | **383,475** | **390,932** |

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Saanich Peninsula - Stormwater Quality Management

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.537 Saanich Peninsula - Stormwater Quality Management** **Commission: Saanich Peninsula Waste Water**

**DEFINITION:**

Establishment Bylaw No. 3642 (2009), as amended by Bylaw No. 4141 (2017), to identify pollution in stormwater run-off from land in the service area.

**SERVICE DESCRIPTION:**

The service provides a stormwater quality program in the Saanich Peninsula to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

**PARTICIPATION:**

District of Central Saanich, North Saanich and Town of Sidney.

**MAXIMUM LEVY:**

Greater of $106,017 or $0.0103/$1,000 of actual assessments.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

The apportionment of annual operating costs among the participating areas shall be on the basis of one-sixth in proportion to the population of the participating areas, one-sixth in proportion to the land area of the participating areas, one-sixth in proportion to the length of shoreline in each of the participating areas, and one-half in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participating areas, as determined by the Capital Regional District Board.

**USER CHARGE:**

N/A

**Service: 1.537 Saanich Peninsula - Stormwater Quality Management** **Commission: Saanich Peninsula Waste Water**

**COST SHARING ALLOCATION:**

| | Stormwater |
|---|---|
| Central Saanich | 26.49% |
| North Saanich | 40.23% |
| Sidney | 22.16% |
| Tsawout Nations | 3.58% |
| Tsartlip Nations | 3.70% |
| Pauquachin Nations | 2.27% |
| Tseycum Nations | 1.57% |
| **Total** | **100.00%** |

Note:
* Service established effective 2010; previously provided by agreement

**Bylaw 4141**

| 1.537 Saanich Peninsula - Stormwater Quality Mgmt | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Operating Expenditures | 83,975 | 83,975 | 86,757 | - | - | 86,757 | 89,331 | 91,968 | 94,438 | 97,223 |
| Contract For Services | 20,720 | 20,720 | 21,134 | - | - | 21,134 | 21,557 | 21,988 | 22,428 | 22,877 |
| Consultant Expenses | 20,400 | 20,400 | 20,808 | - | - | 20,808 | 21,224 | 21,649 | 22,082 | 22,523 |
| **TOTAL OPERATING COSTS** | **125,095** | **125,095** | **128,700** | **-** | **-** | **128,700** | 132,112 | 135,605 | 138,948 | 142,623 |
| *Percentage Increase over prior year | | 0.0% | 2.9% | 0.0% | 0.0% | 2.9% | 2.7% | 2.6% | 2.5% | 2.6% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | 125,095 | 125,095 | 128,700 | - | - | 128,700 | 132,112 | 135,605 | 138,948 | 142,623 |
| *Percentage Increase over prior year | | 0.0% | 2.9% | 0.0% | 0.0% | 2.9% | 2.7% | 2.6% | 2.5% | 2.6% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (4,173) | (4,173) | (4,455) | - | - | (4,455) | (4,455) | (4,455) | (4,455) | (4,455) |
| Transfer From Operating Reserve | - | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (4,173) | (4,173) | (4,455) | - | - | (4,455) | (4,455) | (4,455) | (4,455) | (4,455) |
| **REQUISITION** | **(120,922)** | **(120,922)** | **(124,245)** | **-** | **-** | **(124,245)** | **(127,657)** | **(131,150)** | **(134,493)** | **(138,168)** |
| *Percentage Increase over prior year | 0.00% | 0.00% | 2.75% | 0.00% | 0.00% | 2.75% | 2.75% | 2.74% | 2.55% | 2.73% |
| PARTICIPANTS: Central Saanich, North Saanich, Sidney | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**1.537 Saanich Peninsula - Stormwater Quality Mgmt**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Saanich Peninsula - Stormwater Quality Mgmt**
Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| Fund: 1500 Fund Center: 105520 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Projected year end balance | | | | | | |
| Beginning Balance | 93,222 | 96,780 | 96,780 | 96,780 | 96,780 | 96,780 |
| Planned Purchase | - | - | - | - | - | - |
| Transfer from/to Ops Budget | - | - | - | - | - | - |
| Interest Income* | 3,557 | - | - | - | - | - |
| **Total projected year end balance** | **96,780** | **96,780** | **96,780** | **96,780** | **96,780** | **96,780** |

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Saanich Peninsula - Source Control Stormwater

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.538 Saanich Peninsula - Source Control Stormwater** **Commission: Saanich Peninsula Waste Water**

**DEFINITION:**

To regulate, prohibit and impose requirements in respect of discharges to the municipal stormwater system and water courses Bylaw No. 3906 (adopted August, 2013), amended by Bylaw No. 4140 (2016).

**SERVICE DESCRIPTION:**

The service provides a regulatory stormwater source control program in the Saanich Peninsula to manage stormwater quality in the municipal drainage systems.

**PARTICIPATION:**

Districts of Central Saanich, North Saanich and Town of Sidney.

**MAXIMUM LEVY:**

Maximum Levy: Greater of $51,715 or $0.005/$1,000 of actual assessments.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater

**FUNDING:**

The annual costs for the service, net of grants and other revenues, shall be apportioned on the basis of:
a) The population of the participating areas; and
b) The population estimate as determined annually by the Regional Planning Services department of the Capital Regional District.

**USER CHARGE:**

N/A

| 1.538 San Pen - Source Control Stormwater | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Operating Expenditures | 52,388 | 52,388 | 52,006 | - | 10,000 | 62,006 | 53,492 | 55,006 | 56,561 | 58,157 |
| Contract For Services | 6,875 | 6,875 | 9,092 | - | - | 9,092 | 9,265 | 9,459 | 9,649 | 9,841 |
| **TOTAL OPERATING COSTS** | **59,263** | **59,263** | **61,098** | **-** | **10,000** | **71,098** | 62,757 | 64,465 | 66,209 | 67,999 |
| *Percentage Increase over prior year | | 0.0% | 3.1% | 0.0% | 16.9% | 20.0% | -11.7% | 2.7% | 2.7% | 2.7% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | 59,263 | 59,263 | 61,098 | - | 10,000 | 71,098 | 62,757 | 64,465 | 66,209 | 67,999 |
| *Percentage Increase over prior year | | 0.0% | 3.1% | 0.0% | 16.9% | 20.0% | -11.7% | 2.7% | 2.7% | 2.7% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (1,653) | (1,653) | (1,763) | - | - | (1,763) | (1,763) | (1,763) | (1,763) | (1,763) |
| Transfer From Operating Reserve | (657) | (657) | (673) | - | (10,000) | (10,673) | (682) | (716) | (730) | (746) |
| TOTAL REVENUE | (2,310) | (2,310) | (2,436) | - | (10,000) | (12,436) | (2,445) | (2,479) | (2,493) | (2,509) |
| **REQUISITION** | **(56,953)** | **(56,953)** | **(58,662)** | **-** | **-** | **(58,662)** | **(60,312)** | **(61,986)** | **(63,716)** | **(65,490)** |
| *Percentage Increase over prior year | | 0.0% | 3.0% | 0.0% | 0.0% | 3.0% | 2.8% | 2.8% | 2.8% | 2.8% |
| PARTICIPANTS: Central Saanich, North Saanich, and Sidney | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**1.538 San Pen - Source Control Stormwater**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**San Pen - Source Control Stormwater**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures (such as legal challlenges and investigations), unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule (Fund: 1500 / FC: 105521) | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Projected year end balance** | | | | | | |
| **Beginning Balance** | 58,108 | 59,669 | 48,996 | 48,314 | 47,598 | 46,867 |
| **Planned Purchase** | (657) | (10,673) | (682) | (716) | (730) | (746) |
| **Transfer from/to Ops Budget** | | - | - | - | - | - |
| **Interest Income*** | 2,217 | - | - | - | - | - |
| **Total projected year end balance** | **59,669** | **48,996** | **48,314** | **47,598** | **46,867** | **46,121** |

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Environmental Resource Management

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.521 Environmental Resource Management** **Committee: Environmental Services**

**PARTICIPATION:**

All costs recovered through tipping fees & Sale of Goods and Services.

**MAXIMUM LEVY:**

No requisition

**MAXIMUM CAPITAL DEBT:**

| | | | | | |
|---|---|---|---|---|---|
| Authorized: | LA Bylaw 3518 | 12,270,000 | Authorized: | LA Bylaw 4515 | 36,000,000 |
| Borrowed: | SI Bylaw 3547 | (2,000,000) | Borrowed: | SI Bylaw 4562 | (7,450,000) |
| | SI Bylaw 3677 | (2,500,000) | | SI Bylaw 4597 | (4,300,000) |
| | SI Bylaw 3769 | (2,200,000) | | | |
| Remaining: | Expired May 14, 2013 | $5,570,000 | Remaining: | | $24,250,000 |

Total debt outstanding (LA3518) at Dec 31, 2023 $546,598
Final debt payments (LA3518) in 2026.

Total debt outstanding (LA4515) at Dec 31, 2023 $7,450,000
Final debt payments (LA4515) in 2038.

**COMMISSION:**

**OPERATING COSTS - REFUSE DISPOSAL:**

To be recovered through user fees & sale of goods and services

**RESERVE FUND:**

Solid Waste Refuse Disposal Reserve Fund, Bylaw No. 2164 (Sept. 8, 1993).
Waste Reduction Sustainability Operating Reserve Fund Bylaw No. 3867 (Nov 14, 2012).

| Change in Budget 2024 to 2025<br>Service: 1.521 & 1.525 ERM | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **39,980,750** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 81,744 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | (203,889) | |
| Other (explain as necessary) | (8,000) | |
| 3.0 FTE Environmental Analyst & Attendant | 304,011 | 2025 IBC 3a-1.3 Hartland 2100 |
| 2.0 FTE Managers | 419,062 | 2025 IBC 1b-4.2 Innovative Projects Work Unit 2025 |
| Reduction in auxiliary wages | (100,000) | |
| Total Change in Salaries | 492,928 | |
| **Other Changes:** | | |
| Trf to Capital Reserve Fund | 2,683,620 | To fund 2025 Capital Plan requirements |
| Contract for Services | | |
| -Waste Diversion | 1,220,000 | Additional costs related to processing of materials contract (2024 IBC 3a-1.1 Hartland 2100) |
| | 329,200 | Additional costs related to kitchen scraps contract |
| | 255,000 | Additional costs related to curbside collection contract |
| | 213,750 | To provide the waste flow management consultant support (2025 IBC 3a-1.3 Hartland 2100) |
| -RNG Project | 1,417,390 | To fund for Annual O&M contract for the RNG Project |
| -Landfilling | 1,700,000 | To reflect the anticipated costs related to heavy equipment services and landfilling of standard refuse and controlled waste |
| Program Development | 1,725,000 | To fund for the Material Stream Diversion - Hauler incentive |
| | 1,000,000 | To fund for Solid Waste Management Plan - implement new programming |
| Electricity Costs | 972,598 | To fund for the electricity cost for the RNG Project |
| Standard Overhead Allocation | 1,644,428 | Increase in 2024 operating costs |
| Bylaw Allocation | 86,778 | 2025 IBC 3a-1.3 Hartland 2100 |
| Human Resources Allocation | 25,987 | Increase in 2024 salary budget; corporate safety resourcing |
| Insurance costs | 16,850 | Recognize growing insurance premiums |
| Building Occupancy | 13,867 | |
| Debt Expenditures | 796,512 | To fund 2025 Capital Plan requirements |
| Trf to Operating Reserve Fund | 655,136 | To mitigate fluctuations in tipping fee revenue |
| Other Costs | 144,537 | |
| Total Other Changes | 14,900,653 | |
| **2025 Budget** | **55,374,331** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and benefit change | 0.2% |
| 2025 IBC Expense | 5.6% |
| Waste Diversion | 11.3% |
| RNG Project | 6.0% |
| Capital Transfers | 6.7% |
| Landfilling | 4.3% |
| Standard Overhead Allocation | 4.1% |
| Balance of increase | 0.3% |
| *% expense increase from 2024:* | ***38.5%*** |
| *% Requisition increase from 2024 (if applicable):* | **%** |

*Requisition funding is (x)% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*'Overall Solid Waste Tipping Revenue for 2024 is forecasted to be higher than budget by $1.6 million. Tipping fee revenues higher due to an increased quantity of solid waste being received. Recycling revenue for scrap metal (price fluctuates with the global commodity markets) is also higher than budgeted. Landfill Operations/Diversion Services/Energy Recovery services expenses are forecasted to be lower than budget for 2024 by $2.8 million. The estimated surplus will be transferred for the Capital Reserve Fund.*

| 1.521 & 1.525 - ERM | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| GENERAL PROGRAM EXPENDITURES: | | | | | | | | | | |
| Diversion Services | 22,718,789 | 20,950,656 | 28,130,424 | 329,200 | 213,750 | 28,673,374 | 26,763,711 | 26,920,510 | 27,274,712 | 27,635,787 |
| Landfilling Services | 12,345,185 | 11,595,904 | 13,163,957 | 102,123 | 1,723,639 | 14,989,719 | 13,881,968 | 13,958,954 | 14,290,573 | 14,580,314 |
| Energy Recovery Services | 1,568,723 | 1,229,728 | 1,408,309 | 2,809,050 | - | 4,217,359 | 4,331,215 | 4,381,344 | 4,473,018 | 4,566,593 |
| **TOTAL OPERATING COSTS** | 36,632,697 | 33,776,288 | 42,702,690 | 3,240,373 | 1,937,389 | 47,880,452 | 44,976,894 | 45,260,809 | 46,038,303 | 46,782,694 |
| *Percentage Increase over prior year | | -7.8% | 16.6% | 8.8% | 5.3% | 30.7% | -6.1% | 0.6% | 1.7% | 1.6% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 200,000 | 200,000 | 204,000 | - | - | 204,000 | 204,000 | 204,000 | 204,000 | 204,000 |
| Transfer to Operating Reserve Fund | 356,635 | 356,635 | 1,011,772 | | - | 1,011,772 | 1,224,040 | - | - | - |
| Transfer to General Capital Reserve Fund | 1,100,370 | 2,454,950 | 3,783,990 | - | - | 3,783,990 | 474,000 | 474,000 | 474,000 | 474,000 |
| Transfer to Landfill Closure Capital Reserve Fund | 455,120 | 455,120 | 464,222 | - | - | 464,222 | 473,507 | 482,977 | 492,637 | 502,489 |
| Transfer to Millstream Remediation Debt | 6,262 | 6,262 | 3,717 | - | - | 3,717 | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 2,118,387 | 3,472,967 | 5,467,701 | - | - | 5,467,701 | 2,375,547 | 1,160,977 | 1,170,637 | 1,180,489 |
| Debt Expenditures | 1,229,666 | 1,135,336 | 2,026,178 | - | - | 2,026,178 | 2,718,145 | 2,764,022 | 2,770,731 | 2,797,561 |
| **TOTAL COSTS** | 39,980,750 | 38,384,591 | 50,196,569 | 3,240,373 | 1,937,389 | 55,374,331 | 50,070,586 | 49,185,808 | 49,979,670 | 50,760,744 |
| *Percentage Increase over prior year | | -4.0% | 25.6% | 8.1% | 4.8% | 38.5% | -9.6% | -1.8% | 1.6% | 1.6% |
| Allocation Recovery | | | | (202,000) | | (202,000) | (207,000) | (211,500) | (216,000) | (220,500) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 39,980,750 | 38,384,591 | 50,196,569 | 3,038,373 | 1,937,389 | 55,172,331 | 49,863,586 | 48,974,308 | 49,763,670 | 50,540,244 |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | | | | | | | | | | |
| Sale of Renewable Natural Gas | (495,000) | - | (8,889,250) | - | - | (8,889,250) | (8,810,066) | (8,746,722) | (8,693,936) | (8,651,707) |
| Revenue - Other | (10,254,750) | (10,238,922) | (13,300,320) | (329,200) | - | (13,629,520) | (13,664,520) | (13,664,520) | (13,664,520) | (13,664,520) |
| Transfer from Operating Reserve | (2,740,000) | | | (2,507,173) | (1,937,389) | (4,444,562) | - | (94,565) | (1,557,215) | (2,146,517) |
| TOTAL REVENUE | (13,489,750) | (10,238,922) | (22,189,570) | (2,836,373) | (1,937,389) | (26,963,332) | (22,474,586) | (22,505,807) | (23,915,671) | (24,462,744) |
| **TIPPING FEE (based on inflation)** | **(26,491,000)** | **(28,145,670)** | **(28,007,000)** | **(202,000)** | **-** | **(28,209,000)** | **(27,389,001)** | **(26,468,501)** | **(25,848,000)** | **(26,077,500)** |
| PROJECTED TONNAGE (General Refuse) | 160,000 | 165,516 | 155,000 | | | 155,000 | 145,000 | 135,000 | 125,000 | 125,000 |
| *Percentage Increase over prior year | | 6.2% | 5.7% | 0.8% | 0.0% | 6.5% | -2.9% | -3.4% | -2.3% | 0.9% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| On-going | 28.70 | 28.70 | 34.20 | | | 34.20 | 34.70 | 34.70 | 34.70 | 34.70 |
| Term | 1.00 | 1.00 | 1.00 | | | 1.00 | 1.00 | | | |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2029**

| Service No. 1.521 Environmental Resource Management | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $455,000 | $385,000 | $385,000 | $385,000 | $385,000 | $1,995,000 |
| Land | $0 | $0 | $1,000,000 | $0 | $0 | $0 | $1,000,000 |
| Engineered Structures | $3,100,000 | $15,306,000 | $11,125,000 | $6,600,000 | $2,350,000 | $1,600,000 | $36,981,000 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$3,100,000** | **$15,761,000** | **$12,510,000** | **$6,985,000** | **$2,735,000** | **$1,985,000** | **$39,976,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $500,000 | $1,406,000 | $125,000 | $0 | $0 | $0 | $1,531,000 |
| Debenture Debt (New Debt Only) | $1,500,000 | $8,650,000 | $2,350,000 | $0 | $350,000 | $0 | $11,350,000 |
| Equipment Replacement Fund | $250,000 | $455,000 | $385,000 | $385,000 | $635,000 | $385,000 | $2,245,000 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $850,000 | $5,250,000 | $9,650,000 | $6,600,000 | $1,750,000 | $1,600,000 | $24,850,000 |
| | **$3,100,000** | **$15,761,000** | **$12,510,000** | **$6,985,000** | **$2,735,000** | **$1,985,000** | **$39,976,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2024 - 2028**

**Service #:** 1.521

**Service Name:** Environmental Resource Management

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 16-06 | Renewal | Replacing of Small Equipments | Replacing of Small Equipments | $ 1,430,000 | E | ERF | | $ 240,000 | $ 270,000 | $ 270,000 | $ 270,000 | $ 270,000 | $ 1,320,000 |
| 17-01 | Renewal | Gas & Leachate Collection Pipe Extension | Gas & Leachate Collection Pipe Extension | $ 2,550,000 | S | Res | | $ 650,000 | $ 500,000 | $ 550,000 | $ 550,000 | $ 550,000 | $ 2,800,000 |
| 17-02 | Renewal | Aggregate Production for Internal Use | Aggregate Production for Internal Use | $ 15,485,000 | S | Res | | $ 850,000 | $ 850,000 | $ 850,000 | $ 850,000 | $ 850,000 | $ 4,250,000 |
| 17-02 | Renewal | Aggregate Production for Internal Use | Aggregate Production for Internal Use | $ - | S | Cap | | | | | | | $ - |
| 17-04 | Renewal | Progressive Closure of External Faces | Progressive Closure of External Faces | $ 10,000,000 | S | Res | | $ - | $ 6,000,000 | $ 4,000,000 | | | $ 10,000,000 |
| 17-07 | Renewal | Computer Equipment | Computer Equipment | $ 71,000 | E | ERF | | $ 15,000 | $ 15,000 | $ 15,000 | $ 15,000 | $ 15,000 | $ 75,000 |
| 17-09 | Renewal | Vehicle Replacements | Vehicle Replacements | $ 500,000 | E | ERF | | $ 200,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 600,000 |
| 17-12 | Renewal | Hartland Environmental Performance Model | Hartland Environmental Performance Model | $ 225,000 | S | Cap | | $ - | | $ - | $ - | | $ - |
| 17-14 | New | Landfill Gas Utilization | Landfill Gas Utilization | $ 7,213,000 | S | Debt | | | | | | | $ - |
| 17-14 | New | Landfill Gas Utilization | Landfill Gas Utilization | $ - | S | Cap | | | | | | | $ - |
| 17-14 | New | Landfill Gas Utilization | Landfill Gas Utilization | $ 23,718,000 | S | Res | | | | | | | $ - |
| 18-01 | New | Interim Covers | Interim Covers - West and North Slopes | $ 1,000,000 | S | Res | | | | $ 200,000 | $ 200,000 | $ 200,000 | $ 600,000 |
| 22-01 | Renewal | Sedimentation Pond Relining | NW Sedimentation Pond Relining & Expansion | $ 1,000,000 | S | Res | | | $ 1,000,000 | | | | $ 1,000,000 |
| 22-07 | Study | Recycling Area Upgrades | Recycling Area Upgrades | $ 225,000 | S | Res | | | | | | | $ - |
| 22-10 | New | Storm Water Sedimentation pond Emergency Repairs | Storm Water Sedimentation pond Emergency Repairs | $ 250,000 | E | Res | | | | | | | $ - |
| 23-02 | New | Contractor Workshop Relocation | Contractor Workshop Relocation | $ 1,250,000 | S | Res | 650,000 | $ 650,000 | | | | | $ 650,000 |
| 23-02 | New | Contractor Workshop Relocation | Contractor Workshop Relocation | $ - | S | Cap | 500,000 | $ 500,000 | | | | | $ 500,000 |
| 23-04 | New | North End Commercial Access Improvements | North End Commercial Access Improvements | $ 700,000 | S | Res | | | | | | | $ - |
| 23-05 | New | Existing Manual and Commercial Scale Upgrades | Existing Manual and Commercial Scale Upgrades | $ 250,000 | S | ERF | 250,000 | | | | $ 250,000 | | $ 250,000 |
| 24-01 | New | Cell 5&6 GRW | Cell 5&6 Gravity Retaining Wall Construction | $ 2,000,000 | S | Debt | 750,000 | $ 750,000 | $ 1,250,000 | | | | $ 2,000,000 |
| 24-02 | Study | Hartland North Master Plan | Hartland North Master Plan | $ 150,000 | S | Res | | | | | $ 150,000 | | $ 150,000 |
| 24-05 | New | Cell 5 Liner Construction | Cell 5 Liner Construction | $ 7,900,000 | S | Debt | | $ 4,900,000 | | | | | $ 4,900,000 |
| 24-06 | New | Cell 1, 2 & 3 Transition Liner | Cell 1, 2 & 3 Transition Liner | $ 4,000,000 | S | Debt | | $ 2,000,000 | | | | | $ 2,000,000 |
| 24-07 | New | Relocation of N. Toe Road Sedimentation Pond | Relocation of N. Toe Road Sedimentation Pond | $ 500,000 | S | Debt | | | $ 500,000 | | | | $ 500,000 |
| 25-01 | New | NE & NW Aggregate Stockpile cover | NE & NW Aggregate Stockpile cover | $ 750,000 | S | Debt | 750,000 | $ 750,000 | | | | | $ 750,000 |
| 25-02 | Renewal | North End Wheel Wash | North End Wheel Wash | $ 800,000 | S | Res | 200,000 | $ 400,000 | | | | | $ 400,000 |
| 25-03 | New | Landfill Gas capture to meet New Federal Regs | Landfill Gas capture to meet New Federal Regs | $ 250,000 | S | Res | | $ 100,000 | $ 150,000 | | | | $ 250,000 |
| 25-04 | New | Hartland Operating Certificate Renewal | Hartland Operating Certificate Renewal | $ 100,000 | S | Res | | $ 100,000 | | | | | $ 100,000 |
| 25-05 | New | Hartland Leachate Pipe Mods for Pigging | Hartland Leachate Pipe Mods for Pigging | $ 150,000 | S | Res | | | $ 150,000 | | | | $ 150,000 |
| 25-06 | New | Quarry Wall liner | Quarry Wall liner | $ 250,000 | S | Res | | $ 250,000 | | | | | $ 250,000 |
| 25-07 | New | Cell 4, 5A & 5B Construction Field QA/QC | Cell 4, 5A & 5B Construction Field QA/QC | $ 500,000 | S | Debt | | $ 250,000 | $ 250,000 | | | | $ 500,000 |
| 25-08 | New | RNG Optimization Projects | RNG Optimization Projects | $ 831,000 | S | Cap | | $ 831,000 | | | | | $ 831,000 |
| 25-08 | New | RNG Optimization Projects | RNG Optimization Projects | $ 1,000,000 | S | Res | | $ 1,000,000 | | | | | $ 1,000,000 |
| 25-09 | New | Hartland North - Willis P Driveway Upgrades | Hartland North - Willis P Driveway Upgrades | $ 500,000 | S | Res | | $ 500,000 | | | | | $ 500,000 |

**Service #:** 1.521

**Service Name:** Environmental Resource Management

| PROJECT BUDGET & SCHEDULE | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 25-10 | New | Hartland North Electrical | Hartland North Electrical | $ 750,000 | S | Res | | $ 750,000 | | | | | $ 750,000 |
| 25-11 | New | Hartland Environmental Montoring and Containment Projects | Hartland Environmental Montoring and Containment Projects | $ 75,000 | S | Cap | | $ 75,000 | | | | | $ 75,000 |
| 26-01 | New | Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain | Cell 4 Bottom Lift Gas Wells / Leachate Drain | $ 700,000 | S | Debt | | | $ 350,000 | | $ 350,000 | | $ 700,000 |
| 26-02 | New | Hartland 5 year DOCP update | Hartland 5 year DOCP update | $ 125,000 | S | Cap | | | $ 125,000 | | | | $ 125,000 |
| 26-03 | New | ERM Land Acquisition | ERM Land Acquisition | $ 1,000,000 | L | Res | | | $ 1,000,000 | | | | $ 1,000,000 |
| 26-04 | New | RTF Biogas Tie-In to RNG | RTF Biogas Tie-In to RNG | $ 1,000,000 | S | Res | | | | $ 1,000,000 | | | $ 1,000,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **GRAND TOTAL** | **$ 89,198,000** | | | **$ 3,100,000** | **$ 15,761,000** | **$ 12,510,000** | **$ 6,985,000** | **$ 2,735,000** | **$ 1,985,000** | **$ 39,976,000** |

| Service: | 1.521 | Environmental Resource Management |
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|---|---|---|---|---|---|
| Project Number | 16-06 | Capital Project Title | Replacing of Small Equipments | Capital Project Description | Replacing of Small Equipments |
| Project Rationale | Replacement of small equipments that have reached their end of life | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 17-01 | Capital Project Title | Gas & Leachate Collection Pipe Extension | Capital Project Description | Gas & Leachate Collection Pipe Extension |
| Project Rationale | To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing header system to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Cost estimate is derived from historical construction information and includes consulting costs to layout pipe design/headers. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 17-02 | Capital Project Title | Aggregate Production for Internal Use | Capital Project Description | Aggregate Production for Internal Use |
| Project Rationale | Producing aggregate annually from shot rock that was quarried to make airspace provides the CRD with a number of benefits including: prolonging the landfill life (creating landfilling airspace), providing aggregate for on-site needs, effective interception of shallow groundwater inflows, cost and space savings by not having to import aggregate, and reduced social and environmental impacts by not having to truck in aggregate. Cost estimate is derived from historical tender data. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 17-04 | Capital Project Title | Progressive Closure of External Faces | Capital Project Description | Progressive Closure of External Faces |
| Project Rationale | As specified under the BC Ministry of Environments Landfill Criteria for Municipal Solid Waste, completed landfill areas and slopes must be closed with a progressive closure system on an annual basis. The closure system consists of a clay or synthetic cover placed over a gravel drainage layer This progressive closure system stays in place until economies of scale makes it cost effective to proceed with installation of a final closure system. The completion of Cell 3 in 2025/2026 requires closure of the areas that will not be filled against going forward. | | | | |

| Service: | 1.521 | Environmental Resource Management |
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|---|---|---|---|---|---|
| **Project Number** | 17-07 | **Capital Project Title** | Computer Equipment | **Capital Project Description** | Computer Equipment |
| **Project Rationale** | Replacement of computer equipment due to end of life cycle | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-09 | **Capital Project Title** | Vehicle Replacements | **Capital Project Description** | Vehicle Replacements |
| **Project Rationale** | Replacement of vehicle due to end of life cycle | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-12 | **Capital Project Title** | Hartland Environmental Performance Model | **Capital Project Description** | Hartland Environmental Performance Model |
| **Project Rationale** | The CRD is interested in developing a site-specific computer model that integrates engineering design with environmental performance for the Hartland Landfill. In 2016 the BC MOE made revisions to the BC Landfill Criteria. Many of Hartland's design and operations are already compliant, however a preliminary review identified additional conformance requirements for Hartland under the status quo. The model will enable the CRD to better demonstrate technical justification and environmental conformance over the lifespan of the landfill. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-14 | **Capital Project Title** | Landfill Gas Utilization | **Capital Project Description** | Landfill Gas Utilization |
| **Project Rationale** | The landfill gas is currently utilized as fuel to power a generator system to generate electricity and sold to BC Hydro. The excess landfill gas which is approximately 50% currently generated from the landfill is destructed by burning. ERM and EE have initiated a project to process the landfill gas to a higher quality could be utilized as natural gas. Fortis BC is interested to purchase the processed landfill gas from the CRD. The projected gas revenues from Fortis is significantly higher than the current arrangement with BC Hydro. This project is to carry out the feasibility study, preliminary engineering, and conduct business case and triple-bottom-line analysis, if the project proved to be feasible the detailed design and implementation will be followed. | | | | |

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| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 18-01 | Interim Covers | Interim Covers - West and North Slopes |

**Project Rationale** Following Golder's Leachate Management Plan, once an active landfilling cell is completed, but hasn't reached future filling contours, tarping is required to shed rainwater and divert to the freshwater collection system to prevent it from entering the leachate collection system and overwhelming the leachate storage ponds. Cost estimate is derived from historical in-house cost data.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 22-01 | Sedimentation Pond Relining | NW Sedimentation Pond Relining & Expansion |

**Project Rationale** To prevent leakage and fines from migrating off site into the north freshwater drainage area, the sedimentation pond must be relined. In addition the sedimentation pond must be enlarged to meet MOE requirements for retaining 24 hrs of preciptiation from a 100 year storm event. Finally, the sedimentation pond requires inlet valving and piping to permit flows to be diverted to the upper lagoon in the event there is an onsite spill that must be contained and diverted from fresh water courses.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 22-07 | Recycling Area Upgrades | Recycling Area Upgrades |

**Project Rationale** The project has been set up to conduct a design review of the existing recyling area at Hartland and investigate changes relating to efficent accessibility due to growing public interest in the depot and to include safety considerations such as protection from the sun during hot weather.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 22-10 | Storm Water Sedimentation pond Emergency Repairs | Storm Water Sedimentation pond Emergency Repairs |

**Project Rationale** Leachate has been detected getting into the fresh water sedimentation pond. This project has been set up to explore sources of contamination and make remedial works to the pond, incoming pipes and outgoing infrastructure as necessary to ensure containment of any contaminants. This project also includes the installation of any new monitoring wells, including consulting fees to locate , prove/commission and report findings/recommendations.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-02 | Contractor Workshop Relocation | Contractor Workshop Relocation |

**Project Rationale** The current contractors workshop is located in the future Cell 5 of the landfill and must be relocated so critical landfill infrastructure can be completed for Cell 4, 5 and 6. This project includes removal of the existing structure and reuse (if economical) in a new location adjacent to future cells so the operations contractor can conduct repairs on large landfill operations equipment (Packer, Bull-Dozer, excavators etc).

| Service: | 1.521 | Environmental Resource Management |
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| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-04 | North End Commercial Access Improvements | North End Commercial Access Improvements |

**Project Rationale** This project includes necessary improvements to ensure the North Entrance and Scales are equipped for fully automated commercial access off Willis Point Road when Cell 4 is ready for filling. Improvements include landscaping, scale house improvements, automated gates, staging lanes, card readers/scanners, RFID systems, scale safety rails, bollards, radio intercoms, sidewalks, signage, etc.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-05 | Existing Manual and Commercial Scale Upgrades | Existing Manual and Commercial Scale Upgrades |

**Project Rationale** The South Entrance Commercial scale approach/exit ramps are in poor condition. This project includes sawcutting and removal of old scale ramps and pouring new concrete with Rebar to eliminate further safety hazards to trucks and employees. The South Entrance Manual Scale deck is in poor condition. It requires replacement and/or major repair. This project accounts for all work that needs to be done after detailed assement to ensure life of the existing manual and commercial scales can continue reliably for the next 20 years.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-01 | Cell 5&6 GRW | Cell 5&6 Gravity Retaining Wall Construction |

**Project Rationale** This project will allow for the construction of a new mounded structural earth berm north of cell 1&2 at 5 corners intersection to serve as the new toe of cells 5 & 6. As part of this berm, the project includes installation of a critical sub-grade landfill leachate containment system (grout wall/curtain) and raising the clay containment berm from 130mAsl to 135mASL to ensure leachate capture from future landfill cells 4, 5 & 6. The project also includes relocation of any existing infrastructure (LFG, Leachate, Water, electrical etc) that currently resides in the future footprint of the MSE berm.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-02 | Hartland North Master Plan | Hartland North Master Plan |

**Project Rationale** With the recent completion of the new Residuals Treatment Facilty and associated access and new scales at Hartland North, this design project will ensure that there is adequate future planning and integration with the existing landfill site

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-05 | Cell 5 Liner Construction | Cell 5 Liner Construction |

**Project Rationale** A new drainage and liner system will ensure effective removal of leachate from within the new Cell 5 area and prevent any off site migration. The liner will also include an underdrain which will relieve pore pressure and ensure fresh ground water does not contribute to ongoing leachate collection and processing. Improvements include all temporary and permanent access road and related infrastructure to allow refuse to be deposited in Cell 5.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-06 | Cell 1, 2 & 3 Transition Liner | Cell 1, 2 & 3 Transition Liner |

**Project Rationale** A new drainage and liner system will ensure effective removal of leachate above Cells 1 & 2 from garbage placed ontop of it from cells 4, 5 and 6. This liner provides continuity, separation and acts as a transition between old cells of the landfill and cells 4-6. The liner will also include an underdrain which will relieve pore pressure and ensure leachate from Cell 1, 2 & 3 can properly drain to heal basin or the upper lagoon. Also included is an access road to anchor the transition liner.

| Service: | 1.521 | Environmental Resource Management |
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| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-07 | Relocation of N. Toe Road Sedimentation Pond | Relocation of N. Toe Road Sedimentation Pond |

**Project Rationale** The North Toe Road fresh water sedimentation collection pond sits ontop of Cell 1 garbage. The future Gravity Retaining Wall will be constructed ontop of the pond so it must be relocated.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-01 | NE & NW Aggregate Stockpile cover | NE & NW Aggregate Stockpile cover |

**Project Rationale** This project allows for mitigation measures needed to protect the environment from minerals that may runoff the stockpiles from precipitation. Mitigation includes the deployement of a temporary impermeable membranes overtop the NE and NW, installation of ground/surface monitoring wells, improvement projects intended to intercept and convey impacted ground/surface water to leachate disposal collectors, including any consultant work required to design/direct staff on the mitigation measures.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-02 | North End Wheel Wash | North End Wheel Wash |

**Project Rationale** This project accounts for a new commercial truck wheel wash system to be installed on the North End to ensure trucks don't track mud onto Willis Point Road. Project includes a temporary wheel wash needed until the final Cell 5 access roads are ready to be utilized.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-03 | Landfill Gas capture to meet New Federal Regs | Landfill Gas capture to meet New Federal Regs |

**Project Rationale** Environment & Climate Change Canada has released a proposed Landfill Methane Regulation that is expected to come into force in Q1/Q2 of 2024, with the intent of reducing fugitive landfill emissions across the country. The regulation sets thresholds for surface emissions at landfills emitting more than 10,000 tonnes of CO2e per year (Hartland exceeds this). Based on required monitoring events, any surface methane concentrations that exceed proposed levels require a corrective action plan and mitigation within a specified timeframe. Based on current surface emissions data, it is expected that Hartland will need to implement additional controls, improve gas collection, or repair infrastructure to reduce surface methane concentrations to achieve compliance with these proposed limits.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-04 | Hartland Operating Certificate Renewal | Hartland Operating Certificate Renewal |

**Project Rationale** Hartland's Operating Certificate (OC) has not been modified since January 27, 2010. CRD has committed to updating its OC in light of recent MOE diuscussion and approval of ERM's SWMP. This project covers staff time and consultant/legal fees to assist the CRD in updating the OC with the MOE.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-05 | Hartland Leachate Pipe Mods for Pigging | Hartland Leachate Pipe Mods for Pigging |

**Project Rationale** Leachate design, materials and installation to modify the leachate piping between HB-15 and the new RTF Centrate Line to reinstate pigging of the section of pipe between HB-15 and the Centrate return line).

| Service: | 1.521 | Environmental Resource Management |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-06 | Quarry Wall liner | Quarry Wall liner |

**Project Rationale** A portion of Cell 4 liner could not be installed due to accessibility during construction. The project includes implementing a seal between the bedrock quarry wall bench and the existing liner in Cell 4 in toutle valley. The construction will be conducted when waste filling has reached the elevation of the area to allow safe installation by Contractors. The project includes the supply, installation, QA/QC needed to install the small section of liner.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-07 | Cell 4, 5A & 5B Construction Field QA/QC | Cell 4, 5A & 5B Construction Field QA/QC |

**Project Rationale** Cell 4, 5 and 6 and related incfrastructure construction will occur over multiple years. The project requires that the engineer of record be onsite during critical milestones throughout the construction project to ensure the construction is installer per the design. The original design budget contemplated a 1 year installation of all capital improvements for Cell 4, 5 & 6 projects. However, logistics and filling plans required phasing of the projects over a number of years which stretches the QA/QC budget over a longer period. The funds are to allow all travel, coordination meetings, onsite QA/QC field review, design

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-08 | RNG Optimization Projects | RNG Optimization Projects |

**Project Rationale** Scope change to include additional cost and scope that were not originally contemplated in the original RNG project. Improvements include new transformer, Lock Block retaining wall, tie-in and relocation of existing infrastructure that interfere with the new facility and other improvement projects required to enhance the safety, operation and profitability of the facility.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-09 | Hartland North - Willis P Driveway Upgrades | Hartland North - Willis P Driveway Upgrades |

**Project Rationale** The project includes all design and construction work to ensure there is sufficient passing room for large trucks to turn off Willis Point (WP) road onto the Hartland North Driveway and safely pass large trucks leaving the facility at the same time. Improvements include driveway widening, paving, realignment of fencing/gates, culvert extensions, lighting, signage, Overhead electrical improvements (if required), pavement markings, delineators and any other improvements needed to ensure the safety of the public, contractors and employees accessing the site.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-10 | Hartland North Electrical | Hartland North Electrical |

**Project Rationale** The electrical power for the new scale Building at Hartland North is fed from a temporary system from the RTF. Additional loads are required to accommodate the relocation of the contractor shop, new truck wash, kitchen scrap transfer station, thermal pilot plant etc. There is no formal agreement or capacity for the RTF to provide power for the growing power demands at Hartland North. This project entails all electrical design and construction to service the power requirements needed for Hartland North (aformentioned projects), including power poles/lines, transformers and underground conduit/cabling. The scope also includes a backup power generator to ensure business continuity for the scale building during frequent power outages.

| Service: | 1.521 | Environmental Resource Management |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-11 | Hartland Environmental Montoring and Containment Projects | Hartland Environmental Montoring and Containment Projects |

**Project Rationale** To ensure compliance with BC Ministry of Environment regulations, an active review of current and future environmental controls is necessary. This project accounts for consultant studies, contractor environmental mitigation controls required to review and enhance the current environmental monitoring program at the Hartland landfill and ensure compliance with MOE regulations.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-01 | Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain | Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain |

**Project Rationale** To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each combination gas well and leachate collector. The leachate is then conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-02 | Hartland 5 year DOCP update | Hartland 5 year DOCP update |

**Project Rationale** Hartland's Operating Certificate (OC) issued by the BC Ministry of Environment requires adherance to the BC Landfilling criteria which requires updates to the Landfill DOCP every 5 years. The last DOCP was finalized and submitted to the MOE on May 2022. A new update is required by May 2027. The project includes the procurement of a consultant to complete the DOCP to meet submission requirement.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-03 | ERM Land Acquisition | ERM Land Acquisition |

**Project Rationale** ERM's long term plan to maximize recycling and diversion opportunities for the region requires the acquisition of land/facilities to accommodate the growing needs of the region. This project includes those activities needed to secure land or facilities for future diversion, recycling or waste management requirements of the region.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-04 | RTF Biogas Tie-In to RNG | RTF Biogas Tie-In to RNG |

**Project Rationale** The Residual Solids Treatment facility currently reuses the biogas produced during operation to minimize energy requirements for the facility. However there remains an excess of biogas that is currently flared and contributes to the CRD's carbon footprint. There is opportunity to divert the unused gas to Hartland's newly constructed Renewal Natural Gas plant for to purify the gas and sell it to Fortis over its 20 year sale agreement with the CRD. This project includes the design, procurement and installation of all infrastructure needed to take advantage of this opportunity.

**1.521 Enviromental Resource Management**
**Capital Reserve Fund Schedule - ERM**
**2025 - 2029 Financial Plan**

## Capital Reserve Fund Schedule - ERM

**Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion**

**Capital Reserve Fund Schedule**

Bylaw 2164 established a Solid Waste Refuse Disposal Reserve Fund for the ERM Service (was called Solid Waste Service). There are three portions in the Reserve Fund: Landfill Closure, restricted funds to cover the liability of closing Phase 2 - 3 and post-closure maintenance. Capital Reserve is working capital and not restricted.

| **Landfill Closure Portion** | **Estimate** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1020 Fund Centre: 101363** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 13,670,125 | 14,227,150 | 14,691,373 | 9,164,880 | 5,647,857 | 6,140,493 |
| **Planned Capital Expenditure (Based on Capital Plan)** | - | | (6,000,000) | (4,000,000) | | |
| **Transfer to/from Ops Budget** | 455,120 | 464,222 | 473,507 | 482,977 | 492,637 | 502,489 |
| **Interest Income*** | 101,905 | - | - | - | - | - |
| **Ending Balance $** | **14,227,150** | **14,691,373** | **9,164,880** | **5,647,857** | **6,140,493** | **6,642,982** |

**Assumptions/Background:**

Liability reserve to fund closure of Phase 2-3 and post closure maintenance.

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

## Capital Reserve Fund Schedule

| Capital Reserve Portion<br>Fund: 1020 Fund Centre: 101364 | Estimate<br>2024 | Budget<br>2025 | <br>2026 | <br>2027 | <br>2028 | <br>2029 |
|---|---|---|---|---|---|---|
| **Beginning Balance** | 12,211,415 | 9,267,416 | 8,797,406 | 5,617,406 | 3,487,406 | 2,207,406 |
| **Planned Capital Expenditure (Based on Capital Plan)** | (5,750,000) | (4,250,000) | (3,650,000) | (2,600,000) | (1,750,000) | (1,600,000) |
| **Transfer to/from Ops Budget** | 2,450,950 | 3,779,990 | 470,000 | 470,000 | 470,000 | 470,000 |
| **Interest Income*** | 355,051 | - | - | - | - | - |
| **Ending Balance $** | **9,267,416** | **8,797,406** | **5,617,406** | **3,487,406** | **2,207,406** | **1,077,406** |

**Assumptions/Background:**

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

## Capital Reserve Fund Schedule

| Recycling Depots/Compost Center Reserve Portion<br>Fund: 1020 Fund Centre: 102102 | Estimate<br>2024 | Budget<br>2025 | <br>2026 | <br>2027 | <br>2028 | <br>2029 |
|---|---|---|---|---|---|---|
| **Beginning Balance** | 15,918 | 19,918 | 23,918 | 27,918 | 31,918 | 35,918 |
| **Planned Capital Expenditure** | | - | - | - | - | - |
| **Transfer to/from Ops Budget** | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| **Ending Balance $** | **19,918** | **23,918** | **27,918** | **31,918** | **35,918** | **39,918** |

**Assumptions/Background:**

Reimburse operating budget for capital expenditures spent by Compost Center.

**1.521 Enviromental Resource Management**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Enviromental Resource Management**

Bylaw 3867 - established Operating Reserve for the ERM Service to be used by the service for: mitigating fluctuations in tipping fee revenue and for covering operational expenditures as required, including debt servicing.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1500 Fund Center 105509** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 22,707,937 | 8,669,820 | 8,893,860 | 8,799,295 | 7,242,080 | 5,095,563 |
| **Planned Purchase - RNG project** | (12,381,000) | (1,000,000) | | | | |
| **Planned Capital Expenditure (Based on Capital Plan)** | (3,500,000) | | | | | |
| **Transfer to/from Ops Budget** | 1,011,772 | 1,224,040 | (94,565) | (1,557,215) | (2,146,517) | - |
| **Interest Income*** | 831,111 | | | - | - | - |
| **Total projected year end balance** | **8,669,820** | **8,893,860** | **8,799,295** | **7,242,080** | **5,095,563** | **5,095,563** |

**Assumptions/Background:**
Reserve for rate stabilization

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

**1.521 Enviromental Resource Management**
**ERF Reserve Fund Schedule**
**2025 - 2029 Financial Plan**

## ERF Reserve Fund Schedule

**ERF:** ERM ERF or PERS Fund for Equipment

| Equipment Replacement Fund<br>Fund: 1022 Fund Centre: 101447 | Estimate<br>2024 | Budget<br>2025 | <br>2026 | <br>2027 | <br>2028 | <br>2029 |
|---|---|---|---|---|---|---|
| **Beginning Balance** | 2,285,782 | 2,115,744 | 1,864,744 | 1,683,744 | 1,502,744 | 1,071,744 |
| **Planned Purchase (Based on Capital Plan)** | (285,166) | (455,000) | (385,000) | (385,000) | (635,000) | (385,000) |
| **Transfer to/from Ops Budget** | 115,128 | 204,000 | 204,000 | 204,000 | 204,000 | 204,000 |
| | | - | - | - | - | - |
| **Interest Income*** | | - | - | - | - | - |
| **Ending Balance $** | **2,115,744** | **1,864,744** | **1,683,744** | **1,502,744** | **1,071,744** | **890,744** |

**Assumptions/Background:**
ERF Reserve to fund replacement of computer equipment and for PERS (Prority Equipment Replacement) type equipment that lasts less than 15 years

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Environmental Engineering Services

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.576 Environmental Engineering Services** **Committee: Environmental Services**

**DEFINITION:**

To provide Engineering Services relative to various Operating and Capital projects, for Environmental Sustainability, Integrated Water, Parks, and Corporate Services. The cost of this function is principally allocated to functions and capital projects using these Services.

**PARTICIPATION:**

All budgets and projects receiving Engineering Services

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

Time charges to Capital projects, Environment Resource Management and Service budgets.

| Change in Budget 2024 to 2025<br>Service: 1.576 Environmental Engineering | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **3,007,695** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 50,504 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 42,274 | |
| Other (explain as necessary) | 133,326 | Eng 3 FTE transferred from FM to ES Engineering |
| | 426,043 | 2025 IBC 4b-4.1, Regional Trestles Renewals, Trail Widening & Lighting Project Team |
| | 44,625 | Differential on 2024 IBC 4c-2.1 Regional Trail Project Engineer |
| | (71,666) | Temp Engineering Manager returned to Hartland |
| Total Change in Salaries | 625,106 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 15,107 | Increase in 2024 operating costs |
| Human Resources Allocation | 12,623 | Increase in 2024 salary budget; corporate safety resourcing |
| Building Occupancy | 31,288 | Increase in 2025 HQ building operating costs |
| Manager of Contract Coordination Allocation | 80,760 | |
| Vehicle Purchase | 45,000 | |
| Other Costs | 21,239 | |
| Total Other Changes | 206,017 | |
| **2025 Budget** | **3,838,818** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and benefit change | 1.7% |
| 2025 Step increase/paygrade change | 1.4% |
| Eng 3 FTE transferred from FM to ES Engineering | 4.4% |
| IBC 4b-4.1, 3 new FTEs | 14.2% |
| Differential on 2024 IBC | 1.5% |
| Temp Engineering Manager returned to Hartland | -2.4% |
| Standard Overhead Allocation | 0.5% |
| Human Resources Allocation | 0.4% |
| Building Occupancy | 1.0% |
| Manager of Contract Coordination Allocation | 2.7% |
| Vehicle Purchase | 1.5% |
| Balance of increase | 0.7% |
| *% expense increase from 2024:* | ***27.6%*** |
| *% Requisition increase from 2024 (if applicable):* | ***0.00%*** |

*Requisition funding is 0.0% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estmiated one-time favourable variance of $6,851 (0.2%) . This variance will be moved to Equipment Replacement Reserve which have an expected year end balance of $431,753 before this transfer.*

| 1.576 - Engineering Services | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 2,266,261 | 2,253,378 | 2,331,998 | 559,369 | - | 2,891,367 | 2,973,625 | 3,058,198 | 3,145,146 | 2,552,909 |
| Standard Overhead Allocation | 134,278 | 134,278 | 149,385 | - | - | 149,385 | 153,866 | 156,944 | 160,082 | 163,284 |
| Human Resources Allocation | 71,806 | 71,806 | 84,429 | - | - | 84,429 | 94,345 | 102,696 | 105,013 | 107,632 |
| Building Occupancy Allocation | 152,447 | 152,447 | 183,735 | - | - | 183,735 | 191,227 | 200,282 | 209,114 | 212,972 |
| Mgr Contract Coordinator Allocation | - | - | 80,760 | - | - | 80,760 | 83,100 | 85,500 | 87,980 | 90,520 |
| Other Internal Allocations | 77,471 | 77,471 | 87,526 | - | 10,812 | 98,338 | 112,975 | 111,280 | 113,509 | 115,800 |
| Consulting and Legal | 7,000 | 2,242 | 7,000 | - | - | 7,000 | 7,140 | 7,280 | 7,420 | 7,570 |
| Operating Supplies | 53,040 | 41,022 | 53,040 | - | - | 53,040 | 54,090 | 55,160 | 56,280 | 57,410 |
| Telecommunication | 35,980 | 26,574 | 35,980 | - | - | 35,980 | 36,690 | 37,420 | 38,160 | 38,920 |
| Vehicle and Equipment | 46,812 | 77,864 | 47,104 | - | - | 47,104 | 48,040 | 48,990 | 49,960 | 50,950 |
| Operating Cost - Other | 142,600 | 16,734 | 42,680 | - | 100,000 | 142,680 | 43,553 | 44,438 | 45,346 | 46,267 |
| **TOTAL OPERATING COSTS** | **2,987,695** | **2,853,816** | **3,103,637** | **559,369** | **110,812** | **3,773,818** | **3,798,651** | **3,908,188** | **4,018,010** | **3,444,234** |
| *Percentage increase over prior year operating costs | | -4.5% | 3.88% | | | 26.31% | 0.66% | 2.88% | 2.81% | -14.28% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Capital Fund | - | - | - | - | 45,000 | 45,000 | - | - | - | - |
| Transfer to ERF | 20,000 | 26,851 | 20,000 | - | - | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| **TOTAL CAPITAL / RESERVES** | 20,000 | 26,851 | 20,000 | - | 45,000 | 65,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| **TOTAL COSTS** | **3,007,695** | **2,880,667** | **3,123,637** | **559,369** | **155,812** | **3,838,818** | **3,818,651** | **3,928,188** | **4,038,010** | **3,464,234** |
| *Percentage increase over prior year operating costs | | -4.2% | | | | 27.63% | -0.53% | 2.87% | 2.80% | -14.21% |
| Internal Recoveries | (2,907,695) | (2,880,667) | (3,123,637) | (559,369) | (155,812) | (3,838,818) | (3,818,651) | (3,928,188) | (4,038,010) | (3,464,234) |
| *Percentage increase over prior year operating costs | | -0.9% | | | | 32.02% | -0.53% | 2.87% | 2.80% | -14.21% |
| **OPERATING LESS RECOVERIES** | **100,000** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Estimated balance C/F from current to Nex | - | - | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | | | | | | | | |
| Transfer Operating Reserve | (100,000) | - | - | - | (100,000) | (100,000) | | | | |
| **TOTAL REVENUE** | **(100,000)** | **-** | **-** | **-** | **(100,000)** | **(100,000)** | **-** | **-** | **-** | **-** |
| **REQUISITION** | **-** | **-** | **-** | **-** | **100,000** | **100,000** | **-** | **-** | **-** | **-** |
| *Percentage increase over prior year requisition | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 14 | 14 | 14 | 4 | - | 18 | 18 | 18 | 18 | 18 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.576 Environmental Engineering Service | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $40,000 | $40,000 | $40,000 | $40,000 | $40,000 | $200,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $100,000 | $55,000 | $0 | $65,000 | $0 | $220,000 |
| | | **$0** | **$140,000** | **$95,000** | **$40,000** | **$105,000** | **$40,000** | **$420,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $45,000 | $0 | $0 | $0 | $0 | $45,000 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $95,000 | $95,000 | $40,000 | $105,000 | $40,000 | $375,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$140,000** | **$95,000** | **$40,000** | **$105,000** | **$40,000** | **$420,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.576

**Service Name:** Environmental Engineering Services

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 21-01 | Replacement | Replacement ES Vehicle | Replace aging fleet vehicle unit #F12013 (7 pass van) | $ 50,000 | V | ERF | | | | | | | $ - |
| 23-02 | Replacement | Engineering Equipment | Engineering Equipment | $ 75,000 | E | ERF | | 15,000 | 15,000 | 15,000 | | | $ 45,000 |
| 23-03 | Replacement | Computer Equipment | Computer Equipment | $ 125,000 | E | ERF | | 25,000 | 25,000 | 25,000 | | | $ 75,000 |
| 24-02 | Replacement | Replacement ES Vehicle | Replace aging fleet vehicle unit #F14017 (4x4 pick-up) | $ 55,000 | V | ERF | | | | | | | $ - |
| 25-01 | Replacement | Replacement ES Vehicle | Replace aging fleet vehicle unit #F15014 (4x4 pick-up) | $ 55,000 | V | ERF | | 55,000 | | | | | $ 55,000 |
| 25-02 | New | ES Vehicle | New ES Vehicle to support Trestle and Trail Project | $ 45,000 | V | Cap | | 45,000 | | | | | $ 45,000 |
| 26-01 | Replacement | Replacement ES Vehicle | Replace aging fleet vehicle unit #F15015 (4x4 pick-up) | $ 55,000 | V | ERF | | | 55,000 | | | | $ 55,000 |
| 28-01 | Replacement | Replacement ES Vehicle | Replace aging fleet vehicle unit #F18027 (PHEV AWD) | $ 65,000 | V | ERF | | | | | 65,000 | | $ 65,000 |
| 28-02 | Replacement | Engineering Equipment | Engineering Equipment | $ 75,000 | E | ERF | | | | | 15,000 | 15,000 | $ 30,000 |
| 28-03 | Replacement | Computer Equipment | Computer Equipment | $ 125,000 | E | ERF | | | | | 25,000 | 25,000 | $ 50,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 725,000** | | | | **$ 140,000** | **$ 95,000** | **$ 40,000** | **$ 105,000** | **$ 40,000** | **$ 420,000** |

| Service: | 1.576 | Environmental Engineering Services |
|---|---|---|

| Project Number | 21-01 | Capital Project Title | Replacement ES Vehicle | Capital Project Description | Replace aging fleet vehicle unit #F12013 (7 pass van) |
|---|---|---|---|---|---|
| **Project Rationale** | This vehicle is a 7 passenger mini-van used by all staff in the Engineering Services group as required for group travel to various sites. Vehicle will be beyond the recommended CRD service life. | | | | |

| Project Number | 23-02 | Capital Project Title | Engineering Equipment | Capital Project Description | Engineering Equipment |
|---|---|---|---|---|---|
| **Project Rationale** | Replace engineering equipment based on life cycle assessment. | | | | |

| Project Number | 23-03 | Capital Project Title | Computer Equipment | Capital Project Description | Computer Equipment |
|---|---|---|---|---|---|
| **Project Rationale** | Replace computer equipment based on life cycle assessment. | | | | |

| Project Number | 24-02 | Capital Project Title | Replacement ES Vehicle | Capital Project Description | Replace aging fleet vehicle unit #F14017 (4x4 pick-up) |
|---|---|---|---|---|---|
| **Project Rationale** | This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life. | | | | |

| Project Number | 25-01 | Capital Project Title | Replacement ES Vehicle | Capital Project Description | Replace aging fleet vehicle unit #F15014 (4x4 pick-up) |
|---|---|---|---|---|---|
| **Project Rationale** | This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life. | | | | |

| Project Number | 25-02 | Capital Project Title | ES Vehicle | Capital Project Description | New ES Vehicle to support Trestle and Trail Project |
|---|---|---|---|---|---|
| **Project Rationale** | This vehicle is to support Trestle and Trail Widening and Lighting Project | | | | |

| Project Number | 26-01 | Capital Project Title | Replacement ES Vehicle | Capital Project Description | Replace aging fleet vehicle unit #F15015 (4x4 pick-up) |
|---|---|---|---|---|---|
| **Project Rationale** | This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life. | | | | |

| Service: | 1.576 | Environmental Engineering Services |
|---|---|---|

| Project Number | 28-01 | Capital Project Title | Replacement ES Vehicle | Capital Project Description | Replace aging fleet vehicle unit #F18027 (PHEV AWD) |
|---|---|---|---|---|---|
| Project Rationale | This vehicle is a PHEV used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 10 years old. | | | | |

| Project Number | 28-02 | Capital Project Title | Engineering Equipment | Capital Project Description | Engineering Equipment |
|---|---|---|---|---|---|
| Project Rationale | Replace engineering equipment based on life cycle assessment. | | | | |

| Project Number | 28-03 | Capital Project Title | Computer Equipment | Capital Project Description | Computer Equipment |
|---|---|---|---|---|---|
| Project Rationale | Replace computer equipment based on life cycle assessment. | | | | |

**1.576 Engineering Services**
**Asset and Reserve Summary**
**2025 - 2029 Financial Plan**

## ERF Reserve Cash Flow

**ERF:** Engineering Senior Budget - ERF for Equipment and Vehicles

| Equipment Replacement Schedule | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| Projected year end balance | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 670,753 | 431,753 | 362,753 | 287,753 | 267,753 | 182,753 |
| **Planned Purchase (Based on Capital Plan)** | (295,000) | (95,000) | (95,000) | (40,000) | (105,000) | (40,000) |
| **Transfer from Ops Budget** | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| **Proceed disposal of Equipment** | 30,000 | | | | | |
| **Interest Income*** | 6,000 | 6,000 | | | | |
| **Total projected year end balance** | **431,753** | **362,753** | **287,753** | **267,753** | **182,753** | **162,753** |

**1.576 ES Engineering**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**ES Engineering**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule - FC 105524

| Operating Reserve Schedule | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| Projected year end balance | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 481,631 | 502,631 | 522,631 | 522,631 | 522,631 | 522,631 |
| Planned Purchase | - | | | | | |
| Transfer from Ops Budget | - | | | | | |
| Interest Income* | 21,000 | 20,000 | | | | |
| **Total projected year end balance** | **502,631** | **522,631** | **522,631** | **522,631** | **522,631** | **522,631** |

**Assumptions/Background:**

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Facility Management

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.105 Facility Management** **Committee: Finance**

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**SERVICE DESCRIPTION:**

Full facility management services including administration, maintenance, technical and project management for nine facilities.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Finance

**FUNDING:**

**GENERAL INFORMATION:**

All costs are recovered from user departments and requisition.

| 1.105 Facility Management | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 1,613,555 | 1,510,616 | 1,461,333 | - | - | 1,461,333 | 1,501,922 | 1,543,623 | 1,586,487 | 1,630,532 |
| Internal Allocations | 318,277 | 318,277 | 352,149 | - | 3,604 | 355,753 | 376,315 | 389,571 | 400,061 | 409,361 |
| Consulting Service | 68,490 | 45,120 | 81,100 | - | - | 81,100 | 82,720 | 84,370 | 86,060 | 87,780 |
| Operating Supplies | 27,456 | 4,642 | 28,190 | - | - | 28,190 | 28,760 | 29,330 | 29,930 | 30,530 |
| Telecommunication | 16,800 | 16,698 | 17,300 | - | - | 17,300 | 17,650 | 18,000 | 18,360 | 18,730 |
| Vehicle and Equipment | 35,905 | 39,474 | 36,985 | - | - | 36,985 | 37,720 | 38,480 | 39,250 | 40,040 |
| Operating Cost - Other | 45,750 | 27,342 | 46,980 | - | - | 46,980 | 47,920 | 48,880 | 49,860 | 50,860 |
| **TOTAL OPERATING COSTS** | **2,126,233** | **1,962,169** | **2,024,037** | **-** | **3,604** | **2,027,641** | **2,093,007** | **2,152,254** | **2,210,008** | **2,267,833** |
| *Percentage increase over prior year operating costs | | -7.7% | -4.81% | | | -4.64% | 3.22% | 2.83% | 2.68% | 2.62% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to ERF | 25,500 | 25,500 | 45,000 | - | - | 45,000 | 45,900 | 46,820 | 47,760 | 48,720 |
| Transfer to Genaral Capital Fund | - | - | 75,000 | - | - | 75,000 | - | - | - | - |
| Transfer to Operating Reserve | - | - | | | | | | | | |
| **TOTAL CAPITAL / RESERVES** | **25,500** | **25,500** | **120,000** | **-** | **-** | **120,000** | **45,900** | **46,820** | **47,760** | **48,720** |
| **TOTAL COSTS** | **2,151,733** | **1,987,669** | **2,144,037** | **-** | **3,604** | **2,147,641** | **2,138,907** | **2,199,074** | **2,257,768** | **2,316,553** |
| *Percentage increase over prior year operating costs | | -7.6% | | | | **-0.19%** | -0.41% | 2.81% | 2.67% | 2.60% |
| Internal Recoveries | (1,969,650) | (1,756,693) | (1,940,411) | - | (3,604) | (1,944,015) | (1,930,338) | (1,985,421) | (2,038,887) | (2,092,296) |
| **OPERATING LESS RECOVERIES** | **182,083** | **230,976** | **203,626** | **-** | **-** | **203,626** | **208,569** | **213,653** | **218,881** | **224,257** |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Estimated balance C/F from current to Next year | | - | | | | | | | | |
| Transfer from Operating reserve | - | - | - | | | - | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| Revenue - Other | (8,349) | (57,242) | (33,349) | - | - | (33,349) | (33,359) | (33,369) | (33,379) | (33,389) |
| **TOTAL REVENUE** | **(8,349)** | **(57,242)** | **(33,349)** | **-** | **-** | **(33,349)** | **(33,359)** | **(33,369)** | **(33,379)** | **(33,389)** |
| Estimated balance C/F from current to Next year | | | | | | | | | | |
| **REQUISITION** | **(173,734)** | **(173,734)** | **(170,277)** | **-** | **-** | **(170,277)** | **(175,210)** | **(180,284)** | **(185,502)** | **(190,868)** |
| *Percentage increase over prior year requisition | | | | | | -1.99% | 3% | 3% | 3% | 3% |
| AUTHORIZED POSITIONS FTE: | 13 | 13 | 11 | | - | 11 | 11 | 11 | 11 | 11 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.105 Facilities Management | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $35,000 | $10,000 | $10,000 | $10,000 | $0 | $65,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $165,000 | $75,000 | $75,000 | $0 | $0 | $315,000 |
| | | **$0** | **$200,000** | **$85,000** | **$85,000** | **$10,000** | **$0** | **$380,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $200,000 | $85,000 | $85,000 | $10,000 | $0 | $380,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$200,000** | **$85,000** | **$85,000** | **$10,000** | **$0** | **$380,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.105

**Service Name:** Facilities Management

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 21-01 | Replacement | Unit F01112 | Replace 2010 Chev Express Van - 01112 | $ 75,000 | V | ERF | | $ 75,000 | | | | | $ 75,000 |
| 22-01 | Replacement | Equipment Replacement | Replace computers | $ 50,000 | E | ERF | | $ 10,000 | $ 10,000 | | | | $ 20,000 |
| 23-01 | Replacement | Fleet Replacement | Replace 2012 Jeep Patriot - 12001 | $ 75,000 | V | ERF | | $ 75,000 | | | | | $ 75,000 |
| 23-02 | New | Equipment Replacement | New utility trailer | $ 15,000 | V | ERF | | $ 15,000 | | | | | $ 15,000 |
| 24-01 | Replacement | Fleet Replacement | Replace 2016 Sprinter Van - Unit 1601 | $ 75,000 | V | ERF | | | $ 75,000 | | | | $ 75,000 |
| 25-01 | Replacement | Fleet Replacement | Replace 2017 Transit Van - Unit 17002 | $ 75,000 | V | ERF | | | | $ 75,000 | | | $ 75,000 |
| 27-01 | Replacement | Equipment Replacement | Replace computers | $ 50,000 | E | ERF | | | | $ 10,000 | $ 10,000 | | $ 20,000 |
| 25-02 | Replacement | Replacement of small equipment | Replacement of small equipment (leaf blowers, pressure washer etc.) with electric | $ 25,000 | E | ERF | | $ 25,000 | | | | | $ 25,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 440,000** | | | | **$ 200,000** | **$ 85,000** | **$ 85,000** | **$ 10,000** | **$ -** | **$ 380,000** |

| Service: | 1.105 | Facilities Management |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 21-01 | Capital Project Title | Unit F01112 | Capital Project Description | Replace 2010 Chev Express Van - 01112 |
| Project Rationale | Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 22-01 | Capital Project Title | Equipment Replacement | Capital Project Description | Replace computers |
| Project Rationale | Per IT replacement schedule | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 23-01 | Capital Project Title | Fleet Replacement | Capital Project Description | Replace 2012 Jeep Patriot - 12001 |
| Project Rationale | Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 23-02 | Capital Project Title | Equipment Replacement | Capital Project Description | New utility trailer |
| Project Rationale | Purchase new utility trailer to tow equipment with smaller light duty truck. | | | | |

| Service: | 1.105 | Facilities Management |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-01 | **Capital Project Title** | Fleet Replacement | **Capital Project Description** | Replace 2016 Sprinter Van - Unit 1601 |
| **Project Rationale** | Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | Fleet Replacement | **Capital Project Description** | Replace 2017 Transit Van - Unit 17002 |
| **Project Rationale** | Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-01 | **Capital Project Title** | Equipment Replacement | **Capital Project Description** | Replace computers |
| **Project Rationale** | Per IT replacement schedule | | | | |

**1.105 Facility Management**
**Asset and Reserve Summary**
**2025 - 2029 Financial Plan**

## Asset Profile

**Facility Management ERF**

Facility Management assets consist of vehicles and equipment.

## Equipment Replacement Fund Schedule (ERF)

| Equipment Replacement Schedule | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| **Projected year end balance** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 393,709 | 397,709 | 245,709 | 206,609 | 168,429 | 206,189 |
| **Planned Purchase (Based on Capital Plan)** | (25,000) | (200,000) | (85,000) | (85,000) | (10,000) | - |
| **Transfer from Ops Budget** | 25,000 | 45,000 | 45,900 | 46,820 | 47,760 | 48,720 |
| **Proceed disposal of Equipment** | | | | | | |
| **Transfer** | | | | | | |
| **Transfer of HQ Pool Fleet ERF** | | | | | | |
| **Interest Income*** | 4,000 | 3,000 | | | | |
| **Total projected year end balance** | **397,709** | **245,709** | **206,609** | **168,429** | **206,189** | **254,909** |

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

**1.105 Facility Management**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Facility Management**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule - FC 105541

| Operating Reserve Schedule | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| Projected year end balance | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 212,378 | 221,378 | 229,378 | 229,378 | 229,378 | 229,378 |
| Planned Purchase | - | - | | | | |
| Transfer from Ops Budget | - | | | | | |
| Interest Income* | 9,000 | 8,000 | | | | |
| **Total projected year end balance** | **221,378** | **229,378** | **229,378** | **229,378** | **229,378** | **229,378** |

**Assumptions/Background:**

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# CRD Headquarters Building

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.106 CRD Headquarter Building** **Committee: Finance**

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Finance

**FUNDING:**

All costs are recovered by building allocation from CRD user departments.

**Change in Budget 2024 to 2025**

| **Service: 1.106 CRD Headquarters Building** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **2,204,840** | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 3,620 | Increase in 2024 operating costs |
| Insurance | 53,328 | Increase in 2025 HQ building operating costs |
| Additional Rented Space | 297,460 | Additional space at 1675 Douglas |
| Transfer to Capital Reserve | 70,000 | Planned increase in capital reserve transfers |
| Transfer to ERF | 10,000 | Planned increase in equipment replacement reserve transfers |
| Cleaning Services | 31,900 | 2025 will have a new contract for cleaning servcies. |
| Grounds Maintenace | 17,617 | Additional costs re. the living wall |
| Other Costs | (10,097) | |
| Total Other Changes | 473,828 | |
| **2025 Budget** | **2,678,668** | |

| Summary of % Expense Increase | |
|---|---|
| Standard Overhead Allocation | 0.2% |
| Insurance | 2.4% |
| Additional Rented Space | 13.5% |
| Transfer to Capital Reserve | 3.2% |
| Transfer to ERF | 0.5% |
| Cleaning Services | 1.4% |
| Grounds Maintenace | 0.8% |
| Balance of increase | -0.5% |
| *% expense increase from 2024:* | ***21.5%*** |
| *% Requisition increase from 2024 (if applicable):* | ***0.00%*** |

*Requisition funding is 0.0% of service revenue*

**Overall 2024 Budget Performance**

(expected variance to budget and surplus treatment)

*There is no expected surplus or deficit for 2024.*

| 1.106 - CRD HQ BUILDING | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Internal Allocations | 318,872 | 318,872 | 329,742 | - | - | 329,742 | 329,864 | 336,461 | 343,191 | 350,055 |
| Insurance Cost | 48,520 | 48,520 | 77,180 | - | - | 77,180 | 84,898 | 93,388 | 102,727 | 112,999 |
| Repairs and Maintenance Costs | 252,858 | 288,658 | 277,475 | - | - | 277,475 | 283,020 | 288,682 | 294,452 | 300,342 |
| Rental and Leases | 120,411 | 108,542 | 128,107 | - | - | 128,107 | 130,670 | 133,280 | 135,950 | 138,670 |
| Electricity& Utilities | 195,460 | 147,092 | 203,000 | - | - | 203,000 | 207,060 | 211,200 | 215,420 | 219,730 |
| Operating Supplies | 44,246 | 5,892 | 17,264 | - | - | 17,264 | 17,610 | 17,970 | 18,330 | 18,700 |
| Internal Labour Cost | 335,000 | 328,325 | 345,000 | - | - | 345,000 | 341,700 | 348,534 | 355,505 | 362,615 |
| Operating Cost - Other | 226,933 | 260,214 | 260,900 | - | - | 260,900 | 266,126 | 271,445 | 276,866 | 282,390 |
| Additional Space | 302,540 | 311,632 | 313,000 | 287,000 | - | 600,000 | 612,000 | 624,240 | 636,720 | 649,450 |
| **TOTAL OPERATING COSTS** | **1,844,840** | **1,817,747** | **1,951,668** | **287,000** | **-** | **2,238,668** | **2,272,948** | **2,325,200** | **2,379,161** | **2,434,951** |
| *Percentage increase over prior year operating costs | | -1.5% | 5.79% | | | 21.35% | 1.53% | 2.30% | 2.32% | 2.34% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 300,000 | 300,000 | 300,000 | 70,000 | - | 370,000 | 445,000 | 525,000 | 600,000 | 600,000 |
| Transfer to ERF | 60,000 | 60,000 | 70,000 | - | - | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 |
| **TOTAL CAPITAL / RESERVES** | 360,000 | 360,000 | 370,000 | 70,000 | - | 440,000 | 515,000 | 595,000 | 670,000 | 670,000 |
| Debt Expenditures | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | **2,204,840** | **2,177,747** | **2,321,668** | **357,000** | **-** | **2,678,668** | **2,787,948** | **2,920,200** | **3,049,161** | **3,104,951** |
| *Percentage increase over prior year operating costs | | -1.2% | | | | 21.49% | 4.08% | 4.74% | 4.42% | 1.83% |
| Internal Recoveries(Building Occupancy) | (2,170,779) | (2,170,780) | (2,287,118) | (357,000) | - | (2,644,118) | (2,753,112) | (2,885,075) | (3,013,745) | (3,069,241) |
| *Percentage increase over prior year operating costs | | 0.0% | | | | 21.8% | 4.1% | 4.8% | 4.5% | 1.8% |
| **OPERATING LESS RECOVERIES** | **34,061** | **6,967** | **34,550** | **-** | **-** | **34,550** | **34,836** | **35,125** | **35,416** | **35,710** |
| | | -79.5% | 1.44% | | | 1.44% | 0.83% | 0.83% | 0.83% | 0.83% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Estimated Balance C/F from current to next year | | | | | | | | | | |
| Balance C/F from Prior to Current year | | | | | | | | | | |
| Transfer from operating reserve | | | | | | | | | | |
| Fees Charged | - | - | - | - | - | - | - | - | - | - |
| Lease Revenue | - | (1,400) | - | - | - | - | - | - | - | - |
| Recovery - Other | (34,061) | (5,566) | (34,550) | - | - | (34,550) | (34,836) | (35,125) | (35,416) | (35,710) |
| **TOTAL REVENUE** | **(34,061)** | **(6,966)** | **(34,550)** | **-** | **-** | **(34,550)** | **(34,836)** | **(35,125)** | **(35,416)** | **(35,710)** |
| **REQUISITION** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| *Percentage increase over prior year requisition | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | | | | | | | | | | |
| Converted Auxillaries | - | - | - | - | - | - | | | | |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.106 Facilities and Risk | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $465,000 | $370,000 | $2,540,000 | $140,000 | $100,000 | $3,615,000 |
| Equipment | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $25,000 | $0 | $0 | $0 | $0 | $25,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$490,000** | **$370,000** | **$2,540,000** | **$140,000** | **$100,000** | **$3,640,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $490,000 | $370,000 | $2,540,000 | $140,000 | $100,000 | $3,640,000 |
| | | **$0** | **$490,000** | **$370,000** | **$2,540,000** | **$140,000** | **$100,000** | **$3,640,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.106

**Service Name:** Facilities and Risk

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 21-03 | New | Interior Renovations | Interior renovations - HQ Building | $ 500,000 | B | Res | | 100,000 | 100,000 | | | | $ 200,000 |
| 22-01 | New | Interior Renovations | Interior renovations - HQ Building Space Optimazation | $ 3,000,000 | B | Cap | | - | | | | | $ - |
| 23-02 | New | EV Charging Infrastructure | EV Charging Infrastructure - Fisgard Parkade Bldg | $ 175,000 | S | Res | ► | 25,000 | | | | | $ 25,000 |
| 24-01 | Renewal | Exterior Upgrades | Exterior Paint | $ 50,000 | B | Res | ► | 50,000 | | | | | $ 50,000 |
| 24-02 | New | Safety Systems | Minor Security Upgarades | $ 75,000 | B | Res | | 15,000 | 15,000 | 15,000 | 15,000 | | $ 60,000 |
| 24-03 | New | Energy Management | Minor Energy Upgrades | $ 75,000 | B | Res | | 15,000 | 15,000 | 15,000 | 15,000 | | $ 60,000 |
| 24-04 | Replacement | Interior Finishes | Flooring Replacement | $ 50,000 | B | Res | | 25,000 | | | | | $ 25,000 |
| 24-05 | New | Interior Upgrades | Gender Neutral Washroom Upgrades | $ 50,000 | B | Res | ► | 50,000 | | | | | $ 50,000 |
| 25-01 | Study | Asset management Plan | Facility condition assessment | $ 15,000 | B | Res | | 15,000 | | | | | $ 15,000 |
| 25-02 | Replacement | Roof Replacement | 4th floor small roof areas | $ 75,000 | B | Res | | 75,000 | | | | | $ 75,000 |
| 25-03 | Replacement | Safety Systems | Fire Sprinkler upgrades | $ 10,000 | B | Res | | 10,000 | | | | | $ 10,000 |
| 25-04 | Study | Fisgard HQ HVAC Replacement / Upgrades | Fisgard HQ HVAC Replacement / Upgrades | $ 2,400,000 | B | Res | | 10,000 | | | | | $ 10,000 |
| 25-04 | Study | Fisgard HQ HVAC Replacement / Upgrades | Fisgard HQ HVAC Replacement / Upgrades | | B | Res | | | 230,000 | | | | $ 230,000 |
| 25-04 | Replacement | Fisgard HQ HVAC Replacement / Upgrades | Fisgard HQ HVAC Replacement / Upgrades | | B | Res | | | | 2,400,000 | | | $ 2,400,000 |
| 25-05 | Defer | Emergency Repairs | For unforeseen emergency repairs | $ 100,000 | B | Res | ► | 100,000 | | | | | $ 100,000 |
| 26-01 | Replacement | Interior Upgrades | Interior paint | $ 40,000 | B | Res | | | 10,000 | 10,000 | 10,000 | | $ 30,000 |
| 27-01 | New | Interior Renovations | Interior renovations - HQ Building | $ 500,000 | B | Res | | | | 100,000 | 100,000 | 100,000 | $ 300,000 |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 7,115,000** | | | | **$ 490,000** | **$ 370,000** | **$ 2,540,000** | **$ 140,000** | **$ 100,000** | **$ 3,640,000** |

| Service: | 1.106 | Facilities and Risk |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 21-03 | Interior Renovations | Interior renovations - HQ Building |

**Project Rationale** Contingent amount for office and floor plate reconfigeration due to department and staff relocations

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 22-01 | Interior Renovations | Interior renovations - HQ Building Space Optimazation |

**Project Rationale** Interior renovations to accomadate additional staff in 2022. Renovation will be phased and completed over 2 years.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-02 | EV Charging Infrastructure | EV Charging Infrastructure - Fisgard Parkade Bldg |

**Project Rationale** Additional EV chargers, when required, for expansion of the City of Victoria parkade program.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-01 | Exterior Upgrades | Exterior Paint |

**Project Rationale** Repaint exterior elements of the building.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-02 | Safety Systems | Minor Security Upgarades |

**Project Rationale** Various minor security improvements, including access control, building upgrades, etc.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-03 | Energy Management | Minor Energy Upgrades |

**Project Rationale** Various minor energy improvements, including building control systems, building upgrades, etc.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-04 | Interior Finishes | Flooring Replacement |

**Project Rationale** Carpet tile replacement program.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-05 | Interior Upgrades | Gender Neutral Washroom Upgrades |

**Project Rationale** Assessing washrooms and various minor upgrades to all washrooms to be gender neutral.

| Service: | 1.106 | Facilities and Risk |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-01 | Asset management Plan | Facility condition assessment |

**Project Rationale** Building condition assessment to determine life cycle condition, including replacement budget.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-02 | Roof Replacement | 4th floor small roof areas |

**Project Rationale** Roof is at its end of life and requires replacement.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-03 | Safety Systems | Fire Sprinkler upgrades |

**Project Rationale** Fire sprinkler systems upgrades as per consultants report.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-04 | Fisgard HQ HVAC Replacement / Upgrades | Fisgard HQ HVAC Replacement / Upgrades |

**Project Rationale** Major HVAC upgrade to meet climate action goals.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-05 | Emergency Repairs | For unforeseen emergency repairs |

**Project Rationale** Emergency reapair funding.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-01 | Interior Upgrades | Interior paint |

**Project Rationale** Repaint interior of the building.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 27-01 | Interior Renovations | Interior renovations - HQ Building |

**Project Rationale** Contingent amount for office and floor plate reconfigeration due to department and staff relocations

**1.106 CRD HQ Building & 1.226 Health Facilities - VIHA**
**Asset and Reserve Summary**
**2025 - 2029 Financial Plan**

## Asset Profile

**CRD HQ Office Facilities & Health Facilities - VIHA**

Office Facilities manages office buildings and rental units owned by the CRD. Assets include CRD Headquarters building, 3 buildings currently occupied by VIHA and JDF administration building currently occupied by JDF Planning, Building Inspection and Emergency Services. The total historical value as at December 31, 2015 was $38M. Total replacement value for the facilities is $39M (Note A).

Assets held by Health Facilities - VIHA consist of Peninsula Health Unit, Victoria Health Unit and Esquimalt Health unit built in 1994, 1986 and 1990. The total historical value as of Dec 31, 2015 for all three health units building structures was $12M with an estimated replacement value of $22M (Note A).

## 1.106 Headquarters Facility & 1.226 VIHA Health Facilities Capital Reserve Fund Cash Flow

| Reserve/Fund Summary | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| Projected year end balance | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 5,194,072 | 5,924,847 | 4,317,637 | 4,742,506 | 3,829,679 | 5,406,467 |
| Planned Capital Expenditure (Based on Capital Plan) | (540,000) | (3,250,000) | (1,107,500) | (2,540,000) | (140,000) | (100,000) |
| Transfer from Ops Budget | 1,020,775 | 1,442,790 | 1,532,369 | 1,627,173 | 1,716,788 | 1,731,167 |
| Interest Income** | 250,000 | 200,000 | | | | |
| **Total projected year end balance** | **5,924,847** | **4,317,637** | **4,742,506** | **3,829,679** | **5,406,467** | **7,037,634** |

**Assumptions/Background:**

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

**1.106 CRD HQ Building**
**Asset and Reserve Summary**
**2025 - 2029 Financial Plan**

## Asset Profile

**CRD HQ Building ERF**

CRD HQ Building assets building equipment / Pool Fleet.

## Equipment Replacement Fund Schedule (ERF)

| Equipment Replacement Schedule | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| **Projected year end balance** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 95,688 | 136,088 | 181,288 | 226,288 | 271,288 | 316,288 |
| **Planned Purchase (Based on Capital Plan)** | | - | - | - | - | - |
| **Transfer from Ops Budget Equip** | 20,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| **Transfer from Ops Budget Pool Fleet** | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| **Transfer from FM ERF for Pool Fleet** | - | | | | | |
| **Proceed disposal of Equipment** | | | | | | |
| **Interest Income*** | 400 | 200 | | | | |
| **Total projected year end balance** | **136,088** | **181,288** | **226,288** | **271,288** | **316,288** | **361,288** |

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

**1.106 Headquarters Facility**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Headquarters Facility**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule - FC 105542

| Operating Reserve Schedule | Est Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| Projected year end balance | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 61,150 | 63,750 | 65,750 | 65,750 | 65,750 | 65,750 |
| Planned Purchase | | | | | | |
| Transfer from Ops Budget | | | | | | |
| Interest Income* | 2,600 | 2,000 | | | | |
| **Total projected year end balance** | **63,750** | **65,750** | **65,750** | **65,750** | **65,750** | **65,750** |

**Assumptions/Background:**

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Corporate Satellite Facilities

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.107 Corporate Satellite Facilities** **Committee: Finance**

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Finance

**FUNDING:**

All costs are recovered from user departments.

| 1.107 - CORPORATE SATELLITE FACILITIES | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Rentals and Leases | 86,093 | 81,598 | 90,501 | - | - | 90,501 | 92,310 | 94,150 | 96,040 | 97,960 |
| Internal Allocations | 28,657 | 28,657 | 29,946 | - | - | 29,946 | 30,665 | 31,277 | 31,904 | 32,542 |
| Insurance Cost | 1,860 | 1,860 | 2,960 | - | - | 2,960 | 3,256 | 3,582 | 3,940 | 4,334 |
| Electricity & Utilities | 20,071 | 20,189 | 20,674 | - | - | 20,674 | 21,090 | 21,510 | 21,940 | 22,380 |
| Repairs and Maintenance Costs | 16,225 | 32,854 | 26,041 | - | - | 26,041 | 26,570 | 27,080 | 27,640 | 28,190 |
| Operating Cost - Other | 84,811 | 78,745 | 114,299 | - | - | 114,299 | 116,599 | 118,940 | 121,313 | 123,729 |
| **TOTAL OPERATING COSTS** | **237,717** | **243,904** | **284,421** | **-** | **-** | **284,421** | **290,490** | **296,539** | **302,777** | **309,135** |
| *Percentage Increase over prior year | | 2.60% | 19.65% | - | - | 19.65% | 2.13% | 2.08% | 2.10% | 2.10% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Reserve Fund | 12,000 | 12,000 | 12,000 | - | - | 12,000 | 12,240 | 12,480 | 12,730 | 12,980 |
| Transfer to Capital Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 12,000 | 12,000 | 12,000 | - | - | 12,000 | 12,240 | 12,480 | 12,730 | 12,980 |
| **TOTAL COSTS** | **249,717** | **255,904** | **296,421** | **-** | **-** | **296,421** | **302,730** | **309,019** | **315,507** | **322,115** |
| *Percentage Increase over prior year | | 2.48% | 18.70% | - | - | 18.70% | 2.13% | 2.08% | 2.10% | 2.09% |
| **Internal Recoveries** | **(249,717)** | **(255,904)** | **(296,421)** | | | **(296,421)** | **(302,730)** | **(309,019)** | **(315,507)** | **(322,115)** |
| Recovery - Other | - | - | - | - | - | - | - | - | - | - |
| **REQUISITION** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| PARTICIPANTS: Costs recovered internally | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | - | - | - | - | - | - | - | - | - | - |
| Term | - | - | - | - | - | - | - | - | - | - |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.107 Corporate Satellite Facilities | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $50,000 | $0 | $0 | $0 | $0 | $50,000 |
| Equipment | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$50,000** | **$0** | **$0** | **$0** | **$0** | **$50,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $50,000 | $0 | $0 | $0 | $0 | $50,000 |
| | **$0** | **$50,000** | **$0** | **$0** | **$0** | **$0** | **$50,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.107

**Service Name:** Corporate Satellite Facilities

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| JDF 25-01 | New | Emergency Repairs | For unforeseen emergency repairs | $ 50,000 | B | Res | | $ 50,000 | | | | | $ 50,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 50,000** | | | | **$ 50,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 50,000** |

| Service: | 1.107 | Corporate Satellite Facilities |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| JDF 25-01 | Emergency Repairs | For unforeseen emergency repairs |

**Project Rationale** Funding for emergency repairs.

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Family Court Building

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.123 Family Court Building** **Committee: Finance**

**DEFINITION:**

Supplementary Letters Patent, Division VI - Family and Children's Court, March 16, 1967. Amended September 10, 1987.

**PARTICIPATION:**

The participants in this function were Victoria, Saanich, Oak Bay and Esquimalt. Although the District is the owner on record, the facility had previously been operated by the City under an arrangement dating from a time when the CRD had no property management capability.

Since 1998, excess rental revenues may be returned to function participants through a negative requisition.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

No debt shall be incurred by the Regional District for the purpose of this function other than temporary current borrowing.

**FUNDING:**

The budget provides for establishment of a reserve fund from rental revenues in order to establish a program of planned maintenance and upgrading. The facility has no debt. Costs are recovered from the tenant.

| 1.123 - FAMILY COURT BUILDING | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Internal Allocations | - | - | - | - | - | - | - | - | - | - |
| Insurance Cost | - | - | - | - | - | - | - | - | - | - |
| Repairs and Maintenance Costs | - | - | - | - | - | - | - | - | - | - |
| Electricity&Utilities | - | - | - | - | - | - | - | - | - | - |
| Internal Labour Cost | - | - | - | - | - | - | - | - | - | - |
| Operating Cost - Other | - | - | - | - | - | - | - | - | - | - |
| **TOTAL OPERATING COSTS** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| *Percentage Increase over prior year | | | | | | | | | | |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Reserve Fund | 149,360 | 149,360 | 149,360 | - | - | 149,360 | 149,360 | 149,360 | 149,360 | 149,360 |
| TOTAL CAPITAL / RESERVES | 149,360 | 149,360 | 149,360 | - | - | 149,360 | 149,360 | 149,360 | 149,360 | 149,360 |
| **TOTAL COSTS** | **149,360** | **149,360** | **149,360** | **-** | **-** | **149,360** | **149,360** | **149,360** | **149,360** | **149,360** |
| *Percentage Increase over prior year | | | | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Surplus C/F from current to next year | | | | | | | | | | |
| Rental Income | (149,360) | (149,360) | (149,360) | - | - | (149,360) | (149,360) | (149,360) | (149,360) | (149,360) |
| Recovery - Other | - | - | - | - | - | - | - | - | - | - |
| Grants In Lieu of Taxes | - | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (149,360) | (149,360) | (149,360) | - | - | (149,360) | (149,360) | (149,360) | (149,360) | (149,360) |
| **REQUISITION** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| *Percentage Increase over prior year | | | | | | | | | | |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.123 Family Court Building | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $1,362,500 | $0 | $0 | $0 | $0 | $1,362,500 |
| Equipment | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$1,362,500** | **$0** | **$0** | **$0** | **$0** | **$1,362,500** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $47,500 | $0 | $0 | $0 | $0 | $47,500 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $700,000 | $0 | $0 | $0 | $0 | $700,000 |
| Reserve Fund | $0 | $615,000 | $0 | $0 | $0 | $0 | $615,000 |
| | **$0** | **$1,362,500** | **$0** | **$0** | **$0** | **$0** | **$1,362,500** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.123

**Service Name:** Family Court Building

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 20-02 | Renewal | Exterior Upgrades | Wood Window & Trim Replacement | $ 47,500 | B | Cap | | $ 47,500 | | | | | $ 47,500 |
| 22-01 | Replacement | Mechanical Upgrades | Detail Design & Replacement of HVAC | $ 1,050,000 | B | Res | | $ 350,000 | | | | | $ 350,000 |
| 22-01 | Replacement | Mechanical Upgrades | Detail Design & Replacement of HVAC | | B | Other | | $ 700,000 | | | | | $ 700,000 |
| 23-01 | Renewal | Exterior Upgrades | Replace all wood siding | $ 120,000 | B | Res | | $ 120,000 | | | | | $ 120,000 |
| 23-02 | Defer | Emergency Repairs | For Unforeseen Emergency Repairs | $ 50,000 | B | Res | | $ 50,000 | | | | | $ 50,000 |
| 24-01 | Renewal | Exterior Upgrades | Replace West Entrance Hand rail | $ 85,000 | B | Res | | $ 85,000 | | | | | $ 85,000 |
| 25-01 | Study | Asset Management | Condition Assessment | $ 10,000 | B | Res | | $ 10,000 | | | | | $ 10,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 1,362,500** | | | | **$ 1,362,500** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 1,362,500** |

| Service: | 1.123 | Family Court Building |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 20-02 | Capital Project Title | Exterior Upgrades | Capital Project Description | Wood Window & Trim Replacement |
| Project Rationale | To refurbish/replace the exterior wood windows and trim as per condition assessment by consultant. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 22-01 | Capital Project Title | Mechanical Upgrades | Capital Project Description | Detail Design & Replacement of HVAC |
| Project Rationale | Detail design & construction to replace gas boilers with electric heat pumps for building heating and cooling. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 23-01 | Capital Project Title | Exterior Upgrades | Capital Project Description | Replace all wood siding |
| Project Rationale | To refurbish/replace the exterior wood siding as per condition assessment by consultant. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 23-02 | Capital Project Title | Emergency Repairs | Capital Project Description | For Unforeseen Emergency Repairs |
| Project Rationale | | | | | |

| Service: | 1.123 | Family Court Building |
|---|---|---|

| Project Number | 24-01 | Capital Project Title | Exterior Upgrades | Capital Project Description | Replace West Entrance Hand rail |
|---|---|---|---|---|---|
| Project Rationale | To replace front entrance handrail to meet current builidng codes as it is end of life. | | | | |

| Project Number | 25-01 | Capital Project Title | Asset Management | Capital Project Description | Condition Assessment |
|---|---|---|---|---|---|
| Project Rationale | Building condition assessment to determine life cycle condition. Including replacement budget. | | | | |

**1.123 Family Court Building**
**Asset and Reserve Summary**
**2025 - 2029 Financial Plan**

## Asset Profile

**Family Court Building**

The Family Court Building assets include land and building which currently houses mental health built in 1980.

## Reserve Schedule

| Family Court Building Reserve Fund Projected year end balance | Est Actual 2024 | Budget 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|
| **Beginning Balance** | 657,104 | 834,464 | 388,824 | 538,184 | 687,544 | 836,904 |
| **Transfer to Cap Fund** | - | (615,000) | | | | - |
| **Transfer from Ops Budget** | 149,360 | 149,360 | 149,360 | 149,360 | 149,360 | 149,360 |
| **Interest Income**** | 28,000 | 20,000 | | | | |
| **Total projected year end balance** | **834,464** | **388,824** | **538,184** | **687,544** | **836,904** | **986,264** |

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Health Facilities - VIHA

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.226 Health Facilities - VIHA** **Committee: Finance**

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Finance

**FUNDING:**

All costs are recovered by lease payment from Island Health.

| 1.226 - HEALTH FACILITIES - VIHA | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Standard Overhead Allocation | 55,895 | 55,895 | 37,076 | - | - | 37,076 | 38,189 | 38,952 | 39,731 | 40,526 |
| BldgSvcsAdmin Allocation | - | - | 30,000 | - | - | 30,000 | 30,600 | 31,212 | 31,836 | 32,472 |
| Insurance Cost | 35,630 | 35,630 | 54,830 | - | - | 54,830 | 60,313 | 66,344 | 72,979 | 80,278 |
| Repairs and Maintenance Costs | 650,000 | 407,861 | 650,000 | - | - | 650,000 | 663,000 | 676,260 | 689,785 | 703,580 |
| Electricity&Utilities | - | - | - | - | - | - | - | - | - | - |
| Internal Labour Cost | - | - | 75,000 | - | - | 75,000 | 76,500 | 78,030 | 79,590 | 81,180 |
| Consultant Expenses | - | - | - | - | - | - | - | - | - | - |
| Operating Supplies | - | - | - | - | - | - | - | - | - | - |
| Operating Cost - Other | - | 10,613 | 10,000 | - | - | 10,000 | 10,200 | 10,400 | 10,610 | 10,820 |
| **TOTAL OPERATING COSTS** | **741,525** | **509,999** | **856,906** | **-** | **-** | **856,906** | **878,802** | **901,198** | **924,532** | **948,856** |
| *Percentage Increase over prior year | | | | | | 15.56% | 2.56% | 2.55% | 2.59% | 2.63% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Reserve Fund | 1,034,697 | 1,034,697 | 954,840 | - | - | 954,840 | 969,179 | 983,743 | 998,108 | 1,012,237 |
| TOTAL CAPITAL / RESERVES | 1,034,697 | 1,034,697 | 954,840 | - | - | 954,840 | 969,179 | 983,743 | 998,108 | 1,012,237 |
| **TOTAL COSTS** | 1,776,222 | 1,544,696 | 1,811,746 | - | - | 1,811,746 | 1,847,981 | 1,884,941 | 1,922,640 | 1,961,093 |
| *Percentage Increase over prior year | | | | | | **2.00%** | 2.00% | 2.00% | 2.00% | 2.00% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Revenue - Other (Interest) | - | (5,400) | - | - | - | - | - | - | - | - |
| Lease Revenue from VIHA | (1,776,222) | (1,539,296) | (1,811,746) | - | - | (1,811,746) | (1,847,981) | (1,884,941) | (1,922,640) | (1,961,093) |
| TOTAL REVENUE | (1,776,222) | (1,544,696) | (1,811,746) | - | - | (1,811,746) | (1,847,981) | (1,884,941) | (1,922,640) | (1,961,093) |
| | | | | | | 2.00% | 2.00% | 2.00% | 2.00% | 2.00% |
| **REQUISITION** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | - | - | - | - | - | - | - | - | - | - |
| Term | - | - | - | - | - | - | - | - | - | - |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.226<br>Health Facilities - VIHA | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $615,000 | $3,645,000 | $937,500 | $0 | $0 | $0 | $4,582,500 |
| Equipment | | $0 | $440,000 | $0 | $0 | $0 | $0 | $440,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $75,000 | $0 | $0 | $0 | $0 | $75,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$615,000** | **$4,160,000** | **$937,500** | **$0** | **$0** | **$0** | **$5,097,500** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $615,000 | $615,000 | $0 | $0 | $0 | $0 | $615,000 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $835,000 | $200,000 | $0 | $0 | $0 | $1,035,000 |
| Reserve Fund | | $0 | $2,710,000 | $737,500 | $0 | $0 | $0 | $3,447,500 |
| | | **$615,000** | **$4,160,000** | **$937,500** | **$0** | **$0** | **$0** | **$5,097,500** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.226

**Service Name:** Health Facilities - VIHA

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| EHU-21-01 | Renewal | Roof Replacement | Replace Flat Roof | $ 400,000 | B | Res | ► | 400,000 | | | | | $ 400,000 |
| EHU-21-03 | Replacement | Exterior Doors | Replace Exterior Doors to be accessible | $ 50,000 | B | Res | ► | 50,000 | | | | | $ 50,000 |
| EHU-22-01 | Renewal | Exterior Upgrades | Building Envelope Replacement Detailed Design | $ 150,000 | B | Res | ► | 150,000 | | | | | $ 150,000 |
| EHU-22-02 | Replacement | Vertical Transportation Upgrades | Elevator refurbishment & Modernization | $ 40,000 | B | Res | ► | 40,000 | | | | | $ 40,000 |
| EHU-23-01 | Renewal | Mechanical Upgrades | Air Handling Unit Replacement | $ 150,000 | B | Res | ► | 150,000 | | | | | $ 150,000 |
| EHU-23-02 | Renewal | Mechanical Upgrades | Replace Domestic Hot Water Tanks | $ 70,000 | B | Res | ► | 70,000 | | | | | $ 70,000 |
| EHU-23-03 | Renewal | Exterior Upgrades | Building Envelope Replacement | $ 1,872,500 | B | Res | | 265,000 | 277,500 | | | | $ 542,500 |
| EHU-23-03 | Renewal | Exterior Upgrades | Building Envelope Replacement | | B | Other | | 200,000 | 200,000 | | | | $ 400,000 |
| EHU-25-01 | Study | Asset Management | Condition Assessment | $ 10,000 | B | Res | | 10,000 | | | | | $ 10,000 |
| EHU-25-02 | Renewal | Emergency Repairs | For Unforeseen Emergency Repairs | $ 50,000 | B | Res | | 50,000 | | | | | $ 50,000 |
| EHU-26-01 | Renewal | Electrical Upgrades | New Switchgear & panel | $ 25,000 | B | Res | | | 35,000 | | | | $ 35,000 |
| | | | | | | | | | | | | | $ - |
| PHU-20-01 | Renewal | Roof Replacement | Lower Flat Roof Replacement | $ 465,000 | B | Cap | $ 440,000 | 440,000 | | | | | $ 440,000 |
| PHU-22-01 | Replacement | Mechanical Upgrades | Replace AHU & Heat Pumps | $ 125,000 | B | Res | ► | 125,000 | | | | | $ 125,000 |
| PHU-22-02 | Replacement | Vertical Transportation Upgrades | Elevator Refurbishment & Modernization | $ 75,000 | B | Res | ► | 75,000 | | | | | $ 75,000 |
| PHU-22-03 | Replacement | Roof Replacement | Flat Roof - Phase 2 | $ 175,000 | B | Cap | $ 175,000 | 175,000 | | | | | $ 175,000 |
| PHU-23-01 | Replacement | Mechanical Upgrades | Replace Gas Boilers with Electric | $ 120,000 | B | Res | ► | 110,000 | | | | | $ 110,000 |
| PHU-24-01 | Renewal | Site Upgrades | Repave Parking Lot | $ 75,000 | S | Res | | 75,000 | | | | | $ 75,000 |
| PHU-24-02 | Replacement | Interior Upgrades | Repaint Walls | $ 75,000 | B | Other | ► | 75,000 | | | | | $ 75,000 |
| PHU-24-03 | Replacement | Interior Upgrades | New Flooring | $ 100,000 | B | Other | ► | 100,000 | | | | | $ 100,000 |
| PHU-25-01 | Study | Asset management | Condition Assessment | $ 10,000 | B | Res | | 10,000 | | | | | $ 10,000 |
| PHU-25-02 | Defer | Emergency Repairs | For Unforeseen Emergency Repairs | $ 50,000 | B | Res | ► | 50,000 | | | | | $ 50,000 |
| PHU-26-01 | Replacement | Electrical Upgrades | Upgrade Interior Lights to LED | $ 225,000 | B | Res | | | 225,000 | | | | $ 225,000 |
| PHU-26-02 | Replacement | Exterior Upgrades | Repaint Exterior | $ 50,000 | B | Res | | | 50,000 | | | | $ 50,000 |
| | | | | | | | | | | | | | $ - |
| VHU-20-01 | Renewal | Exterior Upgrades | Repaint Exterior Cladding | $ 205,000 | B | Res | ► | 165,000 | | | | | $ 165,000 |
| VHU-20-02 | Renewal | Roof Replacement | Replace Built-up Roofing Detailed Design & Construction | $ 360,000 | B | Res | ► | 350,000 | | | | | $ 350,000 |
| VHU-22-01 | Replacement | Mechanical Upgrades | Replace AHU | $ 440,000 | E | Res | ► | 440,000 | | | | | $ 440,000 |
| VHU-25-01 | Replacement | Interior Upgrades | New Flooring | $ 325,000 | B | Other | | 325,000 | | | | | $ 325,000 |
| VHU-25-02 | Replacement | Interior Upgrades | Interior Paint | $ 135,000 | B | Other | | 135,000 | | | | | $ 135,000 |
| VHU-25-03 | Replacement | Sitework Upgrades | Repaving parking Lot | $ 65,000 | B | Res | ► | 65,000 | | | | | $ 65,000 |

**Service #:** 1.226

**Service Name:** Health Facilities - VIHA

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| VHU-25-04 | Study | Asset management | Condition Assessment | $ 10,000 | B | Res | | 10,000 | | | | | $ 10,000 |
| VHU-25-05 | Defer | Emergency Repairs | For Unforeseen Emergency Repairs | $ 50,000 | B | Res | ► | 50,000 | | | | | $ 50,000 |
| VHU-26-01 | Replacement | Mechanical Upgrades | Domestic Hot Water Upgrades | $ 150,000 | B | Res | | - | 150,000 | | | | $ 150,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 6,102,500** | | | | **$ 4,160,000** | **$ 937,500** | **$ -** | **$ -** | **$ -** | **$ 5,097,500** |

| Service: | 1.226 | Health Facilities - VIHA |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| EHU-21-01 | Roof Replacement | Replace Flat Roof |

**Project Rationale** Replace flat roof as it has reached end of useful life as per consultants report.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| EHU-21-03 | Exterior Doors | Replace Exterior Doors to be accessible |

**Project Rationale** Replace exterior doors with wider doors that are accessible as the doors are at end of life.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| EHU-22-01 | Exterior Upgrades | Building Envelope Replacement Detailed Design |

**Project Rationale** Detailed design for building envelope refurbishment as per consultants report and investigation.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| EHU-22-02 | Vertical Transportation Upgrades | Elevator refurbishment & Modernization |

**Project Rationale** Elevator refurbishmnt, end of life.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| EHU-23-01 | Mechanical Upgrades | Air Handling Unit Replacement |

**Project Rationale** AHU replacement based on system renewal recommendation from Facility Condition Assessment completed in 2019.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| EHU-23-02 | Mechanical Upgrades | Replace Domestic Hot Water Tanks |

**Project Rationale** DHW tank replacement based on system renewal recommendation from Facility Condition Assessment completed in 2019.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| EHU-23-03 | Exterior Upgrades | Building Envelope Replacement |

**Project Rationale** Building envelope replacement for building, includes removing stucco and replacing with new cladding system with a rainscreen.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| EHU-25-01 | Asset Management | Condition Assessment |

**Project Rationale** Building condition assessment to determine life cycle condition, including replacement budget.

| Service: | 1.226 | Health Facilities - VIHA |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| EHU-25-02 | Emergency Repairs | For Unforeseen Emergency Repairs |

**Project Rationale**

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| EHU-26-01 | Electrical Upgrades | New Switchgear & panel |

**Project Rationale** Replace main switchgear and braker panel based on system renewal recommendation from Facility Condition Assessment completed in 2019.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-20-01 | Roof Replacement | Lower Flat Roof Replacement |

**Project Rationale** Roof upgrade

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-22-01 | Mechanical Upgrades | Replace AHU & Heat Pumps |

**Project Rationale** Replace rooftop AHU & heatpumps as system is end of life and requires replacement as per consultants report. New system with be more energy efficient that current and will reduce GHG consumption.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-22-02 | Vertical Transportation Upgrades | Elevator Refurbishment & Modernization |

**Project Rationale** Elevator upgrades to meet current codes and to modernize controls as per consultants condition assessment.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-22-03 | Roof Replacement | Flat Roof - Phase 2 |

**Project Rationale** Contingency amount to cover unforeseen emergency repairs to the building.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-23-01 | Mechanical Upgrades | Replace Gas Boilers with Electric |

**Project Rationale** Replace gas boiler as system is end of life and requires replacement as per consultants report. New system with be electric, not natural gas, will reduce GHG consumption.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-24-01 | Site Upgrades | Repave Parking Lot |

**Project Rationale** Parking lot repairs, including repaving, tire stops and line painting as it is at end of life as per facility condition assessment.

| Service: | 1.226 | Health Facilities - VIHA |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-24-02 | Interior Upgrades | Repaint Walls |

**Project Rationale** Repaint interior walls, include two floors and multipurpose room.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-24-03 | Interior Upgrades | New Flooring |

**Project Rationale** Replace flat roof as it has reached end of useful life as per consultants report.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-25-01 | Asset management | Condition Assessment |

**Project Rationale** Building condition assessment to determine life cycle condition, including replacement budget.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-25-02 | Emergency Repairs | For Unforeseen Emergency Repairs |

**Project Rationale**

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-26-01 | Electrical Upgrades | Upgrade Interior Lights to LED |

**Project Rationale** Replace all interior lighting with LED lights as they are at end of life. New LED lights will reduce energy consumption and provide better working conditions for staff and clients.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| PHU-26-02 | Exterior Upgrades | Repaint Exterior |

**Project Rationale** Repaint exterior of building as it is end of life. Any damaged areas will be fixed prior to painting.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| VHU-20-01 | Exterior Upgrades | Repaint Exterior Cladding |

**Project Rationale** Repaint exterior wood siding of the building as it is end of life. Any damaged areas will be fixed prior to painting.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| VHU-20-02 | Roof Replacement | Replace Built-up Roofing Detailed Design & Construction |

**Project Rationale** Replace flat roof as it has reached end of useful life as per consultants report.

| Service: | 1.226 | Health Facilities - VIHA |
|---|---|---|

| Project Number | VHU-22-01 | Capital Project Title | Mechanical Upgrades | Capital Project Description | Replace AHU |
|---|---|---|---|---|---|
| Project Rationale | Replace AHU as per facility condition assessment recommendation. A feasability report will be completed prior to the start of design to ensure the new system meets our GHG reduction targets. | | | | |

| Project Number | VHU-25-01 | Capital Project Title | Interior Upgrades | Capital Project Description | New Flooring |
|---|---|---|---|---|---|
| Project Rationale | Replace interior flooring. Some areas will be carpet and some will be replaced with vinyl depending on use and durability requirements. | | | | |

| Project Number | VHU-25-02 | Capital Project Title | Interior Upgrades | Capital Project Description | Interior Paint |
|---|---|---|---|---|---|
| Project Rationale | Repaint interior walls, include two floors and multipurpose room. | | | | |

| Project Number | VHU-25-03 | Capital Project Title | Sitework Upgrades | Capital Project Description | Repaving parking Lot |
|---|---|---|---|---|---|
| Project Rationale | Parking lot repairs, including repaving, tire stops and line painting as it is at end of life as per facility condition assessment. | | | | |

| Project Number | VHU-25-04 | Capital Project Title | Asset management | Capital Project Description | Condition Assessment |
|---|---|---|---|---|---|
| Project Rationale | Building condition assessment to determine life cycle condition, including replacement budget. | | | | |

| Project Number | VHU-25-05 | Capital Project Title | Emergency Repairs | Capital Project Description | For Unforeseen Emergency Repairs |
|---|---|---|---|---|---|
| Project Rationale | | | | | |

| Project Number | VHU-26-01 | Capital Project Title | Mechanical Upgrades | Capital Project Description | Domestic Hot Water Upgrades |
|---|---|---|---|---|---|
| Project Rationale | Replace boiler as system is end of life and requires replacement as per consultants report. New system with be electric and more efficient will reduce GHG consumption. | | | | |

# CAPITAL REGIONAL DISTRICT BOARD sitting as COMMITTEE OF THE WHOLE
# October 30, 2024
# Board Room, 625 Fisgard Street, Victoria

# BUDGET REVIEW
# Part C

---

## 7. Planning and Protective Services

**7.1** GM - Planning & Protective Services

**7.2 Regional Housing**
- 7.2.1 Land Banking and Housing (Regional Housing)
- 7.2.2 Regional Housing Trust Fund

**7.3 Hospital District, Health & Capital Planning Strategies**
- 7.3.1 Health & Capital Planning Strategies
- 7.3.2 Community Health

**7.4 Emergency Services**
- 7.4.1 Corporate Emergency
- 7.4.2 Regional Emergency Program Support
- 7.4.3 Hazardous Material Incident Response
- 7.4.4 911 Call Answer
- 7.4.5 911 Call Answer - Municipalities
- 7.4.6 913 Fire Dispatch
- 7.4.7 Regional CREST Contribution
- 7.4.8 Animal Care Services
- 7.4.9 ByLaw Services

**7.5 Regional and Strategic Planning**
- 7.5.1 Traffic Safety
- 7.5.2 Regional Planning Services
- 7.5.3 Regional Growth Strategy

# CAPITAL REGIONAL DISTRICT BOARD sitting as COMMITTEE OF THE WHOLE
# October 30, 2024
# Board Room, 625 Fisgard Street, Victoria

# BUDGET REVIEW
# Part C

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## 8. Integrated Water Services

**8.1 Water Services**

- 8.1.1 Regional Water Supply
- 8.1.2 JDF Water Distribution
- 8.1.3 Florence Lake Water
- 8.1.4 Seagirt Water System

**8.2 Liquid Waste Disposal - Core**

- Core Area Wastewater - Combined View
- 8.2.1 Core Area Wastewater Operations
- 8.2.2 I & I Enhancement Program
- 8.2.3 Debt - Core Area Wastewater Capital
- 8.2.4 Wastewater Operations

**8.3 Saanich Peninsula Liquid Waste & Water Operations**

- 8.3.1 Saanich Peninsula Water Supply
- 8.3.2 Saanich Peninsula Wastewater

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# PLANNING & PROTECTIVE SERVICES

## COMMITTEE OF THE WHOLE

October 2024

# COMMITTEE OF THE WHOLE
# October 30, 2024
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# COMMITTEE OF THE WHOLE
# October 30, 2024
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# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# GM - Planning & Protective Services

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.024 GM - Planning & Protective Services** **Committee: Planning & Protective Services**

**DEFINITION:**

The oversight of planning and protective services for the Capital Regional District Board.

**SERVICE DESCRIPTION:**

The General Manager and Planning and Protective Services administration provides overall direction and supporting administrative oversight for 40 individual services and functions.

The department and its divisions report to the Board, Hospital District Board, Planning, Transportation and Protective Services Committee, Electoral Area Services Committee, Juan de Fuca Land Use Committee and also provide corporate administration for 17 commissions and the Capital Regional Housing Corporation.

Planning and Protective Services includes the administrative and operating responsibility for:

- Capital Regional Housing Corporation
- Capital Regional Hospital District
- Regional Planning and Information Services
- Emergency Management & Fire Protection
- Regional Housing
- Bylaw Services and Animal Control
- Building Inspection and Numbering
- Juan de Fuca Electoral Area Community Planning and Parks

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Planning, Transportation and Protective Services

**FUNDING:**

Requisition and internal allocation

| 1.024 - GM - Planning & Protective Services | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 470,434 | 448,401 | 492,037 | - | - | 492,037 | 506,254 | 520,872 | 535,904 | 551,359 |
| Contract for Services | 2,500 | 2,500 | 2,580 | - | - | 2,580 | 2,630 | 2,680 | 2,830 | 3,590 |
| Internal Allocations | 101,438 | 101,438 | 109,160 | - | 1,802 | 110,962 | 117,915 | 121,486 | 124,617 | 127,104 |
| Operating Other | 21,370 | 17,561 | 21,480 | - | - | 21,480 | 21,939 | 22,412 | 23,389 | 24,270 |
| **TOTAL OPERATING COSTS** | **595,742** | **569,900** | **625,257** | **-** | **1,802** | **627,059** | **648,738** | **667,450** | **686,740** | **706,323** |
| *Percentage Increase over prior year | | | | | | 5.3% | 3.5% | 2.9% | 2.9% | 2.9% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 1,000 | 20,000 | - | - | - | - | 1,000 | 1,000 | 1,000 | 1,000 |
| **TOTAL CAPITAL / RESERVES** | **1,000** | **20,000** | **-** | **-** | **-** | **-** | **1,000** | **1,000** | **1,000** | **1,000** |
| **TOTAL COSTS** | **596,742** | **589,900** | **625,257** | **-** | **1,802** | **627,059** | **649,738** | **668,450** | **687,740** | **707,323** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Internal Recoveries | (285,898) | (285,898) | (302,126) | - | - | (302,126) | (313,079) | (322,981) | (332,286) | (341,733) |
| **TOTAL REVENUES** | **(285,898)** | **(285,898)** | **(302,126)** | **-** | **-** | **(302,126)** | **(313,079)** | **(322,981)** | **(332,286)** | **(341,733)** |
| **NET COSTS** | **310,844** | **304,003** | **323,132** | **-** | **1,802** | **324,934** | **336,659** | **345,469** | **355,453** | **365,591** |
| *Percentage increase over prior year Net Costs | | | | | | 4.5% | 3.6% | 2.6% | 2.9% | 2.9% |
| AUTHORIZED POSITIONS: Salaried | 2.5 | 2.5 | | - | - | - | | | | |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.024 GM - Planning & Protective Service | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $0 | $2,125 | $3,836 | $1,918 | $1,918 | $9,797 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$2,125** | **$3,836** | **$1,918** | **$1,918** | **$9,797** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $2,125 | $3,836 | $1,918 | $1,918 | $9,797 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$2,125** | **$3,836** | **$1,918** | **$1,918** | **$9,797** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 1.024

**Service Name:** GM - Planning & Protective Services

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 26-01 | Replacement | Computer | Computer Replacement | $ 2,125 | E | ERF | | $ - | $ 2,125 | $ - | $ - | $ - | $ 2,125 |
| 27-01 | Replacement | Computer | Computer Replacement | $ 3,836 | E | ERF | | $ - | $ - | $ 3,836 | $ - | $ - | $ 3,836 |
| 28-01 | Replacement | Computer | Computer Replacement | $ 1,918 | E | ERF | | $ - | $ - | $ - | $ 1,918 | $ - | $ 1,918 |
| 29-01 | Replacement | Computer | Computer Replacement | $ 1,918 | E | ERF | | $ - | $ - | $ - | $ - | $ 1,918 | $ 1,918 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 9,797** | | | | **$ -** | **$ 2,125** | **$ 3,836** | **$ 1,918** | **$ 1,918** | **$ 9,797** |

## Reserve Schedule

**Reserve Fund:** 1.024 - GM Planning & Protective Services

### Reserve Cash Flow

| **Fund: 1022 Fund Center: 101955**<br>ERF Group: PLANPROT.ERF | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 4,981 | 24,981 | 24,981 | 23,856 | 21,020 | 20,102 |
| **Actual Purchases** | - | | | | | |
| **Planned Purchase (Based on Capital Plan)** | - | - | (2,125) | (3,836) | (1,918) | (1,918) |
| **Transfer from Operating Budget** | 20,000 | - | 1,000 | 1,000 | 1,000 | 1,000 |
| **Interest Income** | - | - | - | - | - | - |
| **Ending Balance $** | **24,981** | **24,981** | **23,856** | **21,020** | **20,102** | **19,184** |

**Assumptions/Background:**

2026 - replacement of 1 ultra-portable laptop
2027 - replacement of 2 standard laptops
2028 - replacement of 1 standard laptop
2029 - replacement of 1 standard laptop

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Land Banking and Housing (Regional Housing)

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.310 Land Banking and Housing** **Committee: Hospital & Housing Committee**

**DEFINITION:**

Service was established by Bylaw No. 3712 cited as "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010". This Service provides strategic planning and administrative oversight of three functions:

- Housing Planning, Policy and Programs,
- Planning and Development, and
- the Capital Region Housing Corporation (CRHC)

**SERVICE DESCRIPTION:**

This Service empowers the CRD to undertake land assembly for the purpose of either public or private housing and to undertake the development and operation of public housing pursuant to the National and Provincial Housing Acts including all of the powers of a municipality. The Service also has the ability to take on debt to fund these activities.

The Housing Planning, Policy and Programs function receives grants from federal and provincial partner agencies, provides oversight, and deploys funds within the region. This function also administers housing affordability agreements with developers and owners in the region on behalf of municipalities.

The Planning and Development function identifies and pursues opportunities to develop or redevelop housing stock owned by the CRD/CRHC. This function receives grant and project recovery funding and prepares approved projects for implementation.

The Capital Region Housing Corporation (CRHC) is a wholly-owned subsidiary of the CRD, incorporated under authority of this Service. The CRHC owns, operates and maintains more than 2,000 affordable housing units and expects units to increase units into the future with the affordable housing development plan underway for the region.

**PARTICIPATION:** All member municipalities and electoral areas based on converted hospital assessment values.

**MAXIMUM LEVY:**

Greater of $2,423,000 or $0.031 per $1,000 Hospital actual assessments for land and improvements.

**MAXIMUM CAPITAL DEBT:**

| | | | | |
|---|---|---|---|---|
| Authorized: | LA Bylaw No. 3715 (Jan. 12, 2011) | | | 25,000,000 |
| Borrowed: | SI Bylaw No. 4009 (Feb. 11, 2015) | 10yr term | | -9,413,000 |
| Remaining: | Active via Temp. Borrowing Bylaw No. 3985 (nil expiry) | | | $ 15,587,000 |
| | | | | |
| Authorized: | LA Bylaw No. 4327 (Mar. 11, 2020) | | | 10,000,000 |
| Borrowed: | | | | - |
| Remaining: | | | Active | $ 10,000,000 |

**COMMITTEE:** Hospitals and Housing

**FUNDING:** Requisition, internal recoveries, and external grants

**Change in Budget 2024 to 2025**

| **Service: 1.310 Land Banking and Housing** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **3,566,967** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 78,158 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 21,466 | |
| Annualized 2024 positions | 76,500 | |
| 1.0 FTE Term J16 HIFIS coordinator | 103,805 | 2025 IBC 5d-1.1 Regional Data System & HIFIS |
| Total Change in Salaries | 279,928 | |
| **Other Changes:** | | |
| New Debt Costs (RHFP) | 1,218,685 | RHFP borrowed $9.075M in Fall 2024. Another $16.1M to be borrowed in spring 2025. |
| New Debt Costs (Rural Housing Pilot) | 5,000 | 1% DRF contribution for $500,000 to be borrowed in Fall 2025 |
| Standard Overhead Allocation | 2,873 | Increase in 2025 operating costs |
| Human Resources Allocation | 10,075 | Increase in 2025 salary budget; corporate safety resourcing |
| Building Occupancy | 32,020 | Includes CRD-wide costs related to additional office space considerations |
| Consulting costs | 552,000 | $300,000 water drilling at Drake Road, $252,000 Regional Housing priority |
| | (146,938) | One-time consulting costs in 2024 |
| New workstations | 10,000 | 2025 IBC 5d-1.1 - 1.0 FTE HIFIS coordinator |
| SGI Admin Allocation | (86,867) | Secondment ending in 2024 |
| Other costs | 7,696 | |
| Total Other Changes | 1,604,544 | |
| **2025 Budget** | **5,451,439** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and benefit change | 2.2% |
| IBC-related costs | 3.2% |
| New debt costs | 34.3% |
| Consultancy costs | 11.4% |
| Balance of increase | 1.8% |
| *% expense increase from 2024:* | ***52.8%*** |
| *% Requisition increase from 2024:* | ***79.1%*** |

*Requisition funding is 61% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estmiated one-time favourable variance of $348,361 (10%) due mainly to higher recovery from Reaching Home Federal Grant ($50,000), salary savings due to staff turnover ($178,000), and consultant expenses deferred to 2025 ($127,000). Of the estimated variance, the full $348,000 will be added to the Operating Reserve to fund future development, planning, and consultancy work.*

| 1.310 LAND BANKING AND HOUSING | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 1,664,097 | 1,485,896 | 1,840,221 | - | 103,805 | 1,944,026 | 1,774,193 | 1,563,992 | 1,609,282 | 1,199,911 |
| Allocation - Standard OH | 106,963 | 106,963 | 109,836 | - | - | 109,836 | 113,130 | 115,394 | 117,700 | 120,055 |
| Allocation - Building Occupancy | 72,484 | 72,486 | 104,504 | - | - | 104,504 | 132,606 | 147,077 | 151,639 | 153,693 |
| Allocation - Real Estate | 40,000 | 40,000 | 40,000 | - | - | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Allocation - Human Resources | 51,467 | 51,467 | 61,542 | - | - | 61,542 | 67,503 | 72,785 | 74,153 | 75,999 |
| Allocation - GM Planning and Protective Services | 41,661 | 41,661 | 43,342 | - | - | 43,342 | 42,490 | 43,340 | 44,210 | 45,090 |
| Allocation - Secondment from SGI Admin | 86,867 | 86,867 | - | - | - | - | - | - | - | - |
| Consultants | 304,430 | 177,880 | 57,000 | - | 652,492 | 709,492 | 57,540 | 58,091 | 58,653 | 59,226 |
| Other Operating Expenses | 89,025 | 65,018 | 94,980 | - | 10,000 | 104,980 | 97,102 | 99,287 | 101,524 | 103,839 |
| **TOTAL OPERATING COSTS** | **2,456,994** | **2,128,238** | **2,351,425** | **-** | **766,297** | **3,117,722** | **2,324,564** | **2,139,965** | **2,197,160** | **1,797,813** |
| *Percentage Increase over prior year | | -13.4% | -4.3% | 0.0% | 31.2% | 26.9% | -25.4% | -7.9% | 2.7% | -18.2% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Reserve | 4,070 | 4,070 | 4,130 | - | - | 4,130 | 4,170 | 4,210 | 4,250 | 4,300 |
| Transfer to Operating Reserve | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 4,070 | 4,070 | 4,130 | **-** | **-** | 4,130 | 4,170 | 4,210 | 4,250 | 4,300 |
| Debt Expenditures | 1,009,463 | 1,009,463 | 2,163,588 | - | - | 2,163,588 | 2,518,364 | 2,555,651 | 2,555,651 | 2,555,651 |
| MFA Debt Reserve | 96,440 | 96,440 | 0 | - | 166,000 | 166,000 | 5,000 | 5,000.00 | - | - |
| **TOTAL COSTS** | 3,566,967 | 3,238,211 | 4,519,142 | - | 932,297 | 5,451,439 | 4,852,098 | 4,704,827 | 4,757,062 | 4,357,764 |
| *Percentage Increase over prior year | | 0.0% | 26.7% | 0.0% | 26.1% | 52.8% | -11.0% | -3.0% | 1.1% | -8.4% |
| Transfer from Operating Reserve | (106,336) | (86,677) | - | - | (100,000) | (100,000) | - | - | - | - |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 3,460,631 | 3,151,534 | 4,519,142 | - | 832,297 | 5,351,439 | 4,852,098 | 4,704,827 | 4,757,062 | 4,357,764 |
| **Surplus / (Deficit)** | | 348,361 | | | | | | | | |
| Balance C/F from Prior to Current year | (260,634) | (260,634) | - | - | - | 0 | - | - | - | - |
| Recovery - CRHC | (218,534) | (218,534) | (232,119) | - | - | (232,119) | (238,141) | (245,372) | (251,955) | (258,504) |
| Recovery - Capital Projects | (254,907) | (254,907) | (266,725) | - | - | (266,725) | (113,788) | - | - | - |
| Lease Revenue | (63,000) | (63,000) | (63,000) | - | - | (63,000) | (63,000) | (63,000) | (63,000) | (63,000) |
| Grant Revenue | (667,260) | (717,260) | (659,844) | - | (666,297) | (1,326,141) | (564,001) | (568,277) | (572,673) | (577,195) |
| Payments In Lieu of Taxes | (72,366) | (72,366) | (72,366) | - | - | (72,366) | (72,366) | (72,366) | (72,366) | (72,366) |
| Other Revenue | (62,533) | (51,797) | (57,593) | - | - | (57,593) | (15,000) | (15,000) | (15,000) | (15,000) |
| TOTAL REVENUE | (1,599,234) | (1,290,137) | (1,351,647) | - | (666,297) | (2,017,944) | (1,066,296) | (964,015) | (974,994) | (986,065) |
| **REQUISITION** | **(1,861,397)** | **(1,861,397)** | **(3,167,495)** | **-** | **(166,000)** | **(3,333,495)** | **(3,785,802)** | **(3,740,811)** | **(3,782,068)** | **(3,371,699)** |
| *Percentage Increase over prior year | | | 70.2% | 0.0% | 8.9% | 79.1% | 13.6% | -1.2% | 1.1% | -10.9% |
| PARTICIPANTS: All Municipalities and Electoral Areas | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 7.00 | 7.00 | 7.00 | 0.00 | 1.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Term | 7.00 | 7.00 | 7.00 | 0.00 | 0.00 | 7.00 | 5.00 | 2.00 | 2.00 | 2.00 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.310 Land Banking and Housing | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $18,678,000 | $500,000 | $0 | $0 | $0 | $19,178,000 |
| Equipment | $0 | $5,000 | $10,000 | $0 | $0 | $0 | $15,000 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$18,683,000** | **$510,000** | **$0** | **$0** | **$0** | **$19,193,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $16,600,000 | $500,000 | $0 | $0 | $0 | $17,100,000 |
| Equipment Replacement Fund | $0 | $5,000 | $10,000 | $0 | $0 | $0 | $15,000 |
| Grants (Federal, Provincial) | $0 | $2,078,000 | $0 | $0 | $0 | $0 | $2,078,000 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$18,683,000** | **$510,000** | **$0** | **$0** | **$0** | **$19,193,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.310

**Service Name:** Land Banking and Housing

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 18-03 | New | RHFP Contribution | Village on the Green Redevelopment | $ 12,300,000 | B | Debt | | $ 10,300,000 | $ - | $ - | $ - | $ - | $ 10,300,000 |
| 18-03 | New | RHFP Contribution | Campus View Redevelopment | $ 7,800,000 | B | Debt | | $ 5,800,000 | $ - | $ - | $ - | $ - | $ 5,800,000 |
| | | | | | | | | | | | | | $ - |
| 24-01 | Replacement | Office Equipment Replacement | Office equipment scheduled replacement | $ 15,000 | E | ERF | | $ 5,000 | $ 10,000 | $ - | $ - | $ - | $ 15,000 |
| 24-02 | New | GCF Contribution | Forest Homes Affordable Housing Project | $ 2,078,000 | B | Grant | | $ 2,078,000 | $ - | $ - | $ - | $ - | $ 2,078,000 |
| 25-01 | New | Rural Housing Pilot Program | Rural Housing Pilot Program capital grants | $ 500,000 | B | Debt | | $ 500,000 | $ 500,000 | $ - | $ - | $ - | $ 1,000,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 22,693,000** | | | | **$ 18,683,000** | **$ 510,000** | **$ -** | **$ -** | **$ -** | **$ 19,193,000** |

| Service: | 1.310 | Land Banking and Housing |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 18-03 | RHFP Contribution | Village on the Green Redevelopment |

**Project Rationale** In 2018 CMHC signed a definitive agreement with the CRD and BC Housing which created the Regional Housing First Program with a total of $90 million to create new affordable housing units within the region. In 2020, each of the three partners increased their contribution by $10 million to bring the total to $120 million.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-01 | Office Equipment Replacement | Office equipment scheduled replacement |

**Project Rationale** Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department. Other office equipment at discretion of management and staffing needs.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-02 | GCF Contribution | Forest Homes Affordable Housing Project |

**Project Rationale** Forest Homes is a proposed 20-unit housing project, formerly known as Galiano Green, on the recently acquired CRD property at 280 Georgeson Bay Road on Galiano Island. The CRD Board directed staff to use $2.078M of approved Growing Communities Funds (GCF) to advance project development.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-01 | Rural Housing Pilot Program | Rural Housing Pilot Program capital grants |

**Project Rationale** The Rural Housing Program is a pilot project for the Southern Gulf Islands and Salt Spring Island Electoral Areas, for consideration of regional expansion in the future. It will enable CRD responsiveness to the housing crisis across the capital region by prototyping various housing solutions that are better suited to the rural context. Funding in 2025 will enable program launch to fund incentives for the development of accessory dwelling units in the secondary housing market and to support non-profit housing providers with pre-development costs for smaller scale, multi-unit affordable housing projects.

**1.310 Land Bank & Housing**
**Asset and Reserve Summary**
**2025-2029 Financial Plan**

## Asset Profile

**Land Banking & Housing**

Assets held by the Land, Banking and Housing service area consist of land, 6 building units, five apartment buildings, and office equipment. The equipment replacement funds set aside are for replacement of office equipment only. The building units are currently under operating and maintenance contract and do not require ongoing capital investment. Lifecycle replacement funding has not been set aside for the buildings.

## Equipment Replacement Schedule - FC 102079

| Equipment Replacement Schedule | Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 25,469 | 16,724 | 15,854 | 10,024 | 14,234 | 18,484 |
| **Planned Purchase (Based on Capital Plan)** | (10,000) | (5,000) | (10,000) | - | - | - |
| **Actual Purchase** | (3,055) | | | | | |
| **Transfer from Operating Budget** | 4,070 | 4,130 | 4,170 | 4,210 | 4,250 | 4,300 |
| **Interest Income** | 240 | | | | | |
| **Total projected year end balance** | **16,724** | **15,854** | **10,024** | **14,234** | **18,484** | **22,784** |

**Assumptions/Background:**

2024 - 4 computers replaced
2025 - 2 computers replaced
2026 - 4 computers replaced

**1.310 Land Bank & Housing**
**Operating Reserve Summary**
**2025 - 2029 Financial Plan**

## Profile

**Land Banking & Housing**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule - FC 105505

| Operating Reserve Schedule | Actual | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 291,543 | 567,717 | 467,717 | 467,717 | 467,717 | 467,717 |
| **Transfer to Operating Budget** | (84,187) | (100,000) | - | - | - | - |
| **Transfer to Capital Fund** | - | | | | | |
| **Transfer from Operating Budget** | 348,361 | | | | | |
| **Interest Income** | 12,000 | | | | | |
| **Total projected year end balance** | **567,717** | **467,717** | **467,717** | **467,717** | **467,717** | **467,717** |

**Assumptions/Background:**

2024: Funding to off-set lost RHFP admin recovery from CRHD and CRHC.
2025: Funding for one-time housing development plan second year of work.

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Regional Housing Trust Fund

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.311 Regional Housing Trust Fund** **Committee: Hospital & Housing Committee**

**DEFINITION:**

This service was established by Bylaw No. 3266 cited as "Capital Regional District Regional Housing Trust Fund Service Establishment Bylaw No. 1, 2005". Administered by Regional Housing, per Bylaw No.3294 cited as "Capital Regional District Housing Trust Fund Commission and Administrative Bylaw No. 1, 2005".

**SERVICE DESCRIPTION:**

The function enables the CRD to provide capital funding to:

1) assist in the acquisition, development and retention of housing that is affordable
2) facilitate social and economic investment in affordable housing
3) assist people in core housing need
4) facilitate achieving the strategic directions outlined in the CRD's Regional Growth Strategy / Housing Affordability Strategy

In 2016, the CRD Board approved the development of the Regional Housing First Program (RHFP) under service 1.310 Land Banking and Housing. As borrowing is undertaken in 2024 and 2025 for the RHFP, the Regional Housing Trust Fund will be wound-down and requisition capacity transferred from service 1.311 to service 1.310 to fund RHFP debt costs.

**PARTICIPATION:**

The member municipalities of Metchosin, North Saanich, Saanich, View Royal, Victoria, Salt Spring Island (2006), Sooke (2006), Central Saanich (2007), Esquimalt (2007), Oak Bay (2008), Sidney and Southern Gulf Islands (2010), Highlands (2014)
based 50% on population and 50% on converted assessments.

**MAXIMUM LEVY:**

2014: $925,300 (Highlands joined and includes 1.0% increase for inflation)
2015: $934,500 (includes 1.0% increase for inflation)
2016: $953,240 (includes 2.0% increase for inflation)
2017: $967,540 (includes 1.5% increase for inflation)
2018: $986,890 (includes 2.0% increase for inflation)
2019: $1,000,000 (includes 1.3% increase for inflation)
2020: $1,000,000 (includes 0% increase for inflation)
2021: $1,000,000 (includes 0% increase for inflation)
2022: $1,000,000 (includes 0% increase for inflation)
2023: $1,000,000 (includes 0% increase for inflation)
2024: $1,000,000 (includes 0% increase for inflation)

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

Regional Housing Trust Fund

**FUNDING:**

Requisition

| Change in Budget 2024 to 2025<br>Service: 1.311 - REGIONAL HOUSING TRUST FUND | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **4,178,799** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | - | |
| Step increase/paygrade change | - | |
| Other (explain as necessary) | - | |
| Total Change in Salaries | - | |
| **Other Changes:** | | |
| Capital Grants - prior year carry-forward | 1,061,291 | Increase in capital grants disbursed from prior year carry-forwards due to timing of capital projects. |
| Capital Grants - current year | (913,015) | Decrease in capital grants disbursed from current year funds due to service requisition capacity shifting to service 1.310. |
| Other costs | (4,461) | |
| | - | |
| Total Other Changes | 143,815 | |
| **2025 Budget** | **4,322,614** | |
| Summary of % Expense Increase | | |
| 2025 Base salary and benefit change | 0.0% | |
| Capital Grants | 3.5% | |
| Balance of increase | -0.1% | |
| *% expense increase from 2024:* | ***3.4%*** | |
| *% Requisition decrease from 2024 (if applicable):* | ***-100%*** | *Requisition capacity is transferred to service 1.310.* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated carry-forward of $4.1M due to capital grant commitments for future years.*

| 1.311 - REGIONAL HOUSING TRUST FUND<br>Note: Requisition phased out 2024 & Suspended 2025 | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST<br>2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Prior Year Unallocated Capital Grants | 3,226,193 | - | 4,287,484 | - | - | 4,287,484 | - | - | - | - |
| Current Year Capital Grants | 913,015 | - | - | - | - | - | - | - | - | - |
| Housing Programs Administration Service Fee | 33,130 | 33,130 | 33,130 | - | - | 33,130 | - | - | - | - |
| Legal Costs | 4,070 | - | - | - | - | - | - | - | - | - |
| Other Costs | 2,391 | 2,000 | 2,000 | - | - | 2,000 | - | - | - | - |
| **TOTAL OPERATING COSTS** | **4,178,799** | **35,130** | **4,322,614** | **-** | **-** | **4,322,614** | **-** | **-** | **-** | **-** |
| *Percentage Increase over prior year | | -99.2% | 3.4% | 0.0% | 0.0% | 3.4% | - | - | - | - |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Reserve | - | - | - | - | - | - | - | - | - | - |
| Transfer to Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | - | - | - | - | - | - | - | - | - | - |
| Debt Expenditures | - | - | - | - | - | - | | | | |
| MFA Debt Reserve | - | - | - | - | - | - | | | | |
| **TOTAL COSTS** | 4,178,799 | 35,130 | 4,322,614 | - | - | 4,322,614 | - | - | - | - |
| *Percentage Increase over prior year | | -99.2% | 3.4% | 0.0% | 0.0% | 3.4% | - | - | - | - |
| Internal Recoveries | - | - | - | - | - | - | - | - | - | - |
| Recovery - Other | - | - | - | - | - | - | - | - | - | - |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 4,178,799 | 35,130 | 4,322,614 | - | - | 4,322,614 | - | - | - | - |
| *Percentage Increase over prior year | 0.0% | -99.2% | 3.4% | 0.0% | 0.0% | 3.4% | - | - | - | - |
| **Surplus / (Deficit)** | | 4,140,469 | 0 | - | - | 0 | - | - | - | |
| Balance C/F from Prior to Current year | (3,226,193) | (3,226,193) | (4,140,469) | - | - | (4,140,469) | - | - | - | - |
| Revenue - Other Interest Income | (176,000) | (140,000) | (124,214) | - | - | (124,214) | - | - | - | - |
| Payments In Lieu of Taxes | (57,931) | (57,931) | (57,931) | - | - | (57,931) | - | - | - | - |
| Grants - Other | - | - | - | - | - | - | - | - | - | - |
| Donations | - | (32,800) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (3,460,124) | (3,456,924) | (4,322,614) | - | - | (4,322,614) | - | - | - | - |
| **REQUISITION** | **(718,675)** | **(718,675)** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| *Percentage Increase over prior year | | 0.0% | -100.0% | 0.0% | 0.0% | -100.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| PARTICIPANTS: Victoria, C.Saanich, Esquimalt, Saanich, Oak Bay, N. Saanich, Metchosin, View Royal, Sooke, Sidney, Highlands, SSI, SGI | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | - | - | - | - | - | - | - | - | - | - |
| Hourly | - | - | - | - | - | - | - | - | - | - |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Health & Capital Planning Strategies

## COMMITTEE OF THE WHOLE

October 2024

| 1.018 - HEALTH AND CAPITAL PLANNING STRATEGIES | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries and Wages | 436,723 | 315,380 | 325,880 | - | - | 325,880 | 335,322 | 345,032 | 355,018 | 365,288 |
| Wages & Benefits - Capital Planner | - | - | - | 93,943 | - | 93,943 | 137,190 | 150,290 | 38,660 | - |
| Legal/Auditing Costs | 27,200 | 27,200 | 28,240 | - | - | 28,240 | 29,260 | 29,850 | 30,450 | 31,060 |
| Consultants | 3,630 | 3,630 | 3,740 | - | - | 3,740 | 3,810 | 3,890 | 3,970 | 4,050 |
| Allocations - Standard Overhead | 140,671 | 140,671 | 145,126 | - | - | 145,126 | 149,480 | 152,469 | 155,519 | 158,629 |
| Allocations - Building Occupancy | 18,770 | 18,770 | 22,488 | - | - | 22,488 | 23,392 | 24,484 | 25,549 | 26,020 |
| Allocations - Human Resources | 15,287 | 15,287 | 16,151 | - | - | 16,151 | 18,181 | 19,790 | 20,237 | 20,741 |
| Allocations - Others | 62,629 | 62,629 | 68,864 | - | 3,604 | 72,468 | 76,073 | 74,984 | 77,309 | 79,834 |
| Operating - Other Costs | 20,720 | 14,908 | 21,350 | 3,700 | 11,800 | 36,850 | 25,550 | 26,060 | 26,590 | 27,130 |
| **TOTAL OPERATING COSTS** | **725,630** | **598,474** | **631,839** | **97,643** | **15,404** | **744,886** | **798,258** | **826,849** | **733,302** | **712,752** |
| *Percentage Increase over prior year | | | -12.9% | 13.5% | 2.1% | 2.7% | 7.2% | 3.6% | -11.3% | -2.8% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Reserve | 2,170 | 2,170 | 2,000 | - | - | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| **TOTAL CAPITAL / RESERVES** | **2,170** | **2,170** | **2,000** | **-** | **-** | **2,000** | **2,000** | **2,000** | **2,000** | **2,000** |
| Debt Expenditures | - | - | - | - | - | - | - | - | - | - |
| MFA Debt Reserve | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | **727,800** | **600,644** | **633,839** | **97,643** | **15,404** | **746,886** | **800,258** | **828,849** | **735,302** | **714,752** |
| *Percentage Increase over prior year | | | -12.9% | 13.4% | 2.1% | 2.6% | 7.1% | 3.6% | -11.3% | -2.8% |
| Recovery - Capital Regional Hospital District | (727,800) | (727,800) | (633,839) | (97,643) | (15,404) | (746,886) | (800,258) | (828,849) | (735,302) | (714,752) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | **-** | **(127,156)** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| *Percentage Increase over prior year | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| **Surplus / (Deficit)** | | 127,156 | | | | | | | | |
| Balance transferred to HD Section 20 Reserve | | (127,156) | | | | | | | | |
| TOTAL REVENUE | - | - | - | - | - | - | - | - | - | - |
| **REQUISITION** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| *Percentage Increase over prior year | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| PARTICIPANTS: all Municpalities and Electoral Areas | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 2.0 | 2.0 | 2.0 | | | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Term Position - Capital Planner 3-year term (2025 IBC 5e-1.2) | 1.0 | 1.0 | | 1.0 | | 1.0 | 1.0 | 1.0 | 0.0 | |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.018 Health & Capital Planning Strategie | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $0 | $3,836 | $1,918 | $1,918 | $1,918 | $9,590 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$0** | **$3,836** | **$1,918** | **$1,918** | **$1,918** | **$9,590** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $0 | $3,836 | $1,918 | $1,918 | $1,918 | $9,590 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$0** | **$3,836** | **$1,918** | **$1,918** | **$1,918** | **$9,590** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 1.018

**Service Name:** Health & Capital Planning Strategies

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 26-01 | Replacement | Computer | Replace Computers | $ 3,836 | E | ERF | | $ - | $ 3,836 | $ - | $ - | $ - | $ 3,836 |
| 27-01 | Replacement | Computer | Replace Computers | $ 1,918 | E | ERF | | $ - | $ - | $ 1,918 | $ - | $ - | $ 1,918 |
| 28-01 | Replacement | Computer | Replace Computers | $ 1,918 | E | ERF | | $ - | $ - | $ - | $ 1,918 | $ - | $ 1,918 |
| 29-01 | Replacement | Computer | Replace Computers | $ 1,918 | E | ERF | | $ - | $ - | $ - | $ - | $ 1,918 | $ 1,918 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 9,590** | | | | **$ -** | **$ 3,836** | **$ 1,918** | **$ 1,918** | **$ 1,918** | **$ 9,590** |

## Reserve Schedule

**Reserve Fund:** 1.018 Health & Capital Planning Strategies

Assets held by the Health and Capital Planning Strategies are office equipment and office furniture.

## Reserve Cash Flow

| Fund: 1022 Fund Center: 101851<br>ERF Group: HP.ERF | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 5,336 | 6,006 | 8,006 | 6,170 | 6,252 | 6,334 |
| **Actual Purchase** | (1,500) | | | | | |
| **Planned Purchase (Based on Capital Plan)** | | - | (3,836) | (1,918) | (1,918) | (1,918) |
| **Transfer from Operating Budget** | 2,170 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| **Interest Revenue** | | | | | | |
| **Ending Balance $** | **6,006** | **8,006** | **6,170** | **6,252** | **6,334** | **6,416** |

**Assumptions/Background:**

2026 - 2 standard laptops
2027 - 1 standard laptop
2028 - 1 standard laptop
2029 - 1 standard laptop

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Community Health

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.224 Community Health** **Committee: Hospitals and Housing Committee**

**SERVICE DESCRIPTION:**

Build regional capacity to improve health and well-being through outcomes monitoring (Regional Outcomes Monitoring Collaborative), designing and implementing community health and wellbeing initiatives, and policy development. Addresses homelessness by funding the Greater Victoria Coalition to End Homelessness. Responsible for the public health bylaws (i.e. Clean Air, Idling, and Tanning Bylaws) and regularly engages with Island Health to ensure bylaws remain relevant and responsive to regional public health risks.

**PARTICIPATION:**

All member municipalities and electoral areas based on converted hospital assessment values

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMITTEE:**

Hospitals and Housing Committee

**FUNDING:**

Requisition

**Change in Budget 2024 to 2025**
**Service: 1.224 - COMMUNITY HEALTH**

| | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **1,002,468** | |
| **Change in Salaries:** | | |
| Base salary change | 3,815 | Inclusive of estimated collective agreement changes |
| **Other Changes:** | | |
| Alliance to End Homelessness in the Capital Region | (120,000) | IBC 5c-1.3: AEHCR Core Funding - additional one-time contribution in 2024 |
| Consultants - Violence Prevention and Wellness Promotion | (50,000) | Board directed one-time increase in 2024 to support Community Safety Plan |
| Operating - Other Costs | 34,123 | Grant funded initiatives |
| Standard Overhead Allocation | 9,380 | Increased 2024 operating costs |
| Bylaw Enforcement Allocation | 2,500 | Allocation to support ongoing bylaw enforcement activity |
| Other | 2,179 | |
| Total Other Changes | (121,818) | |
| **2025 Budget** | **884,465** | |

| Summary of % Expense Decrease | |
|---|---|
| One-time items in 2024 | -17.1% |
| Grant funded initiatives | 3.4% |
| Balance of change | 1.9% |
| *% expense decrease from 2024:* | ***-11.8%*** |
| *% Requisition decrease from 2024:* | ***-21.5%*** |

*Requisition funding is 71.8% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estmiated one-time favourable variance of $23,998 (2.7%) due mainly to additional unrestricted grant revenue from Island Health and cost saving for meetings and workshops. This variance will be moved to Operating Reserve, which has an expected year end balance of $152,812 before this transfer.*

| 1.224 - COMMUNITY HEALTH | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Salaries - Planner (Term) | 113,880 | 113,880 | 117,695 | - | - | 117,695 | 121,105 | 31,153 | - | - |
| Contract for Services - AEHCR | 445,000 | 445,000 | 325,000 | - | - | 325,000 | 325,000 | - | - | - |
| Contract for Services - Island Health | 176,750 | 176,750 | 176,750 | - | - | 176,750 | 176,750 | 176,750 | 176,750 | 176,750 |
| Contract for Services - ACEH | 155,250 | 155,250 | 158,400 | - | - | 158,400 | 161,600 | - | - | - |
| Consultants - Violence Prevention and Wellness Promotion | 50,000 | 50,000 | - | - | - | - | - | - | - | - |
| Meetings and Workshops | 10,069 | 6,500 | 7,800 | - | - | 7,800 | 7,960 | 8,120 | 8,280 | 8,450 |
| Operating - Other Costs | 3,937 | 12,097 | 4,060 | 34,000 | - | 38,060 | 38,144 | 12,728 | 4,313 | 4,398 |
| Allocation - Standard Overhead | 40,743 | 40,743 | 50,123 | - | - | 50,123 | 51,627 | 52,660 | 53,713 | 54,787 |
| Allocation - Bylaw Enforcement | - | - | - | 2,500 | - | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Allocation - Building Occupancy | 3,101 | 3,101 | 3,775 | - | - | 3,775 | 3,935 | 4,129 | 4,318 | 4,397 |
| Allocation - Human Resources | 3,738 | 3,738 | 4,212 | - | - | 4,212 | 4,741 | 5,161 | 5,277 | 5,409 |
| Allocation - Field Operations Centre | - | - | - | 150 | - | 150 | 430 | 580 | 580 | 590 |
| **TOTAL OPERATING COSTS** | **1,002,468** | **1,007,059** | **847,815** | **36,650** | **-** | **884,465** | **893,792** | **293,781** | **255,731** | **257,281** |
| *Percentage Increase over prior year | | 0.5% | -15.4% | 3.7% | | -11.8% | 1.1% | -67.1% | -13.0% | 0.6% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 23,998 | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | - | 23,998 | - | - | - | - | - | - | - | - |
| Debt Expenditures | - | - | - | - | - | - | - | - | - | - |
| MFA Debt Reserve | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | **1,002,468** | **1,031,057** | **847,815** | **36,650** | **-** | **884,465** | **893,792** | **293,781** | **255,731** | **257,281** |
| *Percentage Increase over prior year | | 2.9% | -15.4% | 3.7% | | -11.8% | 1.1% | -67.1% | -13.0% | 0.6% |
| Internal Recoveries | - | - | - | - | - | - | - | - | - | - |
| Recovery - Other | - | - | - | - | - | - | - | - | - | - |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | **1,002,468** | **1,031,057** | **847,815** | **36,650** | **-** | **884,465** | **893,792** | **293,781** | **255,731** | **257,281** |
| *Percentage Increase over prior year | | 2.9% | -15.4% | 3.7% | | -11.8% | 1.1% | -67.1% | -13.0% | 0.6% |
| Balance C/F from Prior to Current year | (2,500) | (2,500) | - | - | - | - | - | - | - | - |
| Payments In Lieu of Taxes | (30,478) | (30,478) | (30,478) | - | - | (30,478) | (30,478) | (30,478) | (30,478) | (30,478) |
| Grants - City of Victoria Contribution AEHCR Agreement | (100,000) | (100,000) | (100,000) | - | - | (100,000) | (100,000) | - | - | - |
| Grants - Island Health (Funding not guaranteed beyond March 2027) | (60,000) | (88,500) | (84,000) | (34,000) | - | (118,000) | (118,000) | (29,500) | - | - |
| Revenue - Other | (911) | (1,000) | (940) | - | - | (940) | (960) | (980) | (1,000) | (1,020) |
| **TOTAL REVENUE** | **(193,889)** | **(222,478)** | **(215,418)** | **(34,000)** | **-** | **(249,418)** | **(249,438)** | **(60,958)** | **(31,478)** | **(31,498)** |
| **REQUISITION** | **808,579** | **808,579** | **632,397** | **2,650** | **-** | **635,047** | **644,354** | **232,823** | **224,253** | **225,783** |
| *Percentage Increase over prior year | | | -21.8% | 0.3% | | -21.5% | 1.5% | -63.9% | -3.7% | 0.7% |
| PARTICIPANTS: all Municpalities and Electoral Areas | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried Position (Term) | 1.0 | 1.0 | 1.0 | | | 1.0 | 1.0 | 1.0 | 0.0 | 0.0 |

## Operating Reserve Schedule

**Operating Reserve Fund:** 1.224 Community Health

Established by Bylaw No. 4521, Bylaw No. 4102 Amendment No. 3 2022 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

### Operating Reserve Cash Flow

| Fund: 1500 Fund Center: 105551 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 146,289 | 176,810 | 176,810 | 176,810 | 176,810 | 176,810 |
| **Actual Purchases** | - | | | | | |
| **Planned Purchases** | - | - | - | - | - | - |
| **Transfer from Operating Budget** | 23,998 | - | - | - | - | - |
| **Interest Income** | 6,523 | | | | | |
| **Ending Balance $** | **176,810** | **176,810** | **176,810** | **176,810** | **176,810** | **176,810** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Corporate Emergency

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.025 Corporate Emergency** **Committee: Planning, Transportation & Protective Services**

**DEFINITION:**

Planning and coordination for disasters or emergencies.

**SERVICE DESCRIPTION:**

Coordinate and administer the Corporate Emergency Plan in accordance with the *Emergency Program Act* as a local authority and regional service provider and ensure integration with the three Electoral Area Emergency Plans to provide business continuity and CRD divisional coordination in the case of an emergency.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Planning, Transportation & Protective Services

**FUNDING:**

Requisition

| Change in Budget 2024 to 2025<br>Service: 1.025 Corporate Emergency | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **426,270** | |
| **Change in Salaries:** | | |
| Step change/paygrade change | (3,208) | Step change due to staff turnover |
| 1.0 FTE Emergency Coordinator | 113,308 | 2025 IBC 9a-2.1 Resiliency and Recovery Coordinator |
| Total Change in Salaries | 110,100 | |
| **Other Changes:** | | |
| Contract For Services | 30,000 | 2025 IBC 9a-2.1 Resiliency and Recovery Coordinator. Ongoing costs |
| Contract For Services | (48,000) | Reduction for 2024 one-time $48,000 costs related to EMCR Grant for EDMA Indigenous Engagement |
| Standard Overhead Allocation | 1,702 | Increase in 2024 operating costs |
| Building Occupancy Allocation | 9,295 | |
| Sharepoint Online Upgrade | 3,604 | Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM |
| Supplies | 10,000 | Office costs associated with new ongoing FTEs |
| Software | (17,044) | Reduction for 2024 one-time costs for Emergency Management Software |
| Telecommunication | 8,900 | Realignment of budget with expected future expenses |
| Other Costs | 1,884 | Expenses such as staff training, insurance, payment to 3rd parties, supplies etc. |
| Total Other Changes | 341 | |
| **2025 Budget** | **536,711** | |

| Summary of % Expense Change | |
|---|---|
| 2025 IBC Expense | 36.0% |
| Reduction in one-time contract for services | -11.3% |
| Increase in allocations | 3.4% |
| Reduction in one-time software costs | -4.0% |
| Balance of change | 1.8% |
| *% expense increase from 2024:* | ***25.9%*** |
| *% Requisition change from 2024 (if applicable):* | ***63.4%*** |

*Requisition funding is 71.9% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is a an estimated one-time favourable variance of $47,267 (11.1%) largely due to temporary staff vacancies ($35,680) and the deferral of EDMA contract for services expenses ($15,000). This variance will be carried forward to 2025 to partially offset increased service costs.*

| 1.025 - Corporate Emergency | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries and Wages | 107,013 | 71,333 | 103,805 | 113,308 | - | 217,113 | 223,400 | 229,870 | 236,520 | 243,360 |
| Contracts and Consulting Services | 66,026 | 48,000 | - | 30,000 | 15,000 | 45,000 | 30,000 | 30,000 | 30,000 | 30,600 |
| Allocations | 180,567 | 180,567 | 195,734 | - | 3,604 | 199,338 | 207,386 | 210,373 | 215,575 | 219,888 |
| Supplies | 2,900 | 5,450 | 2,520 | - | 10,000 | 12,520 | 2,570 | 2,620 | 2,670 | 2,720 |
| Licences and Fees | 25,524 | 35,673 | 8,480 | - | - | 8,480 | 8,650 | 8,820 | 9,000 | 9,180 |
| Other Operating Expenses | 44,240 | 37,980 | 54,260 | - | - | 54,260 | 55,398 | 56,561 | 57,749 | 58,953 |
| **TOTAL OPERATING COSTS** | **426,270** | **379,003** | **364,799** | **143,308** | **28,604** | **536,711** | **527,404** | **538,244** | **551,514** | **564,701** |
| *Percentage Increase over prior year | | | -14.4% | 33.6% | 6.7% | 25.9% | -1.7% | 2.1% | 2.5% | 2.4% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | **426,270** | **379,003** | **364,799** | **143,308** | **28,604** | **536,711** | **527,404** | **538,244** | **551,514** | **564,701** |
| Internal Recoveries | (107,013) | (107,013) | (103,805) | - | - | (103,805) | (106,810) | (109,900) | (113,080) | (116,350) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | **319,257** | **271,990** | **260,994** | **143,308** | **28,604** | **432,906** | **420,594** | **428,344** | **438,434** | **448,351** |
| Estimated Balance c/fwd from 2024 to 2025 | - | 47,267 | (18,663) | - | (28,604) | (47,267) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (35,320) | (35,320) | - | - | - | - | - | - | - | - |
| Grant Revenue | (48,000) | (48,000) | - | - | - | - | - | - | - | - |
| **NET COSTS** | **235,937** | **235,937** | **242,331** | **143,308** | **-** | **385,639** | **420,594** | **428,344** | **438,434** | **448,351** |
| *Percentage increase over prior year | | | 2.7% | 60.7% | | 63.4% | 9.1% | 1.8% | 2.4% | 2.3% |
| AUTHORIZED POSITIONS | | | | | | | | | | |
| Salaried FTE | 1 | 1 | 1 | 1 | | 2 | 2 | 2 | 2 | 2 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.025<br>Corporate Emergency | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $6,000 | $7,000 | $0 | $5,000 | $0 | $18,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$6,000** | **$7,000** | **$0** | **$5,000** | **$0** | **$18,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $6,000 | $7,000 | $0 | $5,000 | $0 | $18,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$6,000** | **$7,000** | **$0** | **$5,000** | **$0** | **$18,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.025

**Service Name:** Corporate Emergency

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 17-01 | Replacement | EOC Laptop | EOC Equipment | $ 22,000 | E | ERF | $ - | $ 6,000 | $ 5,000 | $ - | $ 5,000 | $ - | $ 16,000 |
| 24-01 | Replacement | Surface Pro | EOC Equipment | $ 2,000 | E | ERF | $ - | $ - | $ 2,000 | $ - | $ - | $ - | $ 2,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | Grand Total | $ 24,000 | | | | $ 6,000 | $ 7,000 | $ - | $ 5,000 | $ - | $ 18,000 |

| Service: | 1.025 | Corporate Emergency |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 17-01 | Capital Project Title | EOC Laptop | Capital Project Description | EOC Equipment |
| Project Rationale | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 24-01 | Capital Project Title | Surface Pro | Capital Project Description | EOC Equipment |
| Project Rationale | | | | | |

## Reserve Schedule

**Reserve Fund: 1.025 Corporate Emergency - Equipment Replacement Fund**

- Capital Regional District Equipment Replacement Fund (ERF) was established in 1991 under Bylaw No. 945. This is a reserve fund pursuant to the provisions of Section 378(c) of the Municipal Act to be known as the "Equipment Replacement Fund"
- The monies in this reserve fund shall be expended only for the purchase of machinery and equipment.
- Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.
- User departments of the Capital Regional District vehicles and equipment may be charged for depreciation of their machinery and equipment and the amount of such depreciation shall be transferred to the equipment replacement fund.
- ERF Group: CRPEMERGE.ERF

**Reserve Cash Flow**

| **Fund:** | **1022** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **101978** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 52,322 | 44,322 | 38,322 | 31,322 | 31,322 | 26,322 |
| **Transfer from Op Budget** | | - | - | - | - | - | - |
| **Expenditures** | | (8,000) | (6,000) | (7,000) | - | (5,000) | - |
| **Interest Income** | | | | | | | |
| **Ending Balance $** | | **44,322** | **38,322** | **31,322** | **31,322** | **26,322** | **26,322** |

**Assumptions/Background:**

Maintain balance sufficient to meet lifecycle replacement needs and emergency needs.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Regional Emergency Program Support

### COMMITTEE OF THE WHOLE

October 2024

**Service: 1.374 Regional Emergency Program Support** **Committee: Planning & Protective Services**

**DEFINITION:**

An information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

**SERVICE DESCRIPTION:**

Under Bylaw 3530, this service was established in 2008 to provide an information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

This service also supports two advisory commissions, the Local Government Emergency Program Advisory Commission (LGEPAC – Bylaw 3531), consisting of municipal and electoral area representatives and the Regional Emergency Coordinators Advisory Commission (RECAC – Bylaw 3566), consisting of government, NGOs, education, utility and health representatives.

**PARTICIPATION:**

All municipalities and electoral areas.

**FUNDING:**

Requisition

| 1.374 - Regional Emergency Program Support | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries | 113,935 | 113,935 | 117,520 | - | - | 117,520 | 120,925 | 124,427 | 128,028 | 131,732 |
| Allocations | 24,501 | 24,501 | 22,785 | - | - | 22,785 | 23,766 | 24,558 | 25,070 | 25,590 |
| Other Operating Expenses | 9,580 | 5,340 | 9,770 | - | - | 9,770 | 9,977 | 10,186 | 10,397 | 10,620 |
| **TOTAL OPERATING COSTS** | **148,016** | **143,776** | **150,075** | **-** | **-** | **150,075** | **154,668** | **159,171** | **163,495** | **167,942** |
| *Percentage Increase over prior year | | | 1.4% | | | 1.4% | 3.1% | 2.9% | 2.7% | 2.7% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 4,240 | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVE** | **-** | **4,240** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **TOTAL COSTS** | **148,016** | **148,016** | **150,075** | **-** | **-** | **150,075** | **154,668** | **159,171** | **163,495** | **167,942** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Grants in Lieu of Taxes | (7,070) | (7,070) | (7,270) | - | - | (7,270) | (7,410) | (7,550) | (7,700) | (7,850) |
| Revenue - Other | (220) | (220) | (230) | - | - | (230) | (230) | (230) | (230) | (230) |
| **TOTAL REVENUE** | **(7,290)** | **(7,290)** | **(7,500)** | **-** | **-** | **(7,500)** | **(7,640)** | **(7,780)** | **(7,930)** | **(8,080)** |
| **REQUISITION** | **(140,726)** | **(140,726)** | **(142,575)** | **-** | **-** | **(142,575)** | **(147,028)** | **(151,391)** | **(155,565)** | **(159,862)** |
| *Percentage increase over prior year Requisition | | | 1.3% | | | 1.3% | 3.1% | 3.0% | 2.8% | 2.8% |
| AUTHORIZED POSITIONS Salaried FTE | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 |

## Reserve Schedule

**Reserve Fund: 1.374 Regional Emergency Program - Operating Reserve Fund - Bylaw 4244**

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

### Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105538 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 102,984 | 107,574 | 107,574 | 107,574 | 107,574 | 107,574 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Transfer to Ops Budget | | - | - | - | - | - | - |
| Interest Income* | | 4,590 | | | | | |
| **Ending Balance $** | | **107,574** | **107,574** | **107,574** | **107,574** | **107,574** | **107,574** |

**Assumptions/Background:**

* Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

# Hazardous Material Incident Response

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.375 Hazardous Material Incident Response** **Committee: Planning & Protective Services**

**DEFINITION:**

A service of preparation for a hazardous materials emergency and providing for a system of response to hazardous material emergency incidents in the Capital Regional District. Established by Bylaw No. 3322 (2006).

**SERVICE DESCRIPTION:**

This regional emergency response service was established in 2006 under Bylaw 3322. The service provides immediate response to hazardous spills or emergencies within the CRD.

The program provides a high level of professional expertise by providing specialized training and equipment to firefighters throughout the CRD to support the response by local fire departments to these events.

**PARTICIPATION:**

Electoral Area's of Juan de Fuca, Salt Spring Island and Southern Gulf Islands, the municipalities of North Saanich, Sidney, Central Saanich, Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Colwood, Langford, Highlands, Metchosin, and Sooke.

**MAXIMUM LEVY:**

Greater of $400,000 or $0.007 / $1,000

**FUNDING:**

Requisition

**Change in Budget 2024 to 2025**

| **Service: 1.375 Hazardous Material Incident Response** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **405,611** | |
| **Other Changes:** | | |
| Emergency Planning Coordination Allocation | 2,870 | Increase in allocations from EA Emergency Program |
| Contract for Services | (25,000) | Reduction for 2024 one-time costs for service review |
| Contract for Services | 100,000 | 2025 IBC 9a-2.3: Hazmat Team Readiness & Preparedness |
| Training and Development | 15,000 | 2025 IBC 9a-2.3: Hazmat Team Readiness & Preparedness |
| Other Costs | 7,879 | |
| Total Other Changes | 100,749 | |
| **2025 Budget** | **506,360** | |

| Summary of % Expense Increase | |
|---|---|
| Reduction in one-time contract for services | -6.2% |
| 2025 IBC Expense | 28.4% |
| Emergency planning allocation | 0.7% |
| Balance of increase | 1.9% |
| *% expense increase from 2024:* | ***24.8%*** |
| *% Requisition increase from 2024 (if applicable):* | ***35.0%*** |

*Requisition funding is (95.0)% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $11,024 (2.7%) due to savings in staff training costs ($21,090) and equipment maintenance costs ($2,910) that were partially offset by higher than budgeted general operating expenses ($12,926). This variance will be balanced to Operating Reserve, which has an expected year end balance of $30,802 before this transfer.*

| 1.375 - Hazardous Material Incident Response | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Contract for Services | 102,000 | 102,000 | 79,310 | 100,000 | - | 179,310 | 182,900 | 186,560 | 190,290 | 194,100 |
| Staff Training & Development | 126,090 | 105,000 | 129,870 | 15,000 | - | 144,870 | 147,770 | 150,730 | 153,740 | 156,810 |
| Purchased Maintenance - Equipment | 13,910 | 11,000 | 14,330 | - | - | 14,330 | 14,620 | 14,910 | 15,210 | 15,510 |
| Allocations | 127,931 | 127,931 | 131,450 | - | - | 131,450 | 134,557 | 137,462 | 140,316 | 143,224 |
| Other Operating Expenses | 26,120 | 39,046 | 26,840 | - | - | 26,840 | 27,410 | 27,995 | 28,595 | 29,211 |
| **TOTAL OPERATING COSTS** | **396,051** | **384,977** | **381,800** | **115,000** | **-** | **496,800** | **507,257** | **517,657** | **528,151** | **538,855** |
| *Percentage Increase over prior year | | | -3.6% | 29.0% | | 25.4% | 2.1% | 2.1% | 2.0% | 2.0% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 9,560 | 9,560 | 9,560 | - | - | 9,560 | 9,560 | 21,685 | 33,100 | 50,625 |
| Transfer to Operating Reserve Fund | - | 11,024 | - | - | - | - | 6,895 | 10,000 | 15,000 | 15,000 |
| **TOTAL CAPITAL / RESERVES** | **9,560** | **20,584** | **9,560** | **-** | **-** | **9,560** | **16,455** | **31,685** | **48,100** | **65,625** |
| **TOTAL COSTS** | **405,611** | **405,561** | **391,360** | **115,000** | **-** | **506,360** | **523,712** | **549,342** | **576,251** | **604,480** |
| *Percentage Increase over prior year | | | -3.5% | 28.4% | | 24.8% | 3.4% | 4.9% | 4.9% | 4.9% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (31,600) | (31,600) | (7,066) | - | - | (7,066) | - | - | - | - |
| Interest Income | (350) | (300) | (360) | - | - | (360) | (370) | (380) | (390) | (400) |
| Grants in Lieu of Taxes | (17,412) | (17,412) | (17,930) | - | - | (17,930) | (18,290) | (18,660) | (19,040) | (19,420) |
| **TOTAL REVENUE** | **(49,362)** | **(49,312)** | **(25,356)** | **-** | **-** | **(25,356)** | **(18,660)** | **(19,040)** | **(19,430)** | **(19,820)** |
| **REQUISITION** | **(356,249)** | **(356,249)** | **(366,004)** | **(115,000)** | **-** | **(481,004)** | **(505,052)** | **(530,302)** | **(556,821)** | **(584,660)** |
| *Percentage increase over prior year Requisition | | | 2.7% | 32.3% | | 35.0% | 5.0% | 5.0% | 5.0% | 5.0% |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.375 Hazardous Material Incident Respo | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $300,000 | $0 | $0 | $300,000 |
| | | **$0** | **$0** | **$0** | **$300,000** | **$0** | **$0** | **$300,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $0 | $0 | $300,000 | $0 | $0 | $300,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$0** | **$0** | **$300,000** | **$0** | **$0** | **$300,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.375

Service Nam Hazardous Material Incident Response

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 27-01 | Replacement | Command Vehicle | Replace command vehicle | $ 300,000 | V | ERF | $ - | $ - | $ - | $ 300,000 | $ - | $ - | $ 300,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
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| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 300,000** | | | | **$ -** | **$ -** | **$ 300,000** | **$ -** | **$ -** | **$ 300,000** |

| Service: | 1.375 | Hazardous Material Incident Response |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-01 | **Capital Project Title** | Command Vehicle | **Capital Project Description** | Replace command vehicle |
| **Project Rationale** | | | | | |

**Hazardous Material Incident Response**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Equipment Replacement Fund | 301,095 | 310,655 | 320,215 | 41,900 | 75,000 | 125,625 |
| Operating Reserve Fund | 30,802 | 23,736 | 30,631 | 40,631 | 55,631 | 70,631 |
| **Total** | **331,897** | **334,391** | **350,846** | **82,531** | **130,631** | **196,256** |

## Reserve Schedule

**Reserve Fund: 1.375 Hazardous Material Incident Response - Equipment Replacement Fund**

ERF Group: HAZMAT.ERF

### Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101957 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 366,535 | 301,095 | 310,655 | 320,215 | 41,900 | 75,000 |
| Transfer from Ops Budget | | 9,560 | 9,560 | 9,560 | 21,685 | 33,100 | 50,625 |
| Planned Puchase | | (75,000) | - | - | (300,000) | - | - |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **301,095** | **310,655** | **320,215** | **41,900** | **75,000** | **125,625** |

**Assumptions/Background:**

Transfer as much as operating budget will allow in order to provide sufficient funds to replace expensive assets.

## Reserve Schedule

**Reserve Fund: 1.375 Hazardous Material Incident Response - Operating Reserve Fund**

Operating Resrve Fund was created under bylaw No. 4147 (2016) to fund special projects, cover unforseen opearting expenditures and stabilize revenue as required.

### Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105506 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 59,900 | 30,802 | 23,736 | 30,631 | 40,631 | 55,631 |
| Transfer from Ops Budget | | - | - | 6,895 | 10,000 | 15,000 | 15,000 |
| Transfer to Ops Budget | | (31,600) | (7,066) | - | - | - | - |
| Interest Income* | | 2,502 | | | | | |
| **Ending Balance $** | | **30,802** | **23,736** | **30,631** | **40,631** | **55,631** | **70,631** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## 911 Call Answer

### COMMITTEE OF THE WHOLE

October 2024

**Service: 1.911 911 Call Answer** **Committee: Planning & Protective Services**

**DEFINITION:**

To finance, install, operate and maintain a 911 Emergency Response Telephone Service within all or part of the participating member municipalities and all Electoral Areas (CRD Bylaw No. 2468 "Emergency Response Extended Service Establishment Bylaw No. 1, 1997". Amended by Bylaw 4123).

**SERVICE DESCRIPTION:**

To finance, install, operate and maintain a 911 emergency response telephone service within all or part of the Capital Region, and to provide primary call answer services (PSAP) at the Emergency Communications Vancouver Island Centre in Saanich operated by E-Comm.

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

No stated limit in establishment bylaw on operating costs (limited by Municipal Act).

**FUNDING:**

Requisition, 911 call levy, and lease revenue

| 1.911 - 911 Call Answer | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Service Fees | 129,791 | 124,646 | 122,153 | - | - | 122,153 | 119,710 | 117,316 | 114,970 | 112,670 |
| Transfer to Municipalities | 681,953 | 654,921 | 641,823 | - | - | 641,823 | 628,986 | 616,406 | 604,078 | 591,997 |
| CRD Dispatch Centre Levy | 480,606 | 480,606 | 504,640 | - | - | 504,640 | 529,870 | 556,360 | 584,180 | 613,390 |
| Allocations | 281,350 | 279,350 | 293,244 | - | - | 293,244 | 300,134 | 306,358 | 312,593 | 318,946 |
| Other Operating Expenses | 16,800 | 21,192 | 24,340 | - | - | 24,340 | 26,608 | 29,099 | 31,835 | 34,841 |
| **TOTAL OPERATING COSTS** | **1,590,500** | **1,560,715** | **1,586,200** | **-** | **-** | **1,586,200** | **1,605,308** | **1,625,539** | **1,647,656** | **1,671,844** |
| *Percentage Increase over prior year | | | -0.3% | | | -0.3% | 1.2% | 1.3% | 1.4% | 1.5% |
| DEBT / RESERVES | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | - | 7,000 | - | - | 7,000 | 13,520 | 9,330 | 6,840 | 6,100 |
| Transfer to Equipment Replacement Fund | 1,000 | 1,000 | 1,000 | - | - | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Transfer to Capital Reserve Fund | 1,000 | - | 1,000 | - | - | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Debt Servicing Costs | 1,014,219 | 1,014,219 | 1,016,249 | - | - | 1,016,249 | 1,016,249 | 1,016,249 | 1,016,249 | 1,016,249 |
| **TOTAL DEBT / RESERVES** | **1,016,219** | **1,015,219** | **1,025,249** | **-** | **-** | **1,025,249** | **1,031,769** | **1,027,579** | **1,025,089** | **1,024,349** |
| **TOTAL COSTS** | **2,606,719** | **2,575,934** | **2,611,449** | **-** | **-** | **2,611,449** | **2,637,077** | **2,653,118** | **2,672,745** | **2,696,193** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | (12,951) | 12,951 | - | - | 12,951 | | | | |
| Transfer from Operating Reserve | (28,000) | (33,000) | - | - | - | - | - | - | - | - |
| Service Fees | (129,791) | (124,646) | (122,153) | - | - | (122,153) | (119,710) | (117,316) | (114,970) | (112,670) |
| CAL Revenue | (1,099,924) | (1,056,324) | (1,035,198) | - | - | (1,035,198) | (1,014,494) | (994,204) | (974,320) | (954,834) |
| Lease Revenue | (1,011,949) | (1,011,949) | (1,011,949) | - | - | (1,011,949) | (1,011,949) | (1,011,949) | (1,011,949) | (1,011,949) |
| Grants in Lieu of Taxes | (10,150) | (10,159) | (10,450) | - | - | (10,450) | (10,660) | (10,880) | (11,100) | (11,320) |
| Other Revenue | (18,070) | (18,070) | (27,610) | - | - | (27,610) | (29,858) | (32,329) | (35,045) | (38,031) |
| **TOTAL REVENUE** | **(2,297,884)** | **(2,267,099)** | **(2,194,409)** | **-** | **-** | **(2,194,409)** | **(2,186,671)** | **(2,166,678)** | **(2,147,384)** | **(2,128,804)** |
| **REQUISITION** | **(308,835)** | **(308,835)** | **(417,040)** | **-** | **-** | **(417,040)** | **(450,406)** | **(486,440)** | **(525,361)** | **(567,389)** |
| *Percentage increase over prior year Requisition | | | 35.0% | | | 35.0% | 8.0% | 8.0% | 8.0% | 8.0% |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.911 911 Call Answer | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $0 | $1,000,000 | $0 | $0 | $0 | $1,000,000 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$1,000,000** | **$0** | **$0** | **$0** | **$1,000,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $1,000,000 | $0 | $0 | $0 | $1,000,000 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$1,000,000** | **$0** | **$0** | **$0** | **$1,000,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

Service #: 1.911

Service Name: 911 Call Answer

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 25-01 | New | New Equipment | Next-Gen 911 Call Answer Technology-Placeholder | $ 1,000,000 | E | ERF | $ - | $ - | $ 1,000,000 | $ - | $ - | $ - | $ 1,000,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
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| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | Grand Total | $ 1,000,000 | | | | $ - | $ 1,000,000 | $ - | $ - | $ - | $ 1,000,000 |

| Service: | 1.911 | 911 Call Answer |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 25-01 | Capital Project Title | New Equipment | Capital Project Description | Next-Gen 911 Call Answer Technology-Placeholder |
| Project Rationale | | | | | |

**911 Call Answer**
**Reserves Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 3,112 | 10,112 | 23,632 | 32,962 | 39,802 | 45,902 |
| Equipment Replacement Fund | 1,078,308 | 1,079,308 | 80,308 | 81,308 | 82,308 | 83,308 |
| Capital Reserve Fund | 123,102 | 124,102 | 125,102 | 126,102 | 127,102 | 128,102 |
| **Total** | **1,204,522** | **1,213,522** | **229,042** | **240,372** | **249,212** | **257,312** |

## Reserve Schedule

**Reserve Fund: 911 Call Answer - Operating Reserve Fund**

To mitigate fluctuating Call Answer Levies

### Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105508 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 35,312 | 3,112 | 10,112 | 23,632 | 32,962 | 39,802 |
| Transfer from Ops Budget | | - | 7,000 | 13,520 | 9,330 | 6,840 | 6,100 |
| Transfer to Ops Budget - Core | | (28,000) | - | - | - | - | - |
| Deficit Recovery | | (5,000) | | | | | |
| Interest Income* | | 800 | | | | | |
| **Ending Balance $** | | **3,112** | **10,112** | **23,632** | **32,962** | **39,802** | **45,902** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# Reserve Schedule

**Reserve Fund: 911 Call Answer - Equipment Replacement Fund**

ERF Group: EMGTSV.ERF

## Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101460 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 1,077,308 | 1,078,308 | 1,079,308 | 80,308 | 81,308 | 82,308 |
| Transfer from Ops Budget | | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Expenditures | | - | - | (1,000,000) | - | - | - |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **1,078,308** | **1,079,308** | **80,308** | **81,308** | **82,308** | **83,308** |

**Assumptions/Background:**

## Reserve Schedule

**Reserve Fund: 911 Call Answer - Capital Reserve Fund**

To be created in 2024

## Reserve Cash Flow

| **Fund:** | **TBD** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **TBD** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | - | 123,102 | 124,102 | 125,102 | 126,102 | 127,102 |
| **Transfer from Ops Budget** | | - | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| **Transfer from General Capital Fund** | | 123,102 | | - | - | - | - |
| **Interest Income*** | | - | | | | | |
| **Ending Balance $** | | **123,102** | **124,102** | **125,102** | **126,102** | **127,102** | **128,102** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## 912B Call Answer - Municipalities

### COMMITTEE OF THE WHOLE

October 2024

**Service:** **1.912B - 911 Call Answer - Municipalities** **Committee: Planning & Protective Services**

**DEFINITION:**

To transfer Call Answer Levies received from the telecommunications service providers on behalf of the Victoria and Saanich PSAP participants to the municipalities (Saanich, Victoria, Central Saanich, Esquimalt, and Oak Bay). In Bylaw No. 2468 (adopted March, 1997). Amended by Bylaw No. 4123 (adopted December, 2016).

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

Negative requisition; no stated limit

| 1.912B Call Answer - Municipalities | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| EXPENDITURES | | | | | | | | | | |
| Return Grants in Lieu of Taxes | 43,435 | 43,435 | 44,740 | - | - | 44,740 | 45,640 | 46,560 | 47,490 | 48,440 |
| *Percentage Increase over prior year | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Call Answer Levy Revenue | (681,953) | (654,921) | (641,823) | - | - | (641,823) | (628,986) | (616,406) | (604,078) | (591,997) |
| **TOTAL REVENUE** | **(681,953)** | **(654,921)** | **(641,823)** | **-** | **-** | **(641,823)** | **(628,986)** | **(616,406)** | **(604,078)** | **(591,997)** |
| **EXCESS OF REVENUE OVER EXPENDITURES** | **(638,518)** | **(611,486)** | **(597,083)** | **-** | **-** | **(597,083)** | **(583,346)** | **(569,846)** | **(556,588)** | **(543,557)** |
| Estimated Balance c/fwd from 2024 to 2025 | - | (27,032) | 27,032 | - | - | 27,032 | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 20,030 | 20,030 | - | - | - | - | - | - | - | - |
| **NEGATIVE REQUISITION** | **618,488** | **618,488** | **570,051** | **-** | **-** | **570,051** | **583,346** | **569,846** | **556,588** | **543,557** |
| *Percentage increase over prior year Requisition | | | -7.8% | | | -7.8% | 2.3% | -2.3% | -2.3% | -2.3% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Fire Dispatch

### COMMITTEE OF THE WHOLE

October 2024

**Service: 1.913 913 Fire Dispatch** **Committee: Planning & Protective Services**

**DEFINITION:**

To provide emergency communication dispatch service to participating member municipalities and all Electoral Areas.

CRD Bylaw No. 3854 "Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012". Adopted December 12th, 2012.
CRD Bylaw No. 4426 " Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012, Amendment Bylaw No.1, 2021". Adopted July 14th, 2021.
CRD Bylaw No. 4502 " Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012, Amendment Bylaw No.2, 2022". Adopted February 8th, 2023

**SERVICE DESCRIPTION:**

The service has historically funded a contract with City of Langford to provide the dispatch service.
The City of Langford has withdrawn from participation in the service, effective January 01, 2022 through Bylaw No. 4426.
CRD has entered into the new contract with the District of Saanich to provide the dispatch service in replacement of City of Langford as service provider.

**PARTICIPATION:**

City of Langford (remove as of January 2022), District of Metchosin, District of Highland, District of Sooke, Juan de Fuca, Salt Spring Island and Southern Gulf Island

**COST APPORTIONMENT:**

Effective January 1st, 2023, the net annual cost attributable to this service shall be apportioned among the participating municipalities and electoral areas on the basis of their usage as indicated by call volume. Call volume, for the purpose of this section, is the number of calls for service attributed to the individual participant as determined annually by the Capital Regional District. The annual call volume will be determined for budgeting purposes using the last full year's call statistics as recorded by the dispatch service provider. (Bylaw No. 4502, an amend to cost apportionment of "The Emergency Communication Dispatch Service Establishment Bylaw No. 1, 2012", Bylaw No. 3854).

**MAXIMUM LEVY:**
None stated

**FUNDING:**

Requisition

| 1.913 - Fire Dispatch | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Contract for Services | 255,860 | 255,860 | 279,358 | - | - | 279,358 | 287,438 | 312,569 | 321,646 | 348,827 |
| Allocations | 44,279 | 44,279 | 47,138 | - | - | 47,138 | 48,267 | 49,231 | 50,222 | 51,221 |
| Other Operating Expenses | 72,420 | 65,951 | 60,900 | - | - | 60,900 | 63,856 | 66,956 | 70,211 | 73,632 |
| **TOTAL OPERATING COSTS** | **372,559** | **366,090** | **387,396** | **-** | **-** | **387,396** | **399,561** | **428,756** | **442,079** | **473,680** |
| *Percentage Increase over prior year | | | 4.0% | | | 4.0% | 3.1% | 7.3% | 3.1% | 7.1% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 6,169 | - | - | - | - | 12,280 | 15,355 | 28,220 | 24,370 |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | **372,559** | **372,259** | **387,396** | **-** | **-** | **387,396** | **411,841** | **444,111** | **470,299** | **498,050** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (33,771) | (33,771) | (12,196) | - | - | (12,196) | - | - | - | - |
| Grants in Lieu of Taxes | (9,848) | (9,848) | (10,140) | - | - | (10,140) | (10,340) | (10,540) | (10,750) | (10,960) |
| Revenue - Other | (800) | (500) | (820) | - | - | (820) | (840) | (860) | (880) | (900) |
| **TOTAL REVENUE** | **(44,419)** | **(44,119)** | **(23,156)** | **-** | **-** | **(23,156)** | **(11,180)** | **(11,400)** | **(11,630)** | **(11,860)** |
| **REQUISITION** | **(328,140)** | **(328,140)** | **(364,240)** | **-** | **-** | **(364,240)** | **(400,661)** | **(432,711)** | **(458,669)** | **(486,190)** |
| *Percentage increase over prior year Requisition | | | 11.0% | | | 11.0% | 10.0% | 8.0% | 6.0% | 6.0% |

**Reserve Fund: 1.913 Fire Dispatch - Operating Reserve Fund - Bylaw 4585**

For requisition rate stabilization during periods of fluctuating revenues.

**Reserve Cash Flow**

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105555 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 67,741 | 36,110 | 23,914 | 36,194 | 51,549 | 79,769 |
| Transfer from Ops Budget | | - | - | 12,280 | 15,355 | 28,220 | 24,370 |
| Transfer to Ops Budget | | (33,771) | (12,196) | - | - | - | - |
| Interest Income* | | 2,140 | | | | | |
| **Ending Balance $** | | **36,110** | **23,914** | **36,194** | **51,549** | **79,769** | **104,139** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

# Regional CREST Contribution

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.921 Regional CREST Contribution** **Committee: Planning & Protective Services**

**DEFINITION:**

To collect funding for the RCMP Dispatch area's share of costs in the regional emergency communications network (CREST).

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

No stated limit in establishment bylaw on operating costs (Limited by Municipal Act).

**Funding:**

Requisition

| Change in Budget 2024 to 2025<br>Service: 1.921 Regional CREST | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **1,911,008** | |
| **Other Changes:** | | |
| 2025 Contribution to CREST-Regional | 93,342 | Increase in 2025 contribution to CREST as per the agreement |
| Other Costs | 180 | |
| Total Other Changes | 93,522 | |
| **2025 Budget** | **2,004,530** | |

| Summary of % Expense Change | | |
|---|---|---|
| 2025 Contribution to CREST | 4.9% | |
| Balance of change | 0.0% | |
| *% expense increase from 2024:* | ***4.9%*** | |
| *% Requisition increase from 2024 (if applicable):* | ***3.7%*** | *Requisition funding is 94.9% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*Overall operating expenses are on plan with no notable surplus or deficit expected.*

| 1.921 - Regional CREST Contribution | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Payments to CREST | 1,905,008 | 1,905,008 | 1,998,350 | - | - | 1,998,350 | 2,096,269 | 2,157,061 | 2,200,200 | 2,244,200 |
| Internal Interest | 6,000 | 14,000 | 6,180 | - | - | 6,180 | 6,300 | 6,430 | 6,560 | 6,690 |
| **TOTAL COSTS** | **1,911,008** | **1,919,008** | **2,004,530** | **-** | **-** | **2,004,530** | **2,102,569** | **2,163,491** | **2,206,760** | **2,250,890** |
| *Percentage Increase over prior year | | | 4.9% | | | 4.9% | 4.9% | 2.9% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | 21,985 | 21,985 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (96,942) | (96,942) | (99,850) | - | - | (99,850) | (101,860) | (103,900) | (105,980) | (108,090) |
| Revenue-Other | (2,500) | (10,500) | (2,580) | - | - | (2,580) | (2,630) | (2,680) | (2,730) | (2,780) |
| **TOTAL REVENUE** | **(77,457)** | **(85,457)** | **(102,430)** | **-** | **-** | **(102,430)** | **(104,490)** | **(106,580)** | **(108,710)** | **(110,870)** |
| **REQUISITION** | **(1,833,551)** | **(1,833,551)** | **(1,902,100)** | **-** | **-** | **(1,902,100)** | **(1,998,079)** | **(2,056,911)** | **(2,098,050)** | **(2,140,020)** |
| *Percentage increase over prior year Requisition | | | 3.7% | | | 3.7% | 5.0% | 2.9% | 2.0% | 2.0% |

# CAPITAL REGIONAL DISTRICT

# 2025 Budget

# Animal Care Services

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.313 Animal Care Services** **Committee: Planning and Protective Services**

**DEFINITION:**

Care of domestic animals within all electoral areas of the Regional District (Letters Patent - February 16, 1979; Converted to Establishing Bylaw 4416 - September 2021). We provide service to the three electoral areas as well as Sidney, Saanich, Central Saanich, North Saanich, Highlands, View Royal, Colwood, Langford, Sooke, Metchosin, the Pauquachin, Songhees and Tsawout First nations. We also provide pound keeping services to Saanich, Sooke, Metchosin and Highlands are charged as if they were part of the service provided to the Electoral Areas. All other participants are levied by contract.

**SERVICE DESCRIPTION:**

Enforces the Animal Control Bylaw for three Electoral Areas, 10 Municipalities, and 3 First Nations. Also provides Pound Service for the District of Saanich and the areas listed above. Ensures public safety with person/animal contacts, quick return of lost animals, investigations or animal/person public education, re-homing of animals, quality care of animals.

**PARTICIPATION:**

Salt Spring Island Electoral Area, Southern Gulf Islands Electoral Area, and Juan de Fuca Electoral Area

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Sale of services, licences and dog tags, plus requisition

| Change in Budget 2024 to 2025<br>Service: 1.313 Animal Care Services | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **1,737,305** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 31,652 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 39,048 | Various planned step increases/paygrade changes |
| 0.4 FTE transfer from Bylaw | 36,623 | 0.4 FTE transfer from Bylaw to align with operational deployment |
| Increase in overtime salaries | 14,200 | Realignment of budget with historical and expected future expenses |
| Other | 5,465 | |
| Total Change in Salaries | 126,988 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 4,185 | Increase in 2024 operating costs |
| Human Resources Allocation | 4,247 | Increase in 2024 salary budget; corporate safety resourcing |
| Supplies-dog licences | 8,800 | Realignment of budget based on previous actual expenses |
| Reserve Transfers | 2,062 | ORF transfer reduce by $8,093 and CRF transfer increase by $10,155 |
| Other | 4,623 | |
| Total Other Changes | 23,917 | |
| **2025 Budget** | **1,888,210** | |

| Summary of % Expense Change | | |
|---|---|---|
| Base Salary increase | 1.8% | |
| Step increase/paygrade change & overtime | 3.1% | |
| 0.4 FTE transfer-in | 2.1% | |
| Supplies-dog licences | 0.5% | |
| Balance of change | 1.2% | |
| *% expense increase from 2024:* | ***8.7%*** | |
| *% Requisition increase from 2024:* | ***14.0%*** | *Requisition funding is 28.8% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*Revenues are projected at $17,678 (1.0%) higher than budget mainly due to higher sales and service fees. Operating costs are projected at $25,054 (1.4%) higher than budget mainly due to higher vet services, uniforms, software licences and legal services. Therefore, there is an estimated one-time unfavourable variance of $7,367 (0.4%). This variance will be recovered by reduction in transfers to Operating Reserve, which has an expected year end balance of $60,024 before this transfer.*

| 1.313 - Animal Care Services | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 1,147,100 | 1,146,980 | 1,223,435 | 50,653 | - | 1,274,088 | 1,309,137 | 1,345,155 | 1,382,165 | 1,420,174 |
| Vehicle Operating Expenses | 48,780 | 48,780 | 50,240 | - | - | 50,240 | 51,240 | 52,260 | 53,310 | 54,380 |
| Telecommunications | 47,520 | 47,520 | 48,950 | - | - | 48,950 | 49,930 | 50,930 | 51,950 | 52,990 |
| Supplies | 41,200 | 47,156 | 50,000 | - | - | 50,000 | 51,000 | 52,010 | 53,050 | 54,110 |
| Allocations | 265,707 | 252,187 | 270,787 | - | - | 270,787 | 281,616 | 290,523 | 296,476 | 302,678 |
| Other Operating Expenses | 146,905 | 179,643 | 151,990 | - | - | 151,990 | 155,030 | 158,145 | 161,368 | 164,650 |
| **TOTAL OPERATING COSTS** | **1,697,212** | **1,722,266** | **1,795,402** | **50,653** | **-** | **1,846,055** | **1,897,953** | **1,949,023** | **1,998,319** | **2,048,982** |
| *Percentage Increase over prior year | | | 5.8% | 3.0% | | 8.8% | 2.8% | 2.7% | 2.5% | 2.5% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 32,000 | 32,000 | 42,155 | - | - | 42,155 | 62,565 | 71,465 | 62,710 | 53,400 |
| Transfer to Operating Reserve Fund | 8,093 | 726 | - | - | - | - | 9,000 | 7,000 | 7,000 | 7,000 |
| **TOTAL CAPITAL / RESERVE** | **40,093** | **32,726** | **42,155** | **-** | **-** | **42,155** | **71,565** | **78,465** | **69,710** | **60,400** |
| **TOTAL COSTS** | **1,737,305** | **1,754,992** | **1,837,557** | **50,653** | **-** | **1,888,210** | **1,969,518** | **2,027,488** | **2,068,029** | **2,109,382** |
| *Percentage Increase over prior year | | | 5.8% | 2.9% | | 8.7% | 4.3% | 2.9% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | (20,000) | (20,000) | - | - | - | - |
| Fees Charged | (28,330) | (46,000) | (53,090) | - | - | (53,090) | (54,150) | (55,230) | (56,330) | (57,460) |
| Sale of Goods and Services | (1,213,390) | (1,213,390) | (1,252,020) | - | - | (1,252,020) | (1,277,070) | (1,302,610) | (1,328,670) | (1,355,240) |
| Grants in Lieu of Taxes | (12,825) | (12,825) | (13,210) | - | - | (13,210) | (12,190) | (12,430) | (12,670) | (12,920) |
| Revenue - Other | (6,220) | (6,237) | (6,410) | - | - | (6,410) | (6,540) | (6,670) | (6,800) | (6,930) |
| **TOTAL REVENUE** | **(1,260,765)** | **(1,278,452)** | **(1,324,730)** | **-** | **(20,000)** | **(1,344,730)** | **(1,349,950)** | **(1,376,940)** | **(1,404,470)** | **(1,432,550)** |
| **REQUISITION** | **(476,540)** | **(476,540)** | **(512,827)** | **(50,653)** | **20,000** | **(543,480)** | **(619,568)** | **(650,548)** | **(663,559)** | **(676,832)** |
| *Percentage increase over prior year Requisition | | | 7.6% | 10.6% | -4.2% | 14.0% | 14.0% | 5.0% | 2.0% | 2.0% |
| AUTHORIZED POSITIONS Salaried FTE | 10.6 | 10.6 | 10.6 | 0.4 | | 11.0 | 11.0 | 11.0 | 11.0 | 11.0 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 1.313 Animal Care Services | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $100,000 | $100,000 | $0 | $0 | $0 | $0 | $100,000 |
| Equipment | $10,000 | $23,000 | $5,000 | $13,000 | $5,000 | $13,000 | $59,000 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $45,000 | $45,000 | $0 | $0 | $0 | $0 | $45,000 |
| Vehicles | $0 | $50,000 | $50,000 | $50,000 | $50,000 | $50,000 | $250,000 |
| | **$155,000** | **$218,000** | **$55,000** | **$63,000** | **$55,000** | **$63,000** | **$454,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $155,000 | $155,000 | $0 | $0 | $0 | $0 | $155,000 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $63,000 | $55,000 | $63,000 | $55,000 | $63,000 | $299,000 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$155,000** | **$218,000** | **$55,000** | **$63,000** | **$55,000** | **$63,000** | **$454,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 1.313

**Service Name:** Animal Care Services

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 23-01 | Replacement | Computer Replacements | Replacement of computer equipment | $ 24,000 | E | ERF | $ - | $ 8,000 | $ - | $ 8,000 | $ - | $ 8,000 | $ 24,000 |
| 23-02 | Replacement | Vehicle Replacements | Replacement of vehicles (shared with Bylaw) | $ 250,000 | V | ERF | $ - | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 250,000 |
| 23-03 | Renewal | Animal Shelter Improvement | Updating CRD Animal Shelter Facility | $ 200,000 | B | Cap | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| 23-04 | Renewal | On-Line Payment Portal for Dog Licences | Purchase of Tempest on-line payment portal for CRD Dog Licence | $ 30,000 | S | Cap | $ 30,000 | $ 30,000 | $ - | $ - | $ - | $ - | $ 30,000 |
| 23-05 | Renewal | Network Upgrade and Security | Network Upgrade and addition of Security Cameras at CRD Animal Shelter | $ 35,000 | S | Cap | $ 15,000 | $ 15,000 | $ - | $ - | $ - | $ - | $ 15,000 |
| 23-06 | Renewal | Outreach | Implementing and enhancing Outreach programs | $ 62,351 | E | Cap | $ 10,000 | $ 10,000 | $ - | $ - | $ - | $ - | $ 10,000 |
| 25-01 | Replacement | Personal Protection Equipment PPE | Replacement of staff PPE - stab protection plates | $ 25,000 | E | ERF | $ - | $ 5,000 | $ 5,000 | $ 5,000 | $ 5,000 | $ 5,000 | $ 25,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 626,351** | | | | **$ 218,000** | **$ 55,000** | **$ 63,000** | **$ 55,000** | **$ 63,000** | **$ 454,000** |

| Service: | 1.313 | Animal Care Services |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-01 | Computer Replacements | Replacement of computer equipment |

**Project Rationale** Replace computers as required and requested by IT.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-02 | Vehicle Replacements | Replacement of vehicles (shared with Bylaw) |

**Project Rationale** To replace vehicles used for Animal Control and Bylaw Enforcement.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-03 | Animal Shelter Improvement | Updating CRD Animal Shelter Facility |

**Project Rationale** Create new reception area at front of Animal Shelter to ensure public are not entering the areas where animals are kept for the safety of the customers and welfare of the animals, provides Officers their own entrance to bring in lost or injured animals. New signage required to identify property and building from a busy highway and ensure they all meet corporate standards. Addition of cat impound room as current impound room will be changed into the front reception area as it is located at the front of the building. Painting of cement floors in building, painting of all spaces and new additions. Upgrade to outside dog area, addition of environment enriching activities and tasks to keep dogs properly exercised, metal pergola and cement picnic table for dog exercise area which creates shade for animals and a meet and greet area for potential animal adoptions, upgrade from current gravel to a rubber or turf on part of area with activities. Repair of fencing surrounding building and addition of entrace gate to back area off the side of the building for deliveries and adding an additional exit from the building in case of emergency. Mural for front of animal shelter with dedication to the bequeathment donor. Wired in generator to furnace and eletrical in case of loss of power, to maintain heating and air flow for the animals.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-04 | On-Line Payment Portal for Dog Licences | Purchase of Tempest on-line payment portal for CRD Dog Licence |

**Project Rationale** Purchase of Tempest online dog licence port for payment of CRD Dog Licences on-line resulting in reduction of phone calls, in-person and by mail renewals, resulting in efficiency, more up-to-date information and less staff time and resources.

| Service: | 1.313 | Animal Care Services |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-05 | **Capital Project Title** | Network Upgrade and Security | **Capital Project Description** | Network Upgrade and addition of Security Cameras at CRD Animal Shelter |
| **Project Rationale** | Animal Shelter network requires upgrade to allow wifi, a faster connection and Cisco phones, currently no option for wifi, connection is poor when it rains or snows, staff are unable to be integrated into the Cisco phone system with current connectivity. Once upgraded addition of Cisco phones, security cameras for security, tv display to monitor for safety of staff and lone worker checks. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-06 | **Capital Project Title** | Outreach | **Capital Project Description** | Implementing and enhancing Outreach programs |
| **Project Rationale** | Enhancement of Petiquette Program to include updated and new information regarding dog parks, dangerous dogs, responsible pet ownership, animal care, licencing and community involvement. Enhancement of Emergency Preparedness for Pets, information, outreach and develop more detailed CRD Grab 'n Go Bags for Pets. Addition of community outreach programs as well as training for outside agencies on how to deal with problem pets. Development of CRD Pets App - app designed by CRD staff that allows users to post their lost animal or found animal. Users would create a profile for their pet and if it becomes lost, they can choose an option to post 'lost' and drop a GIS pin where their pet was lost, all other users with the app will be notified and your dog could be returned to you in a timely fashion. Various volunteers are managing something similar by Facebook. The CRD would be the hub of where all lost and found pets are posted, which in turn will increase the numbers and rate of animals returned to their owners. In addition, the App will have a section for rules regarding dogs in all CRD Parks as well as municipal parks, can use CRD GIS to find areas that are off-leash, dog licence fees, leash laws per municipality and likes to the 13 municipal Animal Control Bylaws, CRD could use all to send out notifications regarding algae bloom so that dog owners don't allow their pets to drink the water at that CRD Regional Park etc. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | Personal Protection Equipment PPE | **Capital Project Description** | Replacement of staff PPE - stab protection plates |
| **Project Rationale** | In 2023 all bylaw officers were outiftted with personal protective equipment in the form the stab vests. The inner plates have a 5 year life span so will require replacement therefore we require the funds by mid 2028 to order the replacement. The plates cost upwards of $850 per staff member. | | | | |

**Animal Care Services**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 52,657 | 32,657 | 41,657 | 48,657 | 55,657 | 62,657 |
| Equipment Replacement Fund | 31,021 | 10,176 | 17,741 | 26,206 | 33,916 | 24,316 |
| **Total** | **83,679** | **42,834** | **59,399** | **74,864** | **89,574** | **86,974** |

## Reserve Schedule

**Reserve Fund: 1.313 Animal Control - Operating Reserve Fund**

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

### Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105407 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | | 49,531 | 52,657 | 32,657 | 41,657 | 48,657 | 55,657 |
| **Transfer from Ops Budget** | | 726 | - | 9,000 | 7,000 | 7,000 | 7,000 |
| **Transfer to Ops Budget - Core Budget** | | - | (20,000) | - | - | - | - |
| **Interest Income*** | | 2,400 | | | | | |
| **Ending Balance $** | | **52,657** | **32,657** | **41,657** | **48,657** | **55,657** | **62,657** |

**Assumptions/Background:**

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

* Interest in planning years nets against inflation which is not included.

## Reserve Schedule

**Reserve Fund: 1.313 Animal Control - Equipment Replacement Fund**

For replacement of vehicles, computers and furnishings.

ERF Group: ANICON.ERF

### Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101424 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 29,021 | 31,021 | 10,176 | 17,741 | 26,206 | 33,916 |
| Transfer from Op Budget | | 32,000 | 42,155 | 62,565 | 71,465 | 62,710 | 53,400 |
| Planned Purchases | | (30,000) | (63,000) | (55,000) | (63,000) | (55,000) | (63,000) |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **31,021** | **10,176** | **17,741** | **26,206** | **33,916** | **24,316** |

**Assumptions/Background:**

Maintain level sufficient to fund required vehicle and computer replacements

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Bylaw Enforcement

### COMMITTEE OF THE WHOLE

October 2024

**Service: 1.323 Bylaw Services** **Committee: Planning and Protective Services**

**DEFINITION:**

To provide Bylaw enforcement to functions of the Capital Regional District as required. The cost of this service is reallocated to functions that use Bylaw enforcement services, such as Regional Parks, Noise Control, Nuisances & Unsightly Premises, and others.

**SERVICE DESCRIPTION:**

Respond to complaints, seek voluntary compliance and use regulatory and legal enforcement options to enforce bylaws in the three electoral areas for Noise, Nuisance and Unsightly Premises as well as Soil Deposit and Removal in the JdF EA.

Bylaw Enforcement services in Metchosin and the Highlands by contract.

Enforce bylaws for internal customers including Hartland Landfill, Environmental Services, Integrated Water, Parks, Community Planning, Building Inspection and Vancouver Island Health Authority.

**PARTICIPATION:**

Method of cost allocation on the basis of prior year's estimated usage.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Mainly from functions within the CRD that use Bylaw enforcement.

**Change in Budget 2024 to 2025**
**Service: 1.323 Bylaw Enforcement**

| | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **639,731** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 9,597 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 4,839 | |
| 1.5 FTE | 152,410 | 2025 IBC 16g-3.4 (1.0 FTE); 2025 IBC 3a-1.3 Hartland (0.5 FTE) |
| 0.4 FTE transfer to Animal Control | (35,511) | 0.4 FTE transfer to Animal Control to align with operational deployment |
| 2024 AUX wages and benefit | (50,000) | 2024 one-time AUX wages to support Hartland |
| 2025 AUX wages and benefit | 24,000 | Ongoing AUX coverage for vacation/sick days for the bylaw officers and admin (IBC FTEs) |
| Other | 12,451 | |
| Total Change in Salaries | 117,786 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 3,071 | Increase in 2024 operating costs |
| Human Resources Allocation | 2,628 | Increase in 2024 salary budget; corporate safety resourcing |
| Vehicle operating costs | 14,120 | Realignment of budget with expected future expenses |
| Supplies-setup costs | 16,000 | One-time setup costs for 1.5 FTE; 2025 IBC 16g-3.4 (1.0 FTE); 2025 IBC 3a-1.3 Hartland (0.5 FTE) |
| Sharepoint Online Upgrade | 7,207 | Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM |
| Uniforms, Staff training & IT licence | 5,180 | Increase due to the addition of staffing count |
| Telecommunication | 3,740 | Increase for annual cell, radio and surface book LTE charges |
| Transfer to reserve | 18,272 | Increase in transfer to ERF for future vehicle/equipment purchases |
| Other Costs | 5,686 | Other costs such as travel, meeting costs, operating supplies |
| Total Other Changes | 75,904 | |
| **2025 Budget** | **833,421** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 IBCs (1.5 FTEs) | 23.8% |
| Base salary and step increase | 2.3% |
| 0.4 FTE transfer out | -5.6% |
| One-time Setup costs | 2.5% |
| Transfer to reserve | 2.9% |
| Vehicle operating costs | 2.2% |
| Sharepoint Online Upgrade | 1.1% |
| Balance of increase | 1.1% |
| *% expense increase from 2024:* | ***30.3%*** |
| *% Requisition increase from 2024 (if applicable):* | ***NA*** |

*Requisition funding is (0)% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment

*There is an estimated one-time favourable variance of $4,790 (0.7%) due mainly to higher internal recovery of bylaw enforcement services. This variance will be balanced to Equipment Reserve, which has an expected year end balance of $47,659 before this transfer.*

| 1.323 - Bylaw Enforcement | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | BUDGET REQUEST 2025 ONGOING | BUDGET REQUEST 2025 ONE-TIME | BUDGET REQUEST 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 427,988 | 419,988 | 405,987 | 139,787 | - | 545,774 | 740,713 | 670,473 | 795,273 | 817,443 |
| Vehicle Operating Expenses | 25,880 | 35,000 | 30,000 | 10,000 | - | 40,000 | 40,800 | 41,620 | 42,450 | 43,300 |
| Telecommunications | 6,000 | 6,000 | 6,180 | 3,560 | - | 9,740 | 9,930 | 10,130 | 10,330 | 10,540 |
| Supplies | 3,500 | 3,500 | 5,000 | - | 12,500 | 17,500 | 10,100 | 5,200 | 10,300 | 5,410 |
| Allocations | 84,295 | 84,295 | 92,460 | - | 7,207 | 99,667 | 103,507 | 99,447 | 101,492 | 103,620 |
| Other Operating Expenses | 41,210 | 40,676 | 43,440 | 4,670 | 3,500 | 51,610 | 49,084 | 50,068 | 51,083 | 52,098 |
| **TOTAL OPERATING COSTS** | **588,873** | **589,459** | **583,067** | **158,017** | **23,207** | **764,291** | **954,134** | **876,938** | **1,010,928** | **1,032,411** |
| *Percentage Increase over prior year | | | -1.0% | 26.8% | 3.9% | 29.8% | 24.8% | -8.1% | 15.3% | 2.1% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 50,858 | 55,648 | 69,130 | - | - | 69,130 | 66,975 | 90,325 | 86,715 | 87,280 |
| **TOTAL CAPITAL / RESERVE** | **50,858** | **55,648** | **69,130** | **-** | **-** | **69,130** | **66,975** | **90,325** | **86,715** | **87,280** |
| **TOTAL COSTS** | **639,731** | **645,107** | **652,197** | **158,017** | **23,207** | **833,421** | **1,021,109** | **967,263** | **1,097,643** | **1,119,691** |
| *Percentage Increase over prior year | | | 1.9% | 24.7% | 3.6% | 30.3% | 22.5% | -5.3% | 13.5% | 2.0% |
| Internal Recoveries | (603,101) | (575,384) | (608,311) | (158,017) | (23,207) | (789,535) | (976,418) | (921,673) | (1,051,157) | (1,072,283) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | **36,630** | **69,723** | **43,886** | **-** | **-** | **43,886** | **44,691** | **45,590** | **46,486** | **47,408** |
| *Percentage Increase over prior year | | | 19.8% | | | 19.8% | 1.8% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Sale of Goods and Services | (32,980) | (65,943) | (40,286) | - | - | (40,286) | (41,090) | (41,910) | (42,740) | (43,590) |
| Revenue - Other | (3,650) | (3,780) | (3,600) | - | - | (3,600) | (3,601) | (3,680) | (3,746) | (3,818) |
| **TOTAL REVENUE** | **(36,630)** | **(69,723)** | **(43,886)** | **-** | **-** | **(43,886)** | **(44,691)** | **(45,590)** | **(46,486)** | **(47,408)** |
| **REQUISITION** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried FTE | 2.9 | | 2.9 | 1.1 | | 4.0 | 5.0 | 5.0 | 6.0 | 6.0 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.323<br>Bylaw Services | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $4,000 | $4,000 | $4,000 | $4,000 | $4,000 | $20,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $25,000 | $75,000 | $25,000 | $75,000 | $25,000 | $225,000 |
| | | **$0** | **$29,000** | **$79,000** | **$29,000** | **$79,000** | **$29,000** | **$245,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $29,000 | $79,000 | $29,000 | $79,000 | $29,000 | $245,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$29,000** | **$79,000** | **$29,000** | **$79,000** | **$29,000** | **$245,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.323

Service Name: Bylaw Services

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 25-01 | Replacement | Computers | Replacement of computer equipment | $ 12,500 | E | ERF | $ - | $ 2,500 | $ 2,500 | $ 2,500 | $ 2,500 | $ 2,500 | $ 12,500 |
| 25-02 | Replacement | Vehicle | Replacement of Bylaw vehicles | $ 225,000 | V | ERF | $ - | $ 25,000 | $ 75,000 | $ 25,000 | $ 75,000 | $ 25,000 | $ 225,000 |
| 25-03 | Replacement | PPE | Replacement of Personal Protection Equipment | $ 7,500 | E | ERF | $ - | $ 1,500 | $ 1,500 | $ 1,500 | $ 1,500 | $ 1,500 | $ 7,500 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 245,000** | | | | **$ 29,000** | **$ 79,000** | **$ 29,000** | **$ 79,000** | **$ 29,000** | **$ 245,000** |

| Service: | 1.323 | Bylaw Services |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | Computers | **Capital Project Description** | Replacement of computer equipment |
| **Project Rationale** | Replacement of computer equipment | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-02 | **Capital Project Title** | Vehicle | **Capital Project Description** | Replacement of Bylaw vehicles |
| **Project Rationale** | Replacement of Bylaw vehicles | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-03 | **Capital Project Title** | PPE | **Capital Project Description** | Replacement of Personal Protection Equipment |
| **Project Rationale** | Personal protection equiptment have a replacement schedule of 5 years. These are stab/spike resistent vests for our Bylaw staff, purchased in 2024. | | | | |

## Reserve Schedule

**Reserve Fund: 1.323 Bylaw Enforcement - Equipment Replacement Fund**

ERF Group: BYLAW.ERF

### Reserve Cash Flow

| **Fund:** | **1022** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **101426** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 97,657 | 47,659 | 87,789 | 75,764 | 137,089 | 144,804 |
| **Transfer from Ops Budget** | | 50,858 | 69,130 | 66,975 | 90,325 | 86,715 | 87,280 |
| **Proceed from Disposition** | | 1,644 | | | | | |
| **Planned Purchase** | | (102,500) | (29,000) | (79,000) | (29,000) | (79,000) | (29,000) |
| **Interest Income** | | - | | | | | |
| **Ending Balance $** | | **47,659** | **87,789** | **75,764** | **137,089** | **144,804** | **203,084** |

**Assumptions/Background:**

Maintain level sufficient to fund required vehicle and computer replacements

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Traffic Safety Commission

### COMMITTEE OF THE WHOLE

October 2024

**Service: 1.230 Traffic Safety** **Commission: Traffic Safety**

**DEFINITION:**

To establish a Traffic Safety Commission as an extended service to participants.
Establishment Bylaw No. 1828 (1990), Bylaw No. 1921 (1991), No. 3614 (2009), and No. 4166 (2017).

**SERVICE DESCRIPTION:**

This service provides funding and support for the Traffic Safety Commission, a CRD commission that advises the CRD Board on Traffic Safety problems and puts in place applicable Traffic Safety Programs. Representatives from about 14 organizations concerned with traffic safety, such as the BC Ambulance Service, make up the commission.

**PARTICIPATION:**

Participating municipalities and electoral areas on the basis of converted hospital assessment value of land and improvements.

**MAXIMUM LEVY:**

None stated

**MAXIMUM CAPITAL DEBT:**

N/A

| 1.230 - Traffic Safety Commission | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Allocations | 6,856 | 6,856 | 5,263 | - | - | 5,263 | 5,421 | 5,529 | 5,640 | 5,752 |
| Insurance Costs | 330 | 330 | 270 | - | - | 270 | 297 | 327 | 360 | 396 |
| Advertising, Promotion and Meetings | 70,000 | 25,000 | 94,000 | - | - | 94,000 | 55,000 | 56,100 | 57,220 | 58,370 |
| Scholarships | 18,000 | 2,000 | 18,000 | - | - | 18,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Other Expenses | 10,068 | 14,791 | 15,092 | - | - | 15,092 | 15,000 | 15,300 | 15,600 | 15,910 |
| **TOTAL COSTS** | **105,254** | **48,977** | **132,625** | **-** | **-** | **132,625** | **77,718** | **79,256** | **80,820** | **82,428** |
| *Percentage Increase over prior year | | | 26.0% | | | 26.0% | -41.4% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 56,443 | (56,443) | - | - | (56,443) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (29,182) | (29,182) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (3,360) | (3,351) | (3,460) | - | - | (3,460) | (3,530) | (3,600) | (3,670) | (3,740) |
| Other Revenue | (200) | (375) | (210) | - | - | (210) | (210) | (210) | (210) | (210) |
| **TOTAL REVENUE** | **(32,742)** | **23,535** | **(60,113)** | **-** | **-** | **(60,113)** | **(3,740)** | **(3,810)** | **(3,880)** | **(3,950)** |
| **REQUISITION** | **(72,512)** | **(72,512)** | **(72,512)** | **-** | **-** | **(72,512)** | **(73,978)** | **(75,446)** | **(76,940)** | **(78,478)** |
| *Percentage increase over prior year Requisition | | | 0.0% | | | 0.0% | 2.0% | 2.0% | 2.0% | 2.0% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Regional Planning Services

### COMMITTEE OF THE WHOLE

October 2024

**Service: 1.324 Regional Planning Services** **Committee: Planning and Protective Services**

**DEFINITION:**

Regional Planning includes two service functions:

Regional Information – which maintains a regional information base and perspective on population, employment, economic development and land use trends. The service provides regional, sub-regional and municipal statistics, trend analysis and research tools to member municipalities and a wide variety of public, private and community clientele.

Regional Transportation – manages and applies the regional transportation model. The service analyzes the impacts of actual and projected changes to the transportation system and conducts/commissions transportation-related studies and reports. Regional transportation provides advice and information to the CRD Board, other departments and other jurisdictions on policies and issues related to the Regional Transportation Plan.

**SERVICE DESCRIPTION:**

Regional Planning provides information and planning services including regional, sub-regional and municipal statistics, trend analysis, transportation, policy development, planning and modeling. The information also assists in preparation of indicators relating to the annual legislative reporting requirement for the Regional Growth Strategy and as an information base for the development of municipal and electoral area official community plans. The information and analysis also supports the regional transportation and urban growth models and assists municipalities and local and regional agencies in their planning work.

**PARTICIPATION:**

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke: Victoria; View Royal) and Electoral Areas within the CRD (Juan de Fuca, Southern Gulf Islands, Salt Spring Island).

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| Change in Budget 2024 to 2025<br>Service: 1.324 Regional Planning & Growth Strategy | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **2,227,436** | |
| **Change in Salaries:** | | |
| Base salary change | 19,755 | Inclusive of estimated collective agreement changes |
| Step change/paygrade change | (6,522) | Step change due to staff turnover |
| Other | 800 | |
| Total Change in Salaries | 14,033 | |
| **Other Changes:** | | |
| Program Development | 332,148 | One-time Transportation Model Update from 2022 IBC 2a-1.1 Transportation Data Collection, Modelling & Priority Implementation |
| Standard Overhead Allocation | 3,666 | Increase in 2024 operating costs |
| Building Occupancy | 17,619 | Allocations from facilities management services (HQ) |
| Field Operations Centre (HQ2) Allocation | 3,850 | Development of HQ2/FOC building - to cover estimated new debt and operating costs for the new building |
| SharePoint Online Upgrade | 10,812 | Contribution to 2025 IBC 13a-3.1: M365 Sharepoint Online Transition to IM |
| Travel expenses | (9,940) | Realignment of budget with expected future expenses |
| Other Costs | 209 | |
| Total Other Changes | 358,364 | |
| **2025 Budget** | **2,599,833** | |

| Summary of % Expense Change | |
|---|---|
| 2025 Base salary and benefit change | 0.9% |
| Internal allocations | 1.6% |
| One time program development | 14.9% |
| Balance of change | -0.7% |
| *% expense increase from 2024:* | ***16.7%*** |
| *% Requisition increase from 2024 (if applicable):* | ***3.0%*** |

*Requisition funding is 52.2% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $126,702 (5.7%) due mainly to temporary staff vacancies ($94,902) and reduced staff training and travel expense ($15,220). The Island Corridor project was largely deferred ($580,000) to 2025 resulting in a reduction of expenses and a corresponding reduced transfers from reserves. The surplus will be transferred to the Operating Reserve which has an expected year end balance of $2,739,381 before this transfer.*

| 1.324 - Regional Planning Services | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 1,098,077 | 1,003,175 | 1,112,110 | - | - | 1,112,110 | 1,144,088 | 1,176,968 | 1,210,778 | 1,245,551 |
| Contract for Services | 74,620 | 74,620 | 74,000 | - | - | 74,000 | 76,110 | 76,110 | 76,110 | 76,110 |
| Allocations | 261,019 | 261,019 | 291,603 | - | 10,812 | 302,415 | 323,735 | 329,962 | 339,705 | 346,765 |
| Program Development Costs | 685,990 | 95,990 | 97,910 | - | 912,148 | 1,010,058 | 99,870 | 420,000 | - | - |
| Other Operating Expenses | 105,230 | 77,540 | 98,750 | - | - | 98,750 | 101,006 | 103,318 | 105,729 | 108,223 |
| **TOTAL OPERATING COSTS** | **2,224,936** | **1,512,344** | **1,674,373** | **-** | **922,960** | **2,597,333** | **1,744,809** | **2,106,358** | **1,732,322** | **1,776,649** |
| *Percentage Increase over prior year | | | -24.7% | | 41.5% | 16.7% | -32.8% | 20.7% | -17.8% | 2.6% |
| CAPITAL / RESERVES | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 126,702 | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | 2,500 | 2,500 | 2,500 | - | - | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| **TOTAL CAPITAL / RESERVES** | **2,500** | **129,202** | **2,500** | **-** | **-** | **2,500** | **2,500** | **2,500** | **2,500** | **2,500** |
| **TOTAL COSTS** | **2,227,436** | **1,641,546** | **1,676,873** | **-** | **922,960** | **2,599,833** | **1,747,309** | **2,108,858** | **1,734,822** | **1,779,149** |
| **Internal Recoveries** | (93,180) | (93,180) | (91,440) | - | - | (91,440) | (94,090) | (96,810) | (99,620) | (102,500) |
| **TOTAL COSTS NET OF RECOVERIES** | **2,134,256** | **1,548,366** | **1,585,433** | **-** | **922,960** | **2,508,393** | **1,653,219** | **2,012,048** | **1,635,202** | **1,676,649** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (799,617) | (214,617) | (210,753) | - | (922,960) | (1,133,713) | (211,757) | (500,510) | (50,122) | (14,398) |
| Grants in Lieu of Taxes | (59,838) | (59,838) | (61,640) | - | - | (61,640) | (62,880) | (64,140) | (65,430) | (66,740) |
| Revenue - Other | (3,090) | (2,790) | (3,180) | - | - | (3,180) | (3,250) | (3,320) | (3,390) | (3,460) |
| Recovery - Other | (590) | - | (610) | - | - | (610) | (620) | (630) | (640) | (650) |
| | - | | | | | | | | | |
| **TOTAL REVENUE** | **(863,135)** | **(277,245)** | **(276,183)** | **-** | **(922,960)** | **(1,199,143)** | **(278,507)** | **(568,600)** | **(119,582)** | **(85,248)** |
| **REQUISITION** | **(1,271,121)** | **(1,271,121)** | **(1,309,250)** | **-** | **-** | **(1,309,250)** | **(1,374,712)** | **(1,443,448)** | **(1,515,620)** | **(1,591,401)** |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 5.0% | 5.0% | 5.0% | 5.0% |
| Salaried | 7.5 | 7.5 | 7.5 | | | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.324<br>Regional Planning Services | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $4,000 | $8,000 | $3,000 | $4,000 | $72,000 | $91,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$4,000** | **$8,000** | **$3,000** | **$4,000** | **$72,000** | **$91,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $4,000 | $8,000 | $3,000 | $4,000 | $72,000 | $91,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$4,000** | **$8,000** | **$3,000** | **$4,000** | **$72,000** | **$91,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.324

Service Name: Regional Planning Services

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 18-01 | Replacement | Computer Replacement | Computer Replacement | $ 36,700 | E | ERF | $ - | $ 4,000 | $ 8,000 | $ 3,000 | $ 4,000 | $ - | $ 19,000 |
| 23-01 | Replacement | Eco-Counter Replacement | Replacement of bike and pedestrian counters owned by CRD across the region | $ 90,000 | E | ERF | $ - | $ - | $ - | $ - | $ - | $ 72,000 | $ 72,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 126,700** | | | | **$ 4,000** | **$ 8,000** | **$ 3,000** | **$ 4,000** | **$ 72,000** | **$ 91,000** |

| Service: | 1.324 | Regional Planning Services |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 18-01 | **Capital Project Title** | Computer Replacement | **Capital Project Description** | Computer Replacement |
| **Project Rationale** | Planned computer replacement for RSP staff complement, per IT replacement schedule. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-01 | **Capital Project Title** | Eco-Counter Replacement | **Capital Project Description** | Replacement of bike and pedestrian counters owned by CRD across the region |
| **Project Rationale** | The Data Review Implementation program oversaw the installation of 30 on-trail bike and pedestrian counters across the region. Data from the counters is published to a website daily and is used to inform policy. The CRD transferred ownership of 16 counters to third-parties. The remaining counters will start reaching end of life starting in 2028 and will have to be replaced | | | | |

**Regional Planning Services**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Equipment Replacement Fund | 213,467 | 211,967 | 206,467 | 205,967 | 204,467 | 134,967 |
| Operating Reserve Fund | 2,739,381 | 970,668 | 758,911 | 258,401 | 208,279 | 193,881 |
| **Total** | **2,952,848** | **1,182,635** | **965,378** | **464,368** | **412,746** | **328,848** |

## Reserve Schedule

**Reserve Fund: 1.324 Regional Planning Services - Equipment Replacement Fund**

ERF Group: RGPLAN.ERF

### Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101427 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 254,967 | 213,467 | 211,967 | 206,467 | 205,967 | 204,467 |
| Transfer from Ops Budget | | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Planned Purchase | | (44,000) | (4,000) | (8,000) | (3,000) | (4,000) | (72,000) |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **213,467** | **211,967** | **206,467** | **205,967** | **204,467** | **134,967** |

**Assumptions/Background:**

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

## Reserve Schedule

**Reserve Fund: 1.324 Regional Planning Services - Operating Reserve Fund**

Op Rsv Funds B#4102,03,4144,45,46,47

### Reserve Cash Flow

| **Fund:** | **1500** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **105501** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 2,367,467 | 2,739,381 | 970,668 | 758,911 | 258,401 | 208,279 |
| **Transfer from Ops Budget** | | - | - | - | - | - | - |
| **Return of Project Surplus** | | 486,077 | - | - | - | - | - |
| **Transfer to Ops Budget - Program Development** | | | | | | | |
| Ready Step Roll Program | | (40,000) | (40,000) | (40,000) | - | - | - |
| Implementation of Data Review | | (25,000) | (25,000) | (25,000) | - | - | - |
| Origin and Destination Survey | | - | - | - | (420,000) | - | - |
| IBC 4a-1.2 Transportation Service Implementation | | - | (635,000) | - | - | - | - |
| IBC 4b-2.1 - Island Corridor Consultation | | (15,000) | (580,000) | - | - | - | - |
| Bike Map Refresh | | (28,000) | - | (28,000) | - | (28,000) | - |
| Transportation Model | | | (332,148) | | | | |
| **Transfer to Ops Budget - Core Budget** | | (101,959) | (155,565) | (118,757) | (80,510) | (22,122) | (14,398) |
| **Transfer to Ops Budget - Manager of Strategic Planning** | | (4,658) | (1,000) | - | - | - | - |
| **Interest Income*** | | 100,454 | | | | | |
| **Ending Balance $** | | **2,739,381** | **970,668** | **758,911** | **258,401** | **208,279** | **193,881** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Regional Growth Strategy

### COMMITTEE OF THE WHOLE

October 2024

**Service: 1.330 Regional Growth Strategy** **Committee: Planning and Protective Services**

**DEFINITION:**

This service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS). The service includes providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation. The Regional Growth Strategy is contained within CRD Bylaw No.4017 (Adopted March 2018).

**SERVICE DESCRIPTION:**

The Regional Growth Strategy/Sustainability service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS) pursuant to the legislative provisions of the *Local Government Act*. The RGS is contained within CRD Bylaw No.4017 (adopted March 2018). The service administers the RGS through the review and reporting on municipal regional context statements, assessment of compliance of regional district bylaws, and providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation.

**PARTICIPATION:**

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke: Victoria; View Royal) and the Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| Change in Budget 2024 to 2025<br>Service: 1.330 Regional Growth Strategy | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **331,880** | |
| **Change in Salaries:** | | |
| Base salary change | 5,142 | Inclusive of estimated collective agreement changes |
| Total Change in Salaries | 5,142 | |
| **Other Changes:** | | |
| Contract for Services | 80,862 | Implementation of 2023 IBC: 11b-1 Foodlands Access Service studies and financial modelling |
| Contract for Services | 75,000 | UBMC grant funded Growth and Mobility Study |
| Contract for Services | 275,000 | 2025 IBC 8a-2.1 Regional Growth Strategy Review and Update |
| Legal Expenses | 20,000 | 2025 IBC 8a-2.1 Regional Growth Strategy Review and Update |
| Other Costs | 4,830 | |
| Total Other Changes | 455,692 | |
| **2025 Budget** | **792,714** | |
| Summary of % Expense Change | | |
| 2025 IBC Expense | 88.9% | |
| Increase one-time contract for services | 47.0% | |
| Balance of change | 3.0% | |
| *% expense decrease from 2023:* | ***138.9%*** | |
| *% Requisition increase from 2023 (if applicable):* | ***3.0%*** | *Requisition funding is (41.0%) of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $82,295 (24.8%) mainly due to temporary staff vacancies ($46,704), and lower than planned contract ($24,830) and legal expenses ($6,170). The variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of $2,043,017 before this transfer.*

| 1.330 - Regional Growth Strategy | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 158,204 | 111,500 | 163,346 | - | - | 163,346 | 167,808 | 172,391 | 177,097 | 181,938 |
| Contract for Services | 24,830 | - | 25,570 | - | - | 25,570 | 26,080 | 26,600 | 27,130 | 27,670 |
| Special Projects | - | - | - | - | 430,862 | 430,862 | 75,000 | - | - | - |
| Allocations | 123,766 | 123,766 | 122,906 | - | - | 122,906 | 127,136 | 131,106 | 134,703 | 138,392 |
| Other Operating Expenses | 15,080 | 4,299 | 16,530 | - | 20,000 | 36,530 | 16,830 | 17,150 | 17,470 | 17,790 |
| **TOTAL OPERATING COSTS** | **321,880** | **239,565** | **328,352** | **-** | **450,862** | **779,214** | **412,854** | **347,247** | **356,400** | **365,790** |
| *Percentage Increase over prior year | | | 2.0% | | 140.1% | 142.1% | -47.0% | -15.9% | 2.6% | 2.6% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 10,000 | 92,295 | 13,500 | - | - | 13,500 | 10,800 | 8,300 | 6,200 | 4,100 |
| **TOTAL CAPITAL / RESERVE** | **10,000** | **92,295** | **13,500** | **-** | **-** | **13,500** | **10,800** | **8,300** | **6,200** | **4,100** |
| **TOTAL COSTS** | **331,880** | **331,860** | **341,852** | **-** | **450,862** | **792,714** | **423,654** | **355,547** | **362,600** | **369,890** |
| *Percentage Increase over prior year | | | 3.0% | | 135.9% | 138.9% | -46.6% | -16.1% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | (450,862) | (450,862) | (75,000) | - | - | - |
| Grants in Lieu of Taxes | (15,655) | (15,655) | (16,120) | - | - | (16,120) | (16,440) | (16,770) | (17,110) | (17,450) |
| Revenue - Other | (1,020) | (1,000) | (1,050) | - | - | (1,050) | (1,070) | (1,090) | (1,110) | (1,130) |
| **TOTAL REVENUE** | **(16,675)** | **(16,655)** | **(17,170)** | **-** | **(450,862)** | **(468,032)** | **(92,510)** | **(17,860)** | **(18,220)** | **(18,580)** |
| **REQUISITION** | **(315,205)** | **(315,205)** | **(324,682)** | **-** | **-** | **(324,682)** | **(331,144)** | **(337,687)** | **(344,380)** | **(351,310)** |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| AUTHORIZED POSITIONS | | | | | | | | | | |
| Salaried | 1.0 | 1.0 | 1.0 | | | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |

## Reserve Schedule

**Reserve Fund: 1.330 Regional Growth Strategy - Operating Reserve Fund**

Op Rsv Funds B#4102,03,4144,45,46,47

### Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105502 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 1,797,033 | 2,043,017 | 1,605,655 | 1,541,455 | 1,549,755 | 1,555,955 |
| Transfer from Ops Budget | | 10,000 | 13,500 | 10,800 | 8,300 | 6,200 | 4,100 |
| Return of Project Surplus | | 155,862 | | | | | |
| Transfer to Ops Budget | | - | (450,862) | (75,000) | - | - | - |
| Interest Income* | | 80,122 | | | | | |
| **Ending Balance $** | | **2,043,017** | **1,605,655** | **1,541,455** | **1,549,755** | **1,555,955** | **1,560,055** |

**Assumptions/Background:**

2025 - $81k - 2023 IBC 11b-1: Foodlands Access Service
2025 - $295k - IBC 8a-2.1 Regional Growth Strategy Review and Update
2025 - $75k - Growth and Mobility Study
*Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# INTEGRATED WATER SERVICES

## COMMITTEE OF THE WHOLE

October 2024

# COMMITTEE OF THE WHOLE
# October 30, 2024
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# COMMITTEE OF THE WHOLE
# October 30, 2024
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## Integrated Water Services


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# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Regional Water Supply

## COMMITTEE OF THE WHOLE

October 2024

**Service:** 2.670 **Regional Water Supply** **Commission: Regional Water Supply**

**DEFINITION:**

To finance, install, operate and maintain a water supply local service in the Capital Regional District, as per the Water Supply Local Service Establishment Bylaw No. 2537.

The establishment and operation of a Regional Water Supply Commission is done by Bylaw No. 2539.

**SERVICE DESCRIPTION:**

Regional Water Supply is responsible for the water supply, treatment and transmission system for the Greater Victoria region, providing wholesale water to municipalities that operate municipal distribution systems. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

| | | |
|---|---|---|
| City of Victoria | Town of Sidney | District of Metchosin |
| District of Oak Bay | District of North Saanich | District of Sooke |
| District of Saanich | Town of View Royal | Juan de Fuca Electoral Area |
| Township of Esquimalt | City of Colwood | District of Highlands |
| District of Central Saanich | City of Langford | |

**MAXIMUM LEVY:**

No stated limit in establishment bylaw and no ability to requisition.

**MAXIMUM CAPITAL DEBT:**

| | | | |
|---|---|---|---|
| Authorized: | Pre Consolidated MFA Loan Authorizations - Regional Water Supply Water Works Facilities | | $137,700,000 |
| Borrowed: | | | $91,400,000 |
| Remaining: | Expired | | $46,300,000 |
| Authorized: | LA Bylaw No. 3451 - Regional Water Supply Land Acquisition | | $60,000,000 |
| Borrowed: | | | $60,000,000 |
| Remaining: | | | $0 |
| Authorized: | LA Bylaw No. 3902 - Regional Water Supply Water Works Facilities | 2014 | $12,500,000 |
| Borrowed: | | | $9,500,000 |
| Remaining: | Expired | | $3,000,000 |
| Authorized: | LA Bylaw No. 4382 - Regional Water Supply Water Works Facilities | 2021 | $46,000,000 |
| Borrowed: | | | $4,000,000 |
| Remaining: | Active | | $42,000,000 |

**FUNDING:**

Costs are recovered through the sale of bulk water.

**Change in Budget 2024 to 2025**
**Service: 2.670 Regional Water Supply**

| | | Total Expenditure | Comments |
|---|---|---|---|
| **2024 Budget** | | **42,114,204** | |
| **Change in Salaries:** | | | |
| Salaries and Benefits | | 400,300 | Inclusive of estimated collective agreement changes |
| IBCs: | | | |
| 2.0 FTE | Engineers - Dam Safety | 301,000 | 2024 IBC 2b-1.1 Dam Safety Program (2025 start) - 2 Engineer (using existing budget) |
| 1.0 FTE | Utility Operator | 126,350 | 2024 IBC 2b-1.1 Dam Safety Program (2025 start) - 1 Utility Operator (RWS) |
| 1.0 FTE | Capital Project Engineer | 66,700 | 2025 IBC 2b-2.2 Capital Project Engineer - Q3 2025 start |
| 1.5 FTE | Seasonal Watershed Operators | 166,430 | 2025 IBC 2a-5.1 Watershed Protection - Seasonal Watershed Operator - 2 x 9 month positions |
| | | (158,680) | Existing Operating budgets: Dam Safety Engineer; Seasonal Watershed Operators |
| | | (211,180) | Funded through Capital Program: Capital Project Engineer; Dam Safety Engineers |
| | | 290,620 | |
| Total Change in Salaries | | 690,920 | |
| **Other Changes:** | | | |
| Transfer to Capital | | 2,050,000 | Increase in Capital Fund Transfers |
| Asset and Maintenance Management | | 145,260 | Asset Management transferred from Corporate to IWS |
| | | 56,300 | Additional maintenance trade support |
| Chemical Supplies | | 191,410 | Increased cost of chemicals and increased budgeted demand |
| Contracts for Services | | 123,490 | |
| Demand Management | | 98,570 | Increased funding for Demand management public engagement |
| Agriculture Water Rate Funding | | 50,000 | |
| Insurance Costs | | 35,940 | Recognize growing insurance premiums |
| Principal & Interest Payments | | (308,990) | Principal and Interest Savings for debt retirement of: LA3419-105 of $9m; LA3419-106 of $1m |
| Vehicle Recovery | | (97,786) | Increased Vehicle recovery to fund growth of Reserve Transfers |
| Other Costs | | (190,295) | |
| Total Other Changes | | 2,153,899 | |
| **2025 Budget** | | **44,959,023** | |

Summary of % Expense Increase

| | |
|---|---|
| Change between capital and debt funding | 4.1% |
| Change in labour costs | 1.6% |
| Change in asset and maintenance management | 0.5% |
| Change in chemical supplies | 0.5% |
| Balance of increase | 0.5% |
| *% expense increase from 2024:* | ***6.8%*** |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*Water demand is forecasted in line with budget, while operational costs are forecasted below budget due to temporary vacancies ($200k), partially offset by chemical supply costs expected to exceed budget ($160k). The forecasted net surplus of $500k will be transferred to the service's Water Capital Fund.*

**CAPITAL REGIONAL DISTRICT**

Program Group: CRD-Regional Water Supply

| **SUMMARY** | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | **2025 BUDGET REQUEST** 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | TOTAL (COL 4, 5 & 6) | **FUTURE PROJECTIONS** 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| **GENERAL PROGRAM EXPENDITURES:** | | | | | | | | | | |
| WATERSHED PROTECTION | 6,787,022 | 6,721,464 | 6,879,383 | 52,342 | - | 6,984,067 | 7,123,748 | 7,266,223 | 7,411,548 | 7,559,779 |
| WATER OPERATIONS | 7,385,305 | 7,568,379 | 7,842,702 | 295,839 | - | 8,138,541 | 8,322,590 | 8,533,263 | 8,753,440 | 8,979,453 |
| WATER QUALITY | 2,045,342 | 2,047,559 | 2,133,179 | - | - | 2,133,179 | 2,176,457 | 2,220,606 | 2,265,668 | 2,311,647 |
| CROSS CONNECTION | 800,530 | 797,456 | 836,509 | - | - | 836,509 | 862,038 | 886,837 | 913,347 | 939,791 |
| DEMAND MANAGEMENT | 761,302 | 763,011 | 859,872 | - | - | 859,872 | 878,943 | 900,088 | 923,930 | 946,867 |
| INFRASTRUCTURE ENGINEERING | 577,530 | 577,530 | 595,345 | - | - | 595,345 | 613,320 | 625,600 | 638,094 | 650,894 |
| FLEET OPERATION & MAINTENANCE | (479,755) | (479,755) | (577,541) | - | - | (577,541) | (589,092) | (600,874) | (612,892) | (625,149) |
| ASSET & MAINTENANCE MANAGEMENT & GM SUPPORT * | 602,891 | 437,017 | 807,882 | - | - | 807,882 | 828,617 | 849,363 | 871,169 | 893,602 |
| **TOTAL OPERATING EXPENDITURES** | 18,480,167 | 18,432,661 | 19,377,331 | 348,181 | - | 19,777,854 | 20,216,621 | 20,681,106 | 21,164,304 | 21,656,885 |
| *Percentage increase over prior year's board budget* | | | 4.85% | | | 7.02% | 2.22% | 2.30% | 2.34% | 2.33% |
| **CONVEYANCE FEE FOR SERVICE TO FIRST NATIONS** | 900,000 | 450,000 | 480,000 | - | - | 480,000 | 500,000 | 525,000 | 550,000 | 575,000 |
| **AGRICULTURAL WATER RATE FUNDING** | 1,800,000 | 1,800,000 | 1,850,000 | - | - | 1,850,000 | 1,900,000 | 1,950,000 | 2,000,000 | 2,050,000 |
| | | | 2.78% | | | 2.78% | 2.70% | 2.63% | 2.56% | 2.50% |
| **CAPITAL EXPENDITURES &TRANSFERS** | | | | | | | | | | |
| TRANSFER TO WATER CAPITAL FUND | 17,450,000 | 18,213,025 | 19,500,000 | - | - | 19,500,000 | 21,000,000 | 23,000,000 | 25,000,000 | 27,000,000 |
| TRANSFER TO EQUIPMENT REPLACEMENT FUND | 479,755 | 479,755 | 577,541 | - | - | 577,541 | 589,092 | 600,874 | 612,892 | 625,149 |
| TRANSFER TO DEBT RESERVE FUND | 108,040 | 35,040 | 186,373 | - | - | 186,373 | 580,090 | 422,090 | 597,890 | 301,090 |
| **TOTAL CAPITAL EXPENDITURES & TRANSFERS** | 18,037,795 | 18,727,820 | 20,263,914 | - | - | 20,263,914 | 22,169,182 | 24,022,964 | 26,210,782 | 27,926,239 |
| **DEBT SERVICING** | | | | | | | | | | |
| DEBT - INTEREST & PRINCIPAL | 2,896,242 | 2,874,791 | 2,587,255 | - | - | 2,587,255 | 4,809,274 | 9,166,280 | 13,256,825 | 17,889,131 |
| **TOTAL DEBT EXPENDITURES** | 2,896,242 | 2,874,791 | 2,587,255 | - | - | 2,587,255 | 4,809,274 | 9,166,280 | 13,256,825 | 17,889,131 |
| **DEFICIT TRANSFERRED TO FOLLOWING YR** | | | | | | | | | | |
| TRANSFER TO FOLLOWING YEAR DEFICIT CARRY FORWARD | | | | | | | | | | |
| **TOTAL EXPENDITURES** | 42,114,204 | 42,285,272 | 44,558,500 | 348,181 | - | 44,959,023 | 49,595,077 | 56,345,350 | 63,181,911 | 70,097,255 |
| **SOURCES OF FUNDING** | | | | | | | | | | |
| REVENUE - SALES | (41,278,152) | (41,522,220) | (43,842,409) | (348,181) | - | (44,190,590) | (48,432,927) | (55,341,200) | (62,001,961) | (69,214,105) |
| REVENUE - OTHER | (836,052) | (763,052) | (768,433) | - | - | (768,433) | (1,162,150) | (1,004,150) | (1,179,950) | (883,150) |
| **TOTAL SOURCE OF FUNDING FROM OPERATIONS** | (42,114,204) | (42,285,272) | (44,610,842) | (348,181) | - | (44,959,023) | (49,595,077) | (56,345,350) | (63,181,911) | (70,097,255) |
| TRANSFER FROM PRIOR YEAR | - | - | - | - | - | - | - | - | - | - |
| TRANSFER TO FOLLOWING YEAR SURPLUS CARRY FORWARD | | | | | | | | | | |
| **TOTAL SOURCES OF FUNDING** | (42,114,204) | (42,285,272) | (44,610,842) | (348,181) | - | (44,959,023) | (49,595,077) | (56,345,350) | (63,181,911) | (70,097,255) |
| *Percentage increase over prior year's board budget* | | | 5.93% | | | 6.76% | 10.31% | 13.61% | 12.13% | 10.95% |
| Water Rate $ per cu. m. | $ 0.8094 | | | | | $ 0.8631 | $ 0.9441 | $ 1.0767 | $ 1.2039 | $ 1.3414 |
| *Percentage increase over prior year* | 5.14% | | | | | 6.63% | 9.39% | 14.04% | 11.82% | 11.42% |

# 2025 Demand Estimate

**Wholesale Demand**

| Years | Actual Demand cu.metre | | Budgeted Demand cu.metre |
|---|---|---|---|
| 2019 | 47,734,121 | | 46,500,000 |
| 2020 | 48,730,475 | | 48,000,000 |
| 2021 | 51,797,082 | | 48,000,000 |
| 2022 | 50,297,409 | | 49,000,000 |
| 2023 | 51,886,834 | | 49,500,000 |
| 2024 | 51,300,000 | 1 | 51,000,000 |
| **2025 Demand Estimate** | **51,200,000** | | |

*1. Projected consumption for 2024*

## Summary of Wholesale Water Rates

| | 2021 | 2022 | 2023 | 2024 | 2025 | Change $ per cu.m. | Change % |
|---|---|---|---|---|---|---|---|
| **Wholesale water rate** | | | | | | | |
| Unit cost per cu.m. | $0.7148 | $0.7332 | $0.7698 | $0.8094 | $0.8631 | $0.0537 | 6.63% |

## Wholesale Water Rate Increase
## Impact on Residential Water Bill

Average Annual Consumption * : 239.0 cubic metres

| Charge for Twelve Months Consumption | | Annual Charge | 2025 Annual Change $ |
|---|---|---|---|
| Average Consumption | 2024 Year | $ 193.45 | |
| | 2025 | $ 206.28 | $ 12.83 |
| Half Average Consumption | 2024 Year | $ 96.72 | |
| | 2025 | $ 103.14 | $ 6.42 |
| Twice Average Consumption | 2024 Year | $ 386.89 | |
| | 2025 | $ 412.56 | $ 25.67 |

* Average Annual Consumption based on 2.303 people per household, per BC Stats 2024 projection

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 2.670 Regional Water Supply | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $8,000,000 | $11,050,000 | $500,000 | $0 | $0 | $0 | $11,550,000 |
| Equipment | $8,550,000 | $14,643,500 | $3,690,000 | $3,425,000 | $2,015,000 | $2,565,000 | $26,338,500 |
| Land | $320,000 | $33,580,000 | $4,080,000 | $975,000 | $2,645,000 | $865,000 | $42,145,000 |
| Engineered Structures | $14,785,000 | $44,875,000 | $35,980,000 | $57,585,000 | $76,510,000 | $50,020,000 | $264,970,000 |
| Vehicles | $881,000 | $1,926,250 | $773,000 | $855,000 | $495,000 | $355,000 | $4,404,250 |
| | **$32,536,000** | **$106,074,750** | **$45,023,000** | **$62,840,000** | **$81,665,000** | **$53,805,000** | **$349,407,750** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $21,220,000 | $52,468,000 | $19,150,000 | $20,560,000 | $22,390,000 | $26,150,000 | $140,718,000 |
| Debenture Debt (New Debt Only) | $0 | $40,500,000 | $24,700,000 | $41,200,000 | $58,780,000 | $27,100,000 | $192,280,000 |
| Equipment Replacement Fund | $691,000 | $1,376,250 | $773,000 | $855,000 | $495,000 | $355,000 | $3,854,250 |
| Grants (Federal, Provincial) | $6,000,000 | $6,000,000 | $0 | $0 | $0 | $0 | $6,000,000 |
| Donations / Third Party Funding | $4,625,000 | $5,730,500 | $400,000 | $225,000 | $0 | $200,000 | $6,555,500 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$32,536,000** | **$106,074,750** | **$45,023,000** | **$62,840,000** | **$81,665,000** | **$53,805,000** | **$349,407,750** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 2.670

**Service Name:** Regional Water Supply

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| WATERSHED PROTECTION | | | | | | | | | | | | | |
| **Planning** | | | | | | | | | | | | | $ - |
| **25-01** | **Study** | **Forest Resilience Studies and Assessments** | **Modelling, studies and assessments of forest fuels, forest health and efficacy of forest treatments in promoting forest resilience.** | **$ 495,000** | **L** | **WU** | **$ -** | **$ 160,000** | **$ 100,000** | **$ 45,000** | **$ 45,000** | **$ 45,000** | **$ 395,000** |
| **25-02** | **New** | **Public Engagement for Regional Water Supply** | **Public engagement plans and products.** | **$ 130,000** | **L** | **WU** | **$ -** | **$ 30,000** | **$ -** | **$ -** | **$ 50,000** | **$ 50,000** | **$ 130,000** |
| **25-03** | **Study** | **GVWSA Risk Assessments & Procedures** | **Risk assessments and updating procedures for security, biosecurity, spills** | **$ 200,000** | **L** | **WU** | | **$ 10,000** | **$ 60,000** | **$ -** | **$ 70,000** | **$ -** | **$ 140,000** |
| **25-04** | **Study** | **North Basin Intake Siting Studies** | **Data collection and studying stream flows and water quality entering the North Basin to inform location of a North Basin Intake** | **$ 450,000** | **S** | **WU** | **$ -** | **$ 145,000** | **$ 150,000** | **$ 155,000** | **$ -** | **$ -** | **$ 450,000** |
| **25-05** | **Study** | **Forest Management Plan for the GVWSA** | **Development of a forest management plan for the GVWSA to enhance forest resilience and mitigate climate change.** | **$ 180,000** | **S** | **WU** | **$ -** | **$ 20,000** | **$ 55,000** | **$ 55,000** | **$ 50,000** | **$ -** | **$ 180,000** |
| **Capital** | | | | | | | | | | | | | |
| 17-01 | Renewal | Historic Goldstream Powerhouse Building | Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public | $ 196,000 | B | WU | $ - | $ 50,000 | $ - | $ - | $ - | $ - | $ 50,000 |
| **25-06** | **New** | **Forest Resilience Treatments** | **Thinning, juvenile spacing, and forest fuel management treatments to mitigate climate change, reduce wildfire risk and enhance forest resilience.** | **$ 2,000,000** | **L** | **WU** | **$ -** | **$ 400,000** | **$ 200,000** | **$ 400,000** | **$ 200,000** | **$ 400,000** | **$ 1,600,000** |
| 25-06 | | | | | L | Other | $ - | **$ 200,000** | $ - | **$ 200,000** | $ - | **$ 200,000** | **$ 600,000** |
| 09-01 | Renewal | Leech River Watershed Restoration | A 17 year project to restore the Leech WSA lands for water supply. | **$ 5,576,000** | L | WU | $ 220,000 | $ 40,000 | $ 180,000 | **$ 200,000** | $ - | $ - | $ 420,000 |
| 16-06 | Renewal | Goldstream IWS Field Office | Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities. | **$ 12,500,000** | B | WU | $ 4,000,000 | $ 6,000,000 | **$ 500,000** | $ - | $ - | $ - | $ 6,500,000 |
| 16-06 | Renewal | | | | B | Other | $ 4,000,000 | $ 5,000,000 | $ - | $ - | | | $ 5,000,000 |
| **25-07** | **New** | **Hydromet Upgrades** | **New and upgraded hydrological and weather sensors and stations.** | **$ 872,000** | **E** | **WU** | **$ -** | **$ 300,000** | **$ -** | **$ 100,000** | **$ -** | **$ 100,000** | **$ 500,000** |
| 20-01 | Replacement | Kapoor Main Mile 1 Bridge and Asphalt Upgrade | Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement. | **$ 1,140,000** | S | WU | $ 840,000 | $ 840,000 | **$ 250,000** | $ - | $ - | $ - | $ 1,090,000 |
| **25-08** | **Renewal** | **Road Improvements** | **Gravel crushing, road deactivation and road upgrades to service water supply and watershed protection infrastructure and activities in the GVWSA** | **$ 1,670,000** | **L** | **WU** | **$ -** | $ 260,000 | **$ 460,000** | **$ 110,000** | **$ 260,000** | **$ 150,000** | **$ 1,240,000** |
| **25-09** | **New** | **Climate Change Mitigations** | **Equipment, infrastructure and upgrades to harden water supply infrastructure from climate related risks in the GVWSA** | **$ 400,000** | **E** | **WU** | **$ -** | **$ 160,000** | **$ -** | **$ 80,000** | **$ -** | **$ 100,000** | **$ 340,000** |
| **25-10** | **Renewal** | **Property Management - Assessments and Upgrades** | **Assessments, planning and implementation of upgrades aimed at newly acquired GVWSA lands.** | **$ 658,000** | **E** | **WU** | $ - | **$ 258,000** | **$ 100,000** | **$ 100,000** | **$ 100,000** | **$ 100,000** | **$ 658,000** |
| **25-11** | **Renewal** | **GVWSA Bridge Supply & Installation** | **Replacement of undersized culverts with climate ready bridges which allow for fish passage.** | **$ 1,755,000** | **S** | **WU** | **$ -** | **$ 30,000** | **$ 400,000** | **$ 425,000** | **$ 450,000** | **$ 450,000** | **$ 1,755,000** |
| **25-12** | **New** | **GVWSA Land Acquisition** | **Acquisition of priority lands for Regional Water Supply** | **$ 33,300,000** | **L** | **Debt** | $ - | **$ 32,300,000** | **$ -** | **$ -** | $ - | $ - | **$ 32,300,000** |
| | | | | | | | | | | | | | $ - |
| **Watershed Protection Sub-Total** | | | | **$ 61,522,000** | | | **$ 9,060,000** | **$ 46,203,000** | **$ 2,455,000** | **$ 1,870,000** | **$ 1,225,000** | **$ 1,595,000** | $ 53,348,000 |
| | | | | | | | | | | | | | |
| **INFRASTRUCTURE ENGINEERING AND OPERATIONS** | | | | | | | | | | | | | |
| **Planning** | | | | | | | | | | | | | |
| 16-10 | New | Post Disaster Emergency Water Supply | Identify and procure emergency systems for post disaster preparedness. | $ 2,250,000 | S | WU | $ - | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ - | $ 800,000 |
| 17-13 | New | Asset Management Plan | Development of a plan to inform future areas of study and highlight critical infrastructure improvements. | $ 400,000 | S | WU | $ 300,000 | $ 300,000 | $ - | $ - | $ - | $ - | $ 300,000 |
| 19-04 | Study | Seismic Assessment of Critical Facilities Phase 2 | Second phase seismic assessment of critical facilities will now be undertaken. | $ 275,000 | S | WU | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| 19-15 | New | Hydraulic Capacity Assessment and Transient Pressure Analysis | Detailed level-of-service assessment for the RWSC transmission system and transient pressure analysis. | $ 250,000 | S | WU | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| 20-08 | Study | Regional Water DCC Program | Design of a Regional DCC Program | **$ 650,000** | S | WU | $ - | **$ 200,000** | **$ 40,000** | $ - | $ - | **$ 10,000** | $ 250,000 |
| 20-10 | Study | Condition & Vulnerability Assessment | Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk. | $ 200,000 | S | WU | $ 150,000 | $ 150,000 | $ - | $ - | $ - | $ - | $ 150,000 |
| 21-05 | Study | Level of Service and Transfer Agreements | Develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure. | **$ 400,000** | S | WU | $ 140,000 | $ 50,000 | **$ 100,000** | **$ 100,000** | **$ 50,000** | $ - | $ 300,000 |

**Service #:** 2.670

**Service Name:** Regional Water Supply

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 22-14 | Study | Sooke River Intake Feasibility | A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons. | $ 50,000 | S | WU | $ 40,000 | $ 40,000 | $ - | $ - | $ - | $ - | $ 40,000 |
| **27-01** | **Study** | **Regional Water Master Plan Update** | **Future update to the Regional Water Master Plan** | **$ 500,000** | **S** | **WU** | **$ -** | **$ -** | **$ -** | **$ 250,000** | **$ 250,000** | **$ -** | **$ 500,000** |
| 23-12 | Study | Project Delivery Strategy and Planning Studies | Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan. | **$ 700,000** | S | WU | $ 50,000 | **$ 350,000** | **$ 300,000** | $ - | $ - | $ - | $ 650,000 |
| 23-13 | Study | Filtration Plant Planning & Design | Conduct a siting, conceptual design and detailed design for a filtration plant (identified as T2, T4 & M2 in the 2022 Master Plan) | $ 16,300,000 | S | WU | $ - | $ - | $ 400,000 | $ 500,000 | $ 5,400,000 | $ 10,000,000 | $ 16,300,000 |
| 23-24 | New | East-West Connector (Filtration Plant to District of Sooke) | Planning and Conceptual Design of the East- West Supply Main from the proposed filtration plant to the District of Sooke (identified as M12 in the 2022 Master Plan) | $ 400,000 | S | WU | $ - | $ - | $ - | $ - | $ 200,000 | $ 200,000 | $ 400,000 |
| 23-25 | New | Deep Northern Intake and Sooke Lake Pump Station | Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified as S3 in the 2022 Master Plan) | $ 12,200,000 | S | WU | $ - | $ - | $ 600,000 | $ 3,600,000 | $ 4,000,000 | $ 4,000,000 | **$ 12,200,000** |
| 23-26 | New | Transmission Main - Sooke Lake Pump Station to Head Tank | Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified as M3 in the 2022 Master Plan) | $ 3,400,000 | S | WU | $ - | $ - | $ 200,000 | $ 1,000,000 | $ 1,200,000 | $ 1,000,000 | $ 3,400,000 |
| 23-27 | New | Gravity Main - Sooke Lake to Head Tank | Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified as M4 in the 2022 Master Plan) | $ 1,400,000 | S | WU | $ - | $ 150,000 | $ 150,000 | $ 400,000 | $ 700,000 | $ - | $ 1,400,000 |
| 23-28 | New | Goldstream Reservoir Connector | Planning and Design of the Goldstream Reservoir Connector transmission main (identified as M3 & M6 in the 2022 Master Plan) | $ 4,600,000 | S | WU | | | $ 400,000 | $ 2,000,000 | $ 2,200,000 | $ - | $ 4,600,000 |
| 24-09 | Study | Agricultural Water Rate Review | Phase 2 | $ 100,000 | S | WU | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| **Capital** | | | | | | | | | | | | | |
| 18-07 | New | Replacement of UV System and Controls Upgrades | Replacement of the UV system and other electrical upgrades at the Goldstream Water Treatment Plant | **$ 11,830,346** | E | WU | $ 5,000,000 | $ 5,500,000 | $ - | $ - | $ - | $ - | $ 5,500,000 |
| 18-07 | New | | | **$ -** | **E** | **Other** | **$ -** | **$ 330,500** | $ - | $ - | $ - | $ - | $ 330,500 |
| 18-08 | Replacement | Bulk Supply Meter Replacement and Backflow Prevention Program | Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit. | $ 3,700,000 | E | WU | $ 750,000 | $ 750,000 | $ 100,000 | $ 1,000,000 | $ 100,000 | $ 1,000,000 | $ 2,950,000 |
| 18-15 | Renewal | Corrosion Protection Program | Study deficiencies in the current material protection and implement recommendations. | $ 1,450,000 | S | WU | $ 100,000 | $ 250,000 | $ 150,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 700,000 |
| 18-18 | Replacement | Main No.3 Segment Replacement | Replacement of segments of Main No. 3 based upon previous studies. | $ 15,600,000 | S | WU | $ 650,000 | $ 650,000 | $ 500,000 | $ 10,590,000 | $ 3,000,000 | $ 200,000 | $ 14,940,000 |
| 19-05 | Renewal | Repairs - Kapoor Shutdown | Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown. | $ 700,000 | S | WU | $ 100,000 | $ 200,000 | $ - | $ - | $ - | $ - | $ 200,000 |
| 19-23 | New | Critical Spare Equipment Storage & Pipe Yard | Plan, design and construct a critical equipment storage building. | $ 1,200,000 | S | WU | $ 100,000 | $ 1,000,000 | $ - | $ - | $ - | $ - | $ 1,000,000 |
| 20-16 | Replacement | Cecelia Meter Replacement | Replacement of the Cecelia billing meter as well as its enclosure. | $ 1,500,000 | S | WU | $ 500,000 | $ 500,000 | $ - | $ - | $ - | $ - | $ 500,000 |
| 20-17 | Replacement | Decommission & Conceptual Design of the Smith Hill Site | Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site. | $ 1,450,000 | S | WU | $ 400,000 | $ 400,000 | $ 1,000,000 | $ - | $ - | $ - | $ 1,400,000 |
| 21-09 | New | Goldstream Water Chlorination Gas System Removal | Plan and construct provisions for removal of chlorination system | $ 200,000 | S | WU | $ 50,000 | $ 50,000 | $ - | $ - | $ - | $ - | $ 50,000 |
| 21-10 | Replacement | SCADA Masterplan and System Upgrades | Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services. | $ 2,150,000 | E | WU | $ 1,000,000 | $ 1,000,000 | $ 725,000 | $ 600,000 | $ 300,000 | $ - | $ 2,625,000 |
| 21-11 | Replacement | RWS Supply Main No. 4 Upgrade & Main No. 1 High Pressurizing | Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system. | **$ 93,000,000** | S | WU | **$ 2,750,000** | **$ 2,750,000** | **$ 14,000,000** | **$ 35,000,000** | **$ 40,000,000** | **$ 400,000** | $ 92,150,000 |
| 22-15 | New | Microwave Radio Upgrades | To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed. | **$ 1,300,000** | S | WU | $ 440,000 | $ 640,000 | $ 200,000 | **$ 100,000** | **$ 100,000** | $ - | $ 1,040,000 |
| 23-16 | Renewal | Humpback Channel Assessment and Upgrades | Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse. | $ 200,000 | S | WU | $ 125,000 | $ 125,000 | $ - | $ - | $ - | $ - | $ 125,000 |
| 23-17 | Replacement | Main No. 4 - Mt Newton to Highway 17 **& Bear Hill Trunk Extension (RWS Contribution to SPWS Project)** | Approximately 2.9km of Main No. 4 concrete cylinder tranmission main to replacement from Mt Newton Cross Rd/Central Saanich Rd to Island View Rd and Lochside Drive.<br>This project is also being expanded to partially fund the extension of the Bear Hill Tunk Sewer on East Saanich Road from Wallace Drive to Dean Lower Tank. | **$ 39,000,000** | S | WU | $ 1,750,000 | **$ 21,750,000** | **$ 10,200,000** | $ - | $ - | $ - | $ 31,950,000 |
| 23-17 | Replacement | | | | S | Grant | $ 6,000,000 | $ 6,000,000 | $ - | $ - | $ - | $ - | $ 6,000,000 |
| **28-01** | **Renewal** | **Transmission Main Upgrade Program** | **Identify, conceptually design, detail design and construct transmission main upgrades.** | **$ 160,000,000** | **S** | **WU** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 10,000,000** | **$ 30,000,000** | **$ 40,000,000** |
| 24-11 | Replacement | IT Core Infrastructure Replacement and cyber security upgrades. | Replacement and upgrades to Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life and cyber security upgrades. Includes IT equipment located at tower sites within the RWS system. | $ 420,000 | E | WU | $ - | $ 15,000 | $ - | $ 130,000 | $ 250,000 | $ - | $ 395,000 |
| 24-12 | Renewal | Head Tank Valve & Main No. 4&5 Valve Replacement | Supply and installation of valves and actuators at Head Tank and Main #4&5. Includes flushing plan and coordination efforts. | **$ 950,000** | E | WU | $ 450,000 | **$ 950,000** | $ - | $ - | $ - | $ - | $ 950,000 |

**Service #:** 2.670

**Service Name:** Regional Water Supply

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 24-19 | Renewal | Mount Tolmie Tank Improvements | Structural and infiltration improvements, as well as improvements to controls, piping and other deficiencies. | $ 5,500,000 | E | WU | $ 200,000 | $ 3,200,000 | $ 1,500,000 | $ 150,000 | $ - | $ - | $ 4,850,000 |
| **Infrastructure Engineering and Operations Sub-Total** | | | | **$ 384,225,346** | | | **$ 21,345,000** | **$ 47,800,500** | **$ 30,765,000** | **$ 55,720,000** | **$ 68,050,000** | **$ 46,910,000** | **$ 249,245,500** |
| **DAM SAFETY PROGRAM** | | | | | | | | | | | | | |
| **25-13** | **Study** | **Sooke Lake & Deception Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses** | **Ongoing projects involving studies, dam safety planning and regulatory requirements activities for the various dams within the Sooke Lake Watershed. Outcomes from the various studies will inform future capital improvements.** | **$ 3,500,000** | **S** | **WU** | **$ -** | **$ 900,000** | **$ 1,350,000** | **$ 750,000** | **$ 250,000** | **$ 250,000** | **$ 3,500,000** |
| **25-14** | **Renewal** | **Sooke Lake & Deception Water Supply Area Dams - Upgrades and Improvements Program** | **Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Sooke Lake Water Supply Area Dams - Regulatory, Planning & Analysis Program.** | **$ 7,250,000** | **S** | **WU** | **$ -** | **$ 4,000,000** | **$ 1,500,000** | **$ 250,000** | **$ 1,000,000** | **$ 500,000** | **$ 7,250,000** |
| **25-15** | **Study** | **Goldstream Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses** | **Ongoing projects involving studies, dam safety planning and regulatory requirements activities for the various dams within the Goldstream Watershed. Outcomes from the various studies will inform future capital improvements.** | **$ 7,200,000** | **S** | **WU** | **$ -** | **$ 700,000** | **$ 1,000,000** | **$ 250,000** | **$ 5,000,000** | **$ 250,000** | **$ 7,200,000** |
| **25-16** | **Renewal** | **Goldstream Water Supply Area Dams - Upgrades and Improvements Program** | **Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Goldstream Water Supply Area Dams - Regulatory, Planning & Analysis Program.** | **$ 4,000,000** | **S** | **WU** | **$ -** | **$ 500,000** | **$ 1,200,000** | **$ 250,000** | **$ 750,000** | **$ 900,000** | **$ 3,600,000** |
| **25-17** | **Study** | **Charters Dam - Regulatory Compliance, Dam Safety Planning & Analyses** | **Ongoing projects involving studies, dam safety planning and regulatory requirements activities for Charters Dam. Outcomes from the various studies will inform future capital improvements.** | **$ 100,000** | **S** | **WU** | **$ -** | **$ 100,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 100,000** |
| **25-18** | **Renewal** | **Charters Dam - Upgrades and Improvements Program** | **Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Charters Dam - Regulatory, Planning & Analysis Program.** | **$ 200,000** | **S** | **WU** | **$ -** | **$ 25,000** | **$ 25,000** | **$ -** | **$ -** | **$ 150,000** | **$ 200,000** |
| **Dam Safety Program Sub-Total** | | | | **$ 22,250,000** | | | **$ -** | **$ 6,225,000** | **$ 5,075,000** | **$ 1,500,000** | **$ 7,000,000** | **$ 2,050,000** | **$ 21,850,000** |
| **WATER QUALITY** | | | | | | | | | | | | | |
| 20-04 | New | Sooke Lake HyDy Model Development | Critical data collection, model building+calibration, model utilization for 3 different scenarios | **$ 520,000** | E | WU | $ 100,000 | **$ 200,000** | $ - | $ - | $ - | $ - | $ 200,000 |
| **25-19** | **Study** | **WQ Studies and Research Projects** | **Ongoing program budget for water quality studies and operation of Sooke Lake Hydrodynamic Model.** | **$ 1,000,000** | **S** | **WU** | **$ -** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 1,000,000** |
| **25-20** | **Replacemen** | **Lab and WQ Equipment Maintenance and Replacement** | **Ongoing program budget for water quality lab equipment and maintenance.** | **$ 1,000,000** | **S** | **WU** | **$ -** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 1,000,000** |
| **Water Quality Sub-Total** | | | | **$ 2,520,000** | | | **$ 100,000** | **$ 600,000** | **$ 400,000** | **$ 400,000** | **$ 400,000** | **$ 400,000** | **$ 2,200,000** |
| | | | | | | | | | | | | | $ - |
| **ANNUAL PROVISIONAL** | | | | | | | | | | | | | $ - |
| 17-27 | Replacement | Watershed Culvert Replacement | Replacement of small culverts throughout the GVWSA. | **$ 1,300,000** | S | WU | $ - | **$ 260,000** | **$ 260,000** | **$ 260,000** | **$ 260,000** | **$ 260,000** | **$ 1,300,000** |
| 17-28 | Replacement | Watershed Security Infrastructure Upgrade & Replacement | New, upgrade and replacement of security infrastructure in the GVWSA. | **$ 1,500,000** | E | WU | $ - | **$ 300,000** | **$ 300,000** | **$ 300,000** | **$ 300,000** | **$ 300,000** | **$ 1,500,000** |
| 17-29 | Replacement | Water Supply Area Equipment & Replacement | Hydrometeorological, fireweather and wildfire suppression equipment replacement. | **$ 720,000** | E | WU | $ - | **$ 180,000** | **$ 140,000** | **$ 140,000** | **$ 140,000** | **$ 140,000** | **$ 740,000** |
| 17-30 | Replacement | Transmission Main Repairs | Emergency repairs to the transmission mains. | $ 1,000,000 | S | WU | $ - | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 1,000,000 |
| 17-31 | Replacement | Transmission System Components Replacement | Replacement and repair of transmission components. | $ 400,000 | S | WU | $ - | $ 80,000 | $ 80,000 | $ 80,000 | $ 80,000 | $ 80,000 | $ 400,000 |
| 17-33 | Replacement | Disinfection Equipment and other Water Treatment Components and Parts Replacement | Replacement of incidental equipment and parts associated with the water treatment facilities. | $ 1,000,000 | E | WU | $ - | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 1,000,000 |
| 17-34 | Renewal | Supply System Computer Model Update | Annual update of the regional hydraulic model. | $ 100,000 | S | WU | $ - | $ 20,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 100,000 |
| 19-16 | Replacement | Dam Improvements | Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address items in the dam safety database/risk registry and to support operations. | $ 1,675,000 | S | WU | $ - | $ 300,000 | $ 300,000 | $ 300,000 | $ 300,000 | $ 300,000 | $ 1,500,000 |
| 19-22 | Replacement | SCADA Repairs, Equipment Replacement and Comms upgrades | Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system. | $ 750,000 | E | WU | $ - | $ 200,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 800,000 |
| 21-15 | Replacement | Corrosion Protection | Replace corrosion protection assets, such as coatings, for the transmission system when identified. | $ 250,000 | S | WU | $ - | . | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 200,000 |
| 21-16 | Replacement | Valve Chamber Upgrades | Replace failing valves and appurtenances along the RWS supply system. | **$ 1,500,000** | S | WU | $ - | **$ 300,000** | **$ 300,000** | **$ 300,000** | **$ 300,000** | **$ 300,000** | **$ 1,500,000** |
| 21-17 | Replacement | Water Quality Equipment Replacement | Replacement of water quality equipment for the water quality lab and water quality operations | $ 250,000 | E | WU | $ - | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 250,000 |
| 21-18 | Renewal | LIMS support | Support for LIMS database | $ 125,000 | E | WU | $ - | $ 25,000 | $ 25,000 | $ 25,000 | $ 25,000 | $ 25,000 | $ 125,000 |
| 23-20 | Study | Land Exchange/Acquisition | Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the RWS system. | **$ 220,000** | L | WU | $ - | $ 80,000 | $ 80,000 | **$ 20,000** | **$ 20,000** | **$ 20,000** | **$ 220,000** |
| | | | | | | | | | | | | | $ - |
| **Annual Provisional Sub-Total** | | | | **$ 10,790,000** | | | **$ -** | **$ 2,195,000** | **$ 2,155,000** | **$ 2,095,000** | **$ 2,095,000** | **$ 2,095,000** | **$ 10,635,000** |

**Service #:** 2.670

**Service Name:** Regional Water Supply

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| | | | | | | | | | | | | | $ - |
| **CORPORATE ASSET AND MAINTENANCE MANAGEMENT (CAMM)** | | | | | | | | | | | | | $ - |
| 17-35 | Replacement | Vehicle & Equipment Replacement (Funding from Replacement Fund) | This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system. | $ 4,169,250 | V | ERF | $ 691,000 | $ 1,376,250 | $ 773,000 | $ 855,000 | $ 495,000 | $ 355,000 | $ 3,854,250 |
| 23-21 | New | EV Charging Stations Electrical Infrastructure | Electrical System upgrades at 479 Island Hwy to power up 44 charging stations | $ 1,255,000 | E | WU | $ 100,000 | $ 500,000 | $ - | $ - | $ - | $ - | $ 500,000 |
| 23-22 | New | Fuel Truck | Fuel tender truck | $ 325,000 | E | WU | $ 325,000 | $ 325,000 | $ - | $ - | $ - | $ - | $ 325,000 |
| 23-31 | New | Purchase of land | Purchasing of land near 479 for future office space or other land acquisition opportunities relative to Regional Water Supply Service | **$ 6,500,000** | L | WU | $ 100,000 | **$ 100,000** | **$ 3,000,000** | $ - | **$ 2,000,000** | $ - | **$ 5,100,000** |
| 24-17 | New | Pool Vehicles | 2 new EV Pickups | $ 180,000 | V | WU | $ 90,000 | $ 90,000 | | | | | $ 90,000 |
| 24-18 | New | Vehicle for Watershed Hydrology Program | Replacement pickup truck for watershed hydrology program | $ 100,000 | V | WU | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| **25-22** | **New** | **New Vehicles - Watershed & Water Operations** | **4 New Electric Vehicles for Watershed & Water Operations** | **$ 360,000** | **V** | **WU** | **$ -** | **$ 360,000** | **$ -** | **$ -** | **$ -** | $ - | $ 360,000 |
| **25-23** | **New** | **Enterprise Asset Management System** | **Development of EAM system, including software and process implementation, for services to maintain assets and report on asset performance.** | **$ 4,600,000** | **E** | **WU** | **$ -** | **$ -** | **$ -** | **$ 375,000** | **$ 400,000** | **$ 400,000** | **$ 1,175,000** |
| **25-23** | **New** | **Enterprise Asset Management System** | | | **E** | **Other** | **$ 625,000** | **$ 200,000** | **$ 400,000** | **$ 25,000** | **$ -** | $ - | $ 625,000 |
| | | | | | | | | | | | | | $ - |
| **CAMM Sub-Total** | | | | **$ 12,529,250** | | | **$ 1,406,000** | **$ 3,051,250** | **$ 4,173,000** | **$ 1,255,000** | **$ 2,895,000** | **$ 755,000** | **$ 12,129,250** |
| | | | **GRAND TOTAL** | **$ 493,836,596** | | | **$ 32,536,000** | **$ 106,074,750** | **$ 45,023,000** | **$ 62,840,000** | **$ 81,665,000** | **$ 53,805,000** | **$ 349,407,750.00** |

| Service: | 2.670 | Regional Water Supply |
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| **Project Number** | 25-01 | | Forest Resilience Studies and Assessments | **Capital Project Description** | Modelling, studies and assessments of forest fuels, forest health and efficacy of forest treatments in promoting forest resilience. |

**Project Rationale** Watershed Protection is undertaking, or working collaboratively with academic institutions and federal and provincial agencies on a variety of assessments and research studies relating to the health of forests and other ecosystems in the GVWSA, how projected climate change could affect forest health and wildfire in the GVWSA, how forest management could reduce potential threats to forests, and the effects of existing forest thinning trials and fuel management activities. The results of these assessments and studies will be used to inform the forest management plan for the GVWSA (Project 25-02).

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| **Project Number** | 25-02 | **Capital Project Title** | Public Engagement for Regional Water Supply | **Capital Project Description** | Public engagement plans and products. |

**Project Rationale** The Watershed Protection division provides educational tours of the GVWSA and Regional Water Supply infrastructure and is seeking new ways to making this information available to a broader portion of the service area population. In future years, enhanced public engagement on the master plan will be undertaken.

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| **Project Number** | 25-03 | **Capital Project Title** | GVWSA Risk Assessments & Procedures | **Capital Project Description** | Risk assessments and updating procedures for security, biosecurity, spills |

**Project Rationale** Assessments relating to security, biosecurity, spill response are required to determine how best to reduce risks to water quality in supply reservoirs and facilitate effective emergency response. The results of these assessments will be used to develop and implement plans and procedures.

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| **Project Number** | 25-04 | **Capital Project Title** | North Basin Intake Siting Studies | **Capital Project Description** | Data collection and studying stream flows and water quality entering the North Basin to inform location of a North Basin Intake |

**Project Rationale** Determining the location of the North Basin water intake in Sooke Lake Reservoir requires an understanding of the quality and volumes of water inflows to the reservoir and how these inflows relate to reservoir circulation and water quality. This project will fast track the data collection and analyses needed to establish stream rating curves for inflow modelling and how water quality parameters vary with stream flow. These data will inform both the reservoir inflow and reservoir circulation models and how these models can be linked.

| Service: | 2.670 | Regional Water Supply |
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25-01

| Project Number | 25-05 | Capital Project Title | Forest Management Plan for the GVWSA | Capital Project Description | Development of a forest management plan for the GVWSA to enhance forest resilience and mitigate climate change. |
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**Project Rationale** Development of a forest management plan for the GVWSA to enhance forest resilience and mitigate climate change based on modelling, risk assessment, input from subject matter experts, First Nations and the public.

25-02

| Project Number | 17-01 | Capital Project Title | Historic Goldstream Powerhouse Building | Capital Project Description | Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public |
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**Project Rationale** Located near the Goldstream Treatment Plant and the Sooke Hills Wilderness Trail (Trans Canada Trail), is an 1897 brick hydroelectric powerplant that served Victoria (notably the streetcars) for approx. 60 years. The Powerhouse has its own Wikipedia entry: http://en.wikipedia.org/wiki/Lubbe_Powerhouse and has captured public interest as a unique structure in BC history. An engineering condition assessment including engineered drawings, site plan and approximate cost of repairs was conducted in 2017. A major repair in the masonry on the north side of the building was completed in 2018. Further masonry and major crack repair was completed on the south side in 2019 ($10,000). A successful grant application ($76,000) was used in 2022 to replace the roof membrane/envelope. Future funds are to implement basic security around the facility until such time as future interpretation and access from the Sooke Hills Wilderness Trail can be secured in coordination with any planning for the siting of a filtration plant.

| Project Number | 25-06 | Capital Project Title | Forest Resilience Treatments | Capital Project Description | Thinning, juvenile spacing, and forest fuel management treatments to mitigate climate change, reduce wildfire risk and enhance forest resilience. |
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**Project Rationale** This project will be used to fund a variety of forest and fuel management treatments to reduce risks and enhance the resilience of forests in the GVWSA in a changing climate. The specific approaches and methologies will be informed by the results of a variety of landscape level inventories and assessments and learnings from the evaluation of the effectiveness and effects of forest and fuel management to date.

| Project Number | 09-01 | Capital Project Title | Leech River Watershed Restoration | Capital Project Description | A 17 year project to restore the Leech WSA lands for water supply. |
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**Project Rationale** A 17 year project to restore the Leech WSA lands for water supply. An update of projects completed and planned was provided in June 2019 (RWSC Report #19-13). Recent years funding has been used predominantly to upgrade the permanent road network. A review will be undertaken and the final years of funding assigned to ensure substantial completion of the recommendations of the Leech River Watershed Assessment.

| Service: | 2.670 | Regional Water Supply |
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| **Project Number** | 16-06 | **Capital Project Title** | Goldstream IWS Field Office | **Capital Project Description** | Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities. |

**Project Rationale** Watershed Protection staff (27 FTE and 8 seasonal auxiliaries) are currently located in 2 trailers and a house at the Goldstream Gate entrance to the water supply area, and in office space at the Integrated Water Services office in View Royal. The trailers were considered temporary office space since their implementation over 15 years ago. The trailers are old, prone to leaks and a concern for mold. Water Quality field staff are located in another temporary facility, since their field office was on the gravel pit property that was sold to Langford. In addition, there are insufficient facilities for operational training, equipment storage, emergency management and public education. The separation of staff between various Goldstream facilities and the View Royal location causes inefficiencies and organizational difficulties. The IWS office is also above capacity and moving Watershed Protection staff out will extend the existing office space. 2024: A design build procurement process has been selected to deliver the project with a rough total project cost of $12 million. Funding of $ 5 million to the project is guaranteed through the completion of sale of the IWS gravel pit to Langford. Additional funding of $5 million from other CRD service areas will fund an additional floor of the planned new building.

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| **Project Number** | 25-07 | **Capital Project Title** | Hydromet Upgrades | **Capital Project Description** | New and upgraded hydrological and weather sensors and stations. |

**Project Rationale** Watershed Protection manages a network of nine (soon to be 10) weather stations and 22 hydro-metric (stream monitoring) stations in the GVWSA. Data from these stations are used to inform decision making relating to reservoir inflows, reservoir management, wildfire restrictions and wildfire response, flood and emergency repnse, and for assessments, modelling, analyses, and strategic and operational planning. The existing network has been building since 1995 and new standards, technologies, and data needs require new stations and the upgrade and expansion of existing stations and data download, management, and distribution capabilities for continual improvement.

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| **Project Number** | 20-01 | **Capital Project Title** | Kapoor Main Mile 1 Bridge and Asphalt Upgrade | **Capital Project Description** | Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement. |

**Project Rationale** The existing culvert at Mile 1 on Kapoor Main (which is the primary access road to Sooke Lake Reservoir and Dam) is undersized, has evidence of buried organics in the fill material and has oversteepend, unstable banks. The culvert will be removed and a bridge installed to improve water carrying capacity at peak flows, fish passage and bank stability. The asphalt section uphill of the bridge will also be repaired or replaced as a component of the project. 2024: Consulting engineer design work indicates a total construction cost of $868,000 for the bridge. A cost driver is the significant amount of fill to remove. The 2024 budget has been increased to reflect the engineered cost estimate and to move the asphalt budget forward to 2025.

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| **Project Number** | 25-08 | **Capital Project Title** | Road Improvements | **Capital Project Description** | Gravel crushing, road deactivation and road upgrades to service water supply and watershed protection infrastructure and activities in the GVWSA |

**Project Rationale** The network of roads within the GVWSA provide access to water supply facilities and infrastructure and for emergency response, security patrols, watershed management activities as well as research and monitoring. It is important that these roads be upgraded to accommodate the increased intensity, frequency, duration of major rainfall events with projected climate change, that new roads are developed where needed, and that unneccessary an/or poorly located roads are deactivated to reduce maintenance costs and reduce environmental concerns.

| Service: | 2.670 | Regional Water Supply |
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| **Project Number** | 25-09 | **Capital Project Title** | Climate Change Mitigations | **Capital Project Description** | Equipment, infrastructure and upgrades to harden water supply infrastructure from climate related risks in the GVWSA |
| **Project Rationale** | This fund consolidates a number of smaller projects to purchase equipment and develop or update infrastructure within the GVWSA to improve response to extreme weather events, adapt to increased variation in the level of Sooke Lake Reservoir, and reduce risk to key infrastructure. | | | | |

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| **Project Number** | 25-10 | **Capital Project Title** | Property Management - Assessments and Upgrades | **Capital Project Description** | Assessments, planning and implementation of upgrades aimed at newly acquired GVWSA lands. |
| **Project Rationale** | When new properties are aquired, there are assessments that need to be carried out to determine the condition of roads and drainage structures, identify security needs, and other land/forest management issues, and then plan and implement improvements to meet CRD requirements and integrate these lands into Watershed Protection management programs. | | | | |

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| **Project Number** | 25-11 | **Capital Project Title** | GVWSA Bridge Supply & Installation | **Capital Project Description** | Replacement of undersized culverts with climate ready bridges which allow for fish passage. |
| **Project Rationale** | Watershed Protection has inventoried all drainage structures (culverts) within the GVWSA and is systematically replacing undersized structures on major watercourses with bridges to meet current environmental and flow standards and accommodate the projected increases in stream flows with a changing climate. This fund will be used for the costs associated with assessments, engineering, construction and installation of bridge projects in the GVWSA. | | | | |

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| **Project Number** | 25-12 | **Capital Project Title** | GVWSA Land Acquisition | **Capital Project Description** | Acquisition of priority lands for Regional Water Supply |
| **Project Rationale** | Funds in 2025 will be used for the purchase of a major property adjacent to the GVWSA. Reports on this property have been brought to the Regional Water Supply Commission *in camera.* | | | | |

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| **Project Number** | 16-10 | **Capital Project Title** | Post Disaster Emergency Water Supply | **Capital Project Description** | Identify and procure emergency systems for post disaster preparedness. |
| **Project Rationale** | In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2016 and 2017 with the anticipated purchase of one or more emergency distribution systems in 2017. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to continue implementing these additional works and equipment. | | | | |

| Service: | 2.670 | Regional Water Supply |
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| **Project Number** | 17-13 | **Capital Project Title** | Asset Management Plan | **Capital Project Description** | Development of a plan to inform future areas of study and highlight critical infrastructure improvements. |
| **Project Rationale** | Asset Management Planning necessary to effectively manage asset life cycles and plan for future improvement works. | | | | |

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| **Project Number** | 19-04 | **Capital Project Title** | Seismic Assessment of Critical Facilities Phase 2 | **Capital Project Description** | Second phase seismic assessment of critical facilities will now be undertaken. |
| **Project Rationale** | Initially identified as a priority froman earlier iteration of the Strategic Plan, a second phase seismic assessment of critical facilities will now be undertaken. | | | | |

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| **Project Number** | 19-15 | **Capital Project Title** | Hydraulic Capacity Assessment and Transient Pressure Analysis | **Capital Project Description** | Detailed level-of-service assessment for the RWSC transmission system and transient pressure analysis. |
| **Project Rationale** | Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis to better determine vulernabilities and future upgrades. | | | | |

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| **Project Number** | 20-08 | **Capital Project Title** | Regional Water DCC Program | **Capital Project Description** | Design of a Regional DCC Program |
| **Project Rationale** | Development and implementation of a Developer Cost Charge (DCC) program for the Regional Water Supply system. This program will help identified where projects are required for future growth and help fund those costs from developments. | | | | |

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| **Project Number** | 20-10 | **Capital Project Title** | Condition & Vulnerability Assessment | **Capital Project Description** | Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk. |
| **Project Rationale** | The RWSC is a large system with infrastructure of various ages and condition. Funding is required to conduct a condition assessment of critical infrastructure, assess their risk of failure, and provide a high level timeline for replacement/renewal. | | | | |

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| **Project Number** | 21-05 | **Capital Project Title** | Level of Service and Transfer Agreements | **Capital Project Description** | Develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure. |
| **Project Rationale** | Develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure. | | | | |

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| **Project Number** | 22-14 | **Capital Project Title** | Sooke River Intake Feasibility | **Capital Project Description** | A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons. |
| **Project Rationale** | A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons. | | | | |

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| **Project Number** | 27-01 | **Capital Project Title** | Regional Water Master Plan Update | **Capital Project Description** | Future update to the Regional Water Master Plan |
| **Project Rationale** | Placeholder budget for 2027 update to the Regional Master Plan. | | | | |

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| **Project Number** | 23-12 | **Capital Project Title** | Project Delivery Strategy and Planning Studies | **Capital Project Description** | Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan. |
| **Project Rationale** | Funding for staff and consultant time in the initial efforts toward developing a project delivery strategy for the RWS Master Plan. | | | | |

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| **Project Number** | 23-13 | **Capital Project Title** | Filtration Plant Planning & Design | **Capital Project Description** | Conduct a siting, conceptual design and detailed design for a filtration plant (identified as T2, T4 & M2 in the 2022 Master Plan) |
| **Project Rationale** | Identified in the 2022 Master Plan, planning, design and future construction of a Filtration Plant is required. Initial steps will include confirming site requirements, overview of integration with other system components, review of current and future technologies and preliminary engineering studies such as geotechnical once a site is confirmed. | | | | |

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| **Project Number** | 23-24 | **Capital Project Title** | East-West Connector (Filtration Plant to District of Sooke) | **Capital Project Description** | Planning and Conceptual Design of the East- West Supply Main from the proposed filtration plant to the District of Sooke (identified as M12 in the 2022 Master Plan) |
| **Project Rationale** | Identified in the 2022 Master Plan, planning and conceptual design of an East- West Supply Main from the proposed filtration plant to the District of Sooke to maintain level of service and to account for growth. | | | | |

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| **Project Number** | 23-25 | **Capital Project Title** | Deep Northern Intake and Sooke Lake Pump Station | **Capital Project Description** | Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified as S3 in the 2022 Master Plan) |
| **Project Rationale** | Identified in the 2022 Master Plan, planning and design of the Deep Northern Intake and Sooke Lake Pump Station is required to provide water supply and transmission capability from currently inaccessible parts of Sooke Lake into the water supply and treatment systems. | | | | |

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| **Project Number** | 23-26 | **Capital Project Title** | Transmission Main - Sooke Lake Pump Station to Head Tank | **Capital Project Description** | Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified as M3 in the 2022 Master Plan) |
| **Project Rationale** | In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2016 and 2017 with the anticipated purchase of one or more emergency distribution systems in 2017. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to continue implementing these additional works and equipment. | | | | |

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| **Project Number** | 23-27 | **Capital Project Title** | Gravity Main - Sooke Lake to Head Tank | **Capital Project Description** | Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified as M4 in the 2022 Master Plan) |
| **Project Rationale** | Identified in the 2022 Master Plan, planning and design of a gravity transmission main from Sooke Lake to the Head Tank to provide redundant water supply to the system. | | | | |

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| **Project Number** | 23-28 | **Capital Project Title** | Goldstream Reservoir Connector | **Capital Project Description** | Planning and Design of the Goldstream Reservoir Connector transmission main (identified as M3 & M6 in the 2022 Master Plan) |
| **Project Rationale** | Identified in the 2022 Master Plan, planning and design of a transmission main to connect the Goldstream Reservoir to the Sooke system to ensure transmission safety and reliability when using the Goldstream system to supplement flows to the Sooke system. | | | | |

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| **Project Number** | 24-09 | **Capital Project Title** | Agricultural Water Rate Review | **Capital Project Description** | Phase 2 |
| **Project Rationale** | Review of agricultural water rates. | | | | |

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| **Project Number** | 18-07 | **Capital Project Title** | Replacement of UV System and Controls Upgrades | **Capital Project Description** | Replacement of the UV system and other electrical upgrades at the Goldstream Water Treatment Plant |
| **Project Rationale** | Replacement of UV Equipment at the Goldstream Water Treatment Plant with eight (8) new UV trains. Equipment being supplied are 8 TrojanUVSwift units designed for a combined 532 MLD flow rate with one unit out of service, minimum 85% UVT & 3.0-log inactivation of cryptosporidium and giardia. This project also includes electrical equipment replacements and controls upgrades for the entire disinfection facility. Design is complete, UV Equipment delivery is scheduled for Q3/Q4 2024 and installation and implementation works are scheduled to occur in the low demand period between Q4 2024 and Q1 2025, with the option to defer a portion of work to the subsequent winter if necessary. | | | | |

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| **Project Number** | 18-08 | **Capital Project Title** | Bulk Supply Meter Replacement and Backflow Prevention Program | **Capital Project Description** | Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit. |
| **Project Rationale** | This item is to replace, upgrade and install new bulk water meters and related equipment that measure flow and volumes of water delivered to the wholesale customers. Many of the meter stations are in need of upgrading. Funding is required to replace the flow meter and appurtenances. | | | | |

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| **Project Number** | 18-15 | **Capital Project Title** | Corrosion Protection Program | **Capital Project Description** | Study deficiencies in the current material protection and implement recommendations. |
| **Project Rationale** | This item is to assess, design and implement cathodic protection for the various infrastructure, including steel pipes, that are susceptible to corrosion. The supply system has various implementations of cathodic protection ranging from interior/exterior coatings for pipe and passive anodes to impressed current systems with variable results and condition. Funding is required for ongoing improvements as recommended by a cathodic protection specialist. | | | | |

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| **Project Number** | 18-18 | **Capital Project Title** | Main No.3 Segment Replacement | **Capital Project Description** | Replacement of segments of Main No. 3 based upon previous studies. |
| **Project Rationale** | The existing Main No. 3 is approximately 70 years old. Some section of the 22 km main are steel pipe in known potentially corrosive soils. It is proposed to eventually replace a segment or Main #3 on Wale Road, Island Hwy. and Adams Place in Colwood and View Royal. Conceptual design and options analysis will start in 2023 with detailed design and construction commencing in 2024 to 2027. Funding is required to retain a consultant to undertake design and to construct a replacement to Main No. 3. | | | | |

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| **Project Number** | 19-05 | **Capital Project Title** | Repairs - Kapoor Shutdown | **Capital Project Description** | Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown |
| **Project Rationale** | Project for ongoing inspections and repairs of the Kapoor tunnel. CRD is assessing future options for remove inspections that may reduce the frequency of dewatering the tunnel. | | | | |

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| **Project Number** | 19-23 | **Capital Project Title** | Critical Spare Equipment Storage & Pipe Yard | **Capital Project Description** | Plan, design and construct a critical equipment storage building. |
| **Project Rationale** | Additional and accessible storage is required at the pipe yard for critical spare equipment such as repair bands and clamps. Funds are required to pland, design and construct an equipment storage building accessible by loading vehicles. | | | | |

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| **Project Number** | 20-16 | **Capital Project Title** | Cecelia Meter Replacement | **Capital Project Description** | Replacement of the Cecelia billing meter as well as its enclosure. |
| **Project Rationale** | Project to replace Cecelia Water Meter, which was identified in a previous consultant report as in need of replacement for end of life and accuracy. This is RWS' largest billing meter. | | | | |

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| **Project Number** | 20-17 | **Capital Project Title** | Decommission & Conceptual Design of the Smith Hill Site | **Capital Project Description** | Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site. |
| **Project Rationale** | The Smith Hill reservoir has not been in operation for many years. Consideration for decommissioning now has to be factored in with recent suggestions in the 2022 Master Plan. | | | | |

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| **Project Number** | 21-09 | **Capital Project Title** | Goldstream Water Chlorination Gas System Removal | **Capital Project Description** | Plan and construct provisions for removal of chlorination system |
| **Project Rationale** | The Goldstream Water Treatment Plant has undergone numerous upgrades and updates, both large and small since its initial construction. There are numerous vestigial mechanical and electrical assets that require planned removal. Funds are required to plan and remove unused assets that affect maintenance of the system. | | | | |

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| **Project Number** | 21-10 | **Capital Project Title** | SCADA Masterplan and System Upgrades | **Capital Project Description** | Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services |
| **Project Rationale** | The SCADA and radio system utilized by the RWS comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Juan de Fuca Water Distribution and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system | | | | |

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| **Project Number** | 21-11 | **Capital Project Title** | RWS Supply Main No. 4 Upgrade & Main No. 1 High Pressurizing | **Capital Project Description** | Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system. |
| **Project Rationale** | Sections of RWS Supply Main No. 4 have been identified as being vulnerable due to age and material type during a seismic event and require replacement. To support replacement of the Goldstream section of Main No. 4, improvements to RWS Supply Main No. 1 are required, such as replacement of approximately 40 m of transmission Main #1 at Watkiss Way and upgrade of the Watkiss PRV, upgrade of the Millstream PRV, modifications to the Humpback PRV and construction of five new pressure control stations. This project is part of a project partnered with the Saanich Peninsula Water System to increase the resilience of the water system by replacing vulnerable sections of transmission mains.The budget breakdown of the works: Goldstream section of Main #4 $21,975,000; Watkiss Way section of Main #1 $950,000; Watkiss PRV $1,250,000; Millstream PRV $1,350,000; Humpback PRV improvements $825,000; Five new PRVs $9,050,000. | | | | |

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| **Project Number** | 22-15 | **Capital Project Title** | Microwave Radio Upgrades | **Capital Project Description** | To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed. |
| **Project Rationale** | To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed. Supports current and future fire detection cameras. | | | | |

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| **Project Number** | 23-16 | **Capital Project Title** | Humpback Channel Assessment and Upgrades | **Capital Project Description** | Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse. |
| **Project Rationale** | Hydraulically assess the overflow system to determine what upgrades or alterations may be required to avoid system failure in extreme weather events. Previous system failures have resulted in damage to the adjacent roadway and significant erosion at the outlet, exposing main No. 4. | | | | |

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| **Project Number** | 23-17 | **Capital Project Title** | Main No. 4 - Mt Newton to Highway 17 & Bear Hill Trunk Extension (RWS Contribution to SPWS Project) | **Capital Project Description** | Approximately 2.9km of Main No. 4 concrete cylinder tranmission main to replacement from Mt Newton Cross Rd/Central Saanich Rd to Island View Rd and Lochside Drive.<br>This project is also being expanded to partially fund the extension of the Bear Hill Tunk Sewer on East Saanich Road from Wallace Drive to Dean Lower Tank. |
| **Project Rationale** | Main No. 4 project portion: Replacement of concrete cylinder pipe on Main No. 4 is deemed critical for resiliency of the water supply to the Saanich Peninsula. A Strategic Priorities Fund grant was approved to fund a portion of this work. CRD have since expanded the scope and adjusted the alignment so that approximately 450meters of additional concrete cylinder pipe can be removed under a single contract private property and environmental impacts can be better mitigated through alignment adjustment.<br><br>Bear Hill Trunk project portion: This project portion is to be shared with Saanich Peninsula Water Supply but is proposed to be partially funded by RWS, since this will provide better water supply redundancy to the Saanich Peninsula and will also reduce some of the future scope requirements for RWS to proceed with Project M11 as identified in the Master Plan. | | | | |

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| **Project Number** | 28-01 | **Capital Project Title** | Transmission Main Upgrade Program | **Capital Project Description** | Identify, conceptually design, detail design and construct transmission main upgrades. |
| **Project Rationale** | Transmission mains that are nearing end of life due to long service require condition assessments and then design and construction of replacement mains where needed. Budget is a future placeholder but project details and budgets will be further refined as the delivery year approaches. | | | | |

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| **Project Number** | 24-11 | **Capital Project Title** | IT Core Infrastructure Replacement and cyber security upgrades. | **Capital Project Description** | Replacement and upgrades to Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life and cyber security upgrades. Includes IT equipment located at tower sites within the RWS system |
| **Project Rationale** | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system. | | | | |

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| **Project Number** | 24-12 | **Capital Project Title** | Head Tank Valve & Main No. 4&5 Valve Replacement | **Capital Project Description** | Supply and installation of valves and actuators at Head Tank and Main #4&5. Includes flushing plan and coordination efforts. |
| **Project Rationale** | Supply and installation of valves and actuators at Head Tank and Main #4&5. Includes flushing plan and coordination efforts. | | | | |

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| **Project Number** | 24-19 | **Capital Project Title** | Mount Tolmie Tank Improvements | **Capital Project Description** | Structural and infiltration improvements, as well as improvements to controls, piping and other deficiencies. |
| **Project Rationale** | Initial budget for multiple improvements to Mount Tolmie Tank, including structural repairs to address leakage and structural repairs discovered at Mount Tolmie Tank in Q4 2023, control valve and piping upgrades, assessment of adjacent buried pipe work. | | | | |

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| **Project Number** | 25-13 | **Capital Project Title** | Sooke Lake & Deception Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses | **Capital Project Description** | Ongoing projects involving studies, dam safety planning and regulatory requirements activities for the various dams within the Sooke Lake Watershed. Outcomes from the various studies will inform future capital improvements. |
| **Project Rationale** | Capital funding will be used to resolve a prioritized list of issues from the Dam Safety Risk Register, identified during dam surveillance activities, Dam Safety audits, and legislated Dam Safety Reviews. The issues to be resolved relate to dam safety analyses, dam safety planning and program work, and regulatory compliance. | | | | |

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| **Project Number** | 25-14 | **Capital Project Title** | Sooke Lake & Deception Water Supply Area Dams - Upgrades and Improvements Program | **Capital Project Description** | Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Sooke Lake Water Supply Area Dams - Regulatory, Planning & Analysis Program. |
| **Project Rationale** | This is an ongoing program to be adaptable to addressing projects in the Sooke Lake Watershed Dams from the Dam Safety Risk Register. Some key projects in the near term include:<br><br>Sooke Lake Dam (SLD) Instrumentation Improvements, SLD Spillway crack repairs (wet side), SLD Spillway crack repairs (Ogee/Wing Walls), Deception Dam Low Level Overflow Replacement, SLD Gate Controls/automation, SLD Stop Logs Replacements, SLD Log Booms (Narrows and Main Dam), future butressing of Deception Dam and various other improvements that may be prioritized based on risk. | | | | |

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| **Project Number** | 25-15 | **Capital Project Title** | Goldstream Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses | **Capital Project Description** | Ongoing projects involving studies, dam safety planning and regulatory requirements activities for the various dams within the Goldstream Watershed. Outcomes from the various studies will inform future capital improvements. |
| **Project Rationale** | Capital funding will be used to resolve a prioritized list of issues from the Dam Safety Risk Register, identified during dam surveillance activities, Dam Safety audits, and legislated Dam Safety Reviews. The issues to be resolved relate to dam safety analyses, dam safety planning and program work, and regulatory compliance. | | | | |

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| **Project Number** | 25-16 | **Capital Project Title** | Goldstream Water Supply Area Dams - Upgrades and Improvements Program | **Capital Project Description** | Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Goldstream Water Supply Area Dams - Regulatory, Planning & Analysis Program |
| **Project Rationale** | This is an ongoing program to be adaptable to addressing projects in the Goldstream Watershed Dams from the Dam Safety Risk Register. Some key projects in the near term include:<br><br>Goldstream gates (High Level and 3 Low Level) being assessed and potentially replaced, Concrete repairs, instrumentation implementation and project management efforts at the program level to prioritize capital works as studies are being completed. | | | | |

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| **Project Number** | 25-17 | **Capital Project Title** | Charters Dam - Regulatory Compliance, Dam Safety Planning & Analyses | **Capital Project Description** | Ongoing projects involving studies, dam safety planning and regulatory requirements activities for Charters Dam. Outcomes from the various studies will inform future capital improvements. |
| **Project Rationale** | Capital funding will be used to resolve a prioritized list of issues from the Dam Safety Risk Register, identified during dam surveillance activities, Dam Safety audits, and legislated Dam Safety Reviews. The issues to be resolved relate to dam safety analyses, dam safety planning and program work, and regulatory compliance. | | | | |

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| **Project Number** | 25-18 | **Capital Project Title** | Charters Dam - Upgrades and Improvements Program | **Capital Project Description** | Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Charters Dam - Regulatory, Planning & Analysis Program. |
| **Project Rationale** | Budget to addredss capital improvements identified through the dam safety risk register. | | | | |

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| **Project Number** | 20-04 | **Capital Project Title** | Sooke Lake HyDy Model Development | **Capital Project Description** | Critical data collection, model building+calibration, model utilization for 3 different scenarios |
| **Project Rationale** | | | | | |

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| Project Number | Capital Project Title | Capital Project Description |
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| 25-19 | WQ Studies and Research Projects | Ongoing program budget for water quality studies and operation of Sooke Lake Hydrodynamic Model. |

**Project Rationale** Managing WQ Studies and Research projects under a program will allow CRD more operational flexibility managing priorities and adapting to changing operational needs.

| Project Number | Capital Project Title | Capital Project Description |
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| 25-20 | Lab and WQ Equipment Maintenance and Replacement | Ongoing program budget for water quality lab equipment and maintenance. |

**Project Rationale** Managing lab and water quality equipment replacements under a program will allow CRD more operational flexibility managing priorities and adapting to changing operational needs.

| Project Number | Capital Project Title | Capital Project Description |
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| 17-27 | Watershed Culvert Replacement | Replacement of small culverts throughout the GVWSA. |

**Project Rationale** This provides annual funding for the replacement of culverts that have reached end of life and/or are undersized given present knowledge of potential peak water flows and anticipated climate change effects. With the completion of peak flow modelling of all major structures in the Sooke and Goldstream WSAs in 2017, additional funds are required beginning in 2018 to upgrade identified structures to current standards. Costs of upgrades have increased significantly in the last 5 years.

| Project Number | Capital Project Title | Capital Project Description |
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| 17-28 | Watershed Security Infrastructure Upgrade & Replacement | New, upgrade and replacement of security infrastructure in the GVWSA. |

**Project Rationale** The outer boundary of the Leech, Sooke and Goldstream Water Supply Areas is approximately 119 kilometers in length. Main access roads are gated and there are 11 kilometers of existing security fencing. A constant effort is needed to maintain a closed watershed. Through monitoring, high incident areas are identified, security plans are developed, and security infrastructure (fencing, gates and signage) is installed or upgraded where required. An uplift in provisional funding is requested due to increased costs of fencing and gates.

| Project Number | Capital Project Title | Capital Project Description |
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| 17-29 | Water Supply Area Equipment & Replacement | Hydrometeorological, fireweather and wildfire suppression equipment replacement. |

**Project Rationale** This provides annual funding for the replacement or upgrading of equipment for wildfire suppression and spill response, fire weather stations, hydro-meteorological monitoring and water quality sampling and monitoring equipment. Given an expansion of the hydrology and meteorology network of stations and sensors, an additional $50,000 per year is added in 2020 and going forward. In 2021 and going forward, funding is reduced by $20,000 as water quality equipment will be funded under a separate line item (21-17). A revised level of funding is requested beginning in 2023 that reflects forecasted needs.

| Project Number | Capital Project Title | Capital Project Description |
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| 17-30 | Transmission Main Repairs | Emergency repairs to the transmission mains. |

**Project Rationale** Each year a visual inspection of this critical supply tunnel is carried out by CRD staff. This capital item allows for minor repairs that are discovered during these inspections. This also allows for annual funding for repair of emergency breaks on large diameter supply mains.

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| Project Number | Capital Project Title | Capital Project Description |
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| 17-31 | Transmission System Components Replacement | Replacement and repair of transmission components. |

**Project Rationale** This is an annual allowance for the capital costs for the replacement and repair of supply system components that fail under normal operation and maintenance during the year.

| Project Number | Capital Project Title | Capital Project Description |
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| 17-33 | Disinfection Equipment and other Water Treatment Components and Parts Replacement | Replacement of incidental equipment and parts associated with the water treatment facilities. |

**Project Rationale** The annual work includes the replacement of the plastic gas feed piping that has become very brittle, installing air valves on the ammonia solution lines, installing and replacing shut off valves on the booster pumps supply piping, installing indicator stems on UV cooling water valves, relocating the UV cooling water feed pipes, improving the landscaping around the UV building to reduce dust and other minor upgrades.

| Project Number | Capital Project Title | Capital Project Description |
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| 17-34 | Supply System Computer Model Update | Annual update of the regional hydraulic model. |

**Project Rationale** This item is to allow for staff and consultant time each year to keep the hydraulic computer model current.

| Project Number | Capital Project Title | Capital Project Description |
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| 19-16 | Dam Improvements | Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address items in the dam safety database/risk registry and to support operations |

**Project Rationale** Dam Safety Inspections are carried out throughout the year and result in minor improvements at each dam annually. This budget is intended for smaller scale improvements, typically to be completed by operations staff in a short duration and which are not captured under the larger "Term" programs.

| Project Number | Capital Project Title | Capital Project Description |
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| 19-22 | SCADA Repairs, Equipment Replacement and Comms upgrades | Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system. |

**Project Rationale** This item is to allow for unplanned SCADA repairs and equipment replacement not covered by the capital projects SCADA Replacement.

| Project Number | Capital Project Title | Capital Project Description |
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| 21-15 | Corrosion Protection | Replace corrosion protection assets, such as coatings, for the transmission system when identified. |

**Project Rationale** There are numerous assets with varying levels of corrosion protection throughout the RWS system. Funds are required to ensure that corrosion protection assets are replaced or rehabilitated when identified.

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|---|---|---|---|---|---|
| **Project Number** | 21-16 | **Capital Project Title** | Valve Chamber Upgrades | **Capital Project Description** | Replace failing valves and appurtenances along the RWS supply system. |
| **Project Rationale** | The RWS system has numerous isolation and air valves along the transmission system, usually in underground chambers. Funds are required for replacement of valves and chamber upgrades as they are identified. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-17 | **Capital Project Title** | Water Quality Equipment Replacement | **Capital Project Description** | Replacement of water quality equipment for the water quality lab and water quality operations |
| **Project Rationale** | This provides annual funding for the replacement or upgrading of equipment for the water quality lab, sampling, and operations. Of this provisional budget, $20,000 was previously included in item 17-29 (Water Supply Area annual provisional budget) | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-18 | **Capital Project Title** | LIMS support | **Capital Project Description** | Support for LIMS database |
| **Project Rationale** | Provides for support for the laboratory information management system | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-20 | **Capital Project Title** | Land Exchange/Acquisition | **Capital Project Description** | Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the RWS system |
| **Project Rationale** | There are opportunities to increase the catchment and critical buffer areas of Sooke, Goldstream and the Leech WSA by purchase or land exchange with surrounding land owners. From time to time, the RWS System requires acquisition of lands for infrastructure purposes. Funds will be used when needed to undertake appraisals, legal surveys, and legal fees for work to develop agreements to purchase or exchange lands for the Regional Water Supply Area or System. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-35 | **Capital Project Title** | Vehicle & Equipment Replacement (Funding from Replacement Fund) | **Capital Project Description** | This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system. |
| **Project Rationale** | This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system. The Equipment Replacement Fund is used to fund the expenditure. The requests have been adjusted to align with the pricing for electric vehicles. | | | | |

| Service: | 2.670 | Regional Water Supply |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-21 | EV Charging Stations Electrical Infrastructure | Electrical System upgrades at 479 Island Hwy to power up 44 charging stations |

**Project Rationale** In support of the CRD's Climate Action Strategy to reduce the corporate GHG emissions. The CRD Fleet of vehicles is one of the larger contributors to the generation of GHG's. Integrated Water Services identified 44 of the approx. 100 vehicles that operate out of the 479 Island location for replacement with Electrical Vehicles by 2030. I preparation for providing the proper charging network at 479 an Electric Vehicle Fleet Conversion Study was completed in 2021.The results of the study was to upgrade the electrical infrastructure to accommodate the power needs of 44 charging points. It is proposed that phase 1 is started in 2023 to upgrade the electrical distribution system and provide 17 charging points. The larger portion of the costs will be to upgrade the electrical system. Phase 2 to allow for a further 27 charging points can be planned to accommodate the balance of EV vehicles pending their purchasing and delivery.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-22 | Fuel Truck | Fuel tender truck |

**Project Rationale** New fuel truck.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 23-31 | Purchase of land | Purchasing of land near 479 for future office space or other land acquisition opportunities relative to Regional Water Supply Service |

**Project Rationale** Land acquisition required to addess future needs for CRD to support the RWS.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-17 | Pool Vehicles | 2 new EV Pickups |

**Project Rationale** Two new EV pickups.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-18 | Vehicle for Watershed Hydrology Program | Replacement pickup truck for watershed hydrology program |

**Project Rationale** Replacement pickup truck for watershed hydrology.

| Service: | 2.670 | Regional Water Supply |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-22 | **Capital Project Title** | New Vehicles - Watershed & Water Operations | **Capital Project Description** | 4 New Electric Vehicles for Watershed & Water Operations |
| **Project Rationale** | 1 New EV AWD SUV for water treatment ops<br>2 Replacement EV Pickup trucks for Watershed Prot. Ops, Security & Emerg Response<br>1 New EV Pickup truck for Watershed Prot. Resource Planning, Wildlife Program | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-23 | **Capital Project Title** | Enterprise Asset Management System | **Capital Project Description** | Development of EAM system, including software and process implementation, for services to maintain assets and report on asset performance. |
| **Project Rationale** | Develop of EAM system, including software and process implementation, for services to maintain assets and report on asset performance. | | | | |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 2.670/2.680 Regional Water Supply & JDF Wate | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $250,000 | $80,000 | $200,000 | $80,000 | $80,000 | $690,000 |
| Equipment | | $380,000 | $1,180,000 | $435,000 | $450,000 | $431,000 | $425,000 | $2,921,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $50,000 | $30,000 | $20,000 | $20,000 | $20,000 | $140,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$380,000** | **$1,480,000** | **$545,000** | **$670,000** | **$531,000** | **$525,000** | **$3,751,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $380,000 | $1,480,000 | $545,000 | $670,000 | $531,000 | $525,000 | $3,751,000 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$380,000** | **$1,480,000** | **$545,000** | **$670,000** | **$531,000** | **$525,000** | **$3,751,000** |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 2.670/2.680

**Service Name:** Regional Water Supply & JDF Water Distribution Combo

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| **SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION** | | | | | | | | | | | | | $ - |
| 16-01 | Renewal | Upgrades to Buildings at 479 Island Highway | Maintenance and changes to buildings, office layouts, meeting rooms, yard improvements, lab improvements and technology upgrades. | $ 1,330,000 | B | WU | $ - | $ 250,000 | $ 80,000 | $ 200,000 | $ 80,000 | $ 80,000 | $ 690,000 |
| 17-01 | Renewal | Voice Radio Upgrade | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios. | $ 2,125,000 | E | WU | $ 380,000 | $ 430,000 | $ - | $ - | | $ - | $ 430,000 |
| 24-01 | Replacement | IT Core Infrastructure Replacement | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life | $ 250,000 | E | WU | | $ 125,000 | $ 10,000 | $ 25,000 | $ 6,000 | $ - | $ 166,000 |
| 25-XX | Replacement | Laboratory Upgrades | Improvements to water quality lab facilities | $ 200,000 | E | WU | $ - | $ 200,000.00 | | | | | $ 200,000.00 |
| | | | | | | | | | | | | | $ - |
| **Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution** | | | | **$ 3,705,000** | | | | **$ 1,005,000** | **$ 90,000** | **$ 225,000** | **$ 86,000** | **$ 80,000** | **$ 1,486,000** |
| | | | | | | | | | | | | | $ - |
| **ANNUAL PROVISIONAL CAPITAL ITEMS** | | | | | | | | | | | | | $ - |
| 17-03 | Replacement | Office Equipment, Upgrades and Replacements | Upgrade and replacement of office equipment as required. | $ 450,000 | E | WU | $ - | $ 90,000 | $ 90,000 | $ 90,000 | $ 90,000 | $ 90,000 | $ 450,000 |
| 17-04 | Replacement | Computer Upgrades | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required. | $ 950,000 | E | WU | $ - | $ 190,000 | $ 190,000 | $ 190,000 | $ 190,000 | $ 190,000 | $ 950,000 |
| 17-05 | New | Development of the Maintenance Management Systems | Develop maintenance management system. | $ 150,000 | E | WU | $ - | $ 30,000 | $ 30,000 | $ 30,000 | $ 30,000 | $ 30,000 | $ 150,000 |
| 17-06 | Replacement | Small Equipment & Tool Replacement (Water Operations) | Replacement of tools and small equipment for Water Operations as required. | $ 500,000 | E | WU | $ - | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 500,000 |
| 17-07 | Replacement | Small Equipment & Tool Replacement (Corporate Fleet) | Replacement of tools and small equipment for Fleet as required. | $ 85,000 | E | WU | $ - | $ 15,000 | $ 15,000 | $ 15,000 | $ 15,000 | $ 15,000 | $ 75,000 |
| 24-02 | Study | Capital Projects Delivery Optimization | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects. | $ 160,000 | S | WU | $ - | $ 50,000 | $ 30,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 140,000 |
| | | | | | | | | | | | | | $ - |
| **Sub-Total for Annual Provisional Capital Items** | | | | **$ 2,295,000** | | | | **$ 475,000** | **$ 455,000** | **$ 445,000** | **$ 445,000** | **$ 445,000** | **$ 2,265,000** |
| **x** | | | **GRAND TOTAL** | **$ 6,000,000** | | | | **$ 1,480,000** | **$ 545,000** | **$ 670,000** | **$ 531,000** | **$ 525,000** | **$ 3,751,000** |
| | | | | | | | | | | | | | $ - |

| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 16-01 | **Capital Project Title** | Upgrades to Buildings at 479 Island Highway | **Capital Project Description** | Maintenance and changes to buildings, office layouts, meeting rooms, yard improvements, lab improvements and technology upgrades. |

**Project Rationale** The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway, including:
- Improvements,Repairs, upgrades and changes to the buildings
- Painting of the buildings
- Repair and replacement of carpets, floors and walls
- Climate Action initiatives and feasibility studies
- Improvements to Meeting Rooms, including technology upgrades

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-01 | **Capital Project Title** | Voice Radio Upgrade | **Capital Project Description** | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios. |

**Project Rationale** Service Life and projected replacement:
- The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.
- The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.
- Support for repairs and maintenance of the present radio will continue for the next 3 years at least.
- There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 20-01 | **Capital Project Title** | #N/A | **Capital Project Description** | #N/A |

**Project Rationale** The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station with a generator is required to maintain the level of service. Portable PS was delivered in 2023 but some deficiencies, including the associated generator remain and may carry into 2024 to fully address.

| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-03 | **Capital Project Title** | Office Equipment, Upgrades and Replacements | **Capital Project Description** | Upgrade and replacement of office equipment as required. |

**Project Rationale** Funds will be used for the replacement and upgrading of office equipment and furniture, as required.

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-04 | **Capital Project Title** | Computer Upgrades | **Capital Project Description** | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required. |

**Project Rationale** This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from $160,000 to $170,000 annually to reflect actual costs.

Capital Budget
Network Switch Maintenance $10,000
Additional Wireless Access Points and Maintenance $15,000
Photocopier Replacement $20,000
Additional Data Storage $15,000
Replacement Computers $75,000
Equipment Maintenance (contingency) $23,000
Replace Access Control System - Gates/ Video Cameras $12,000
Total Capital $170,000

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-05 | **Capital Project Title** | Development of the Maintenance Management Systems | **Capital Project Description** | Develop maintenance management system. |

**Project Rationale** The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS.

| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-06 | **Capital Project Title** | Small Equipment & Tool Replacement (Water Operations) | **Capital Project Description** | Replacement of tools and small equipment for Water Operations as required. |
| **Project Rationale** | Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills,plasma cutter, wire welder, etc. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-07 | **Capital Project Title** | Small Equipment & Tool Replacement (Corporate Fleet) | **Capital Project Description** | Replacement of tools and small equipment for Fleet as required. |
| **Project Rationale** | Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-01 | **Capital Project Title** | IT Core Infrastructure Replacement | **Capital Project Description** | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life |
| **Project Rationale** | Ongoing end of life replacement program for IT Core Infrastructure, including servers, network switches, UPS', and other equipment. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-02 | **Capital Project Title** | Capital Projects Delivery Optimization | **Capital Project Description** | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects. |
| **Project Rationale** | Ongoing program for small scale optimization of project delivery methods and tools. | | | | |

**2.670 Regional Water Supply**
**Asset/ Reserve Schedule**
**2025 - 2029 Financial Plan**

## Asset Profile

**Regional Water Supply**

System assets include the lands, dams and source water reservoirs within the water supply areas, intake and source conduits, two water treatment plants, pressure regulating facilities, nine supply mains, three balancing reservoirs and revenue water meters in the water transmission system.

## Equipment Replacement Reserve Schedule

**Reserve Fund:** 2.670 Regional Water Supply Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

| **Fund: 1022 Fund Center: 101454** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 2,647,394 | 2,572,649 | 1,980,378 | 1,912,420 | 1,786,544 | 1,978,686 |
| **Equipment purchases (Based on Capital Plan)** | (670,000) | (1,376,250) | (773,000) | (855,000) | (495,000) | (355,000) |
| Transfer | - | | | | | |
| **Transfer from Operating Budget** | 479,755 | 577,541 | 589,092 | 600,874 | 612,892 | 625,149 |
| **Proceeds on disposals** | 100,500 | 206,438 | 115,950 | 128,250 | 74,250 | 53,250 |
| **Interest Income*** | 15,000 | | | | | |
| **Ending Balance $** | **2,572,649** | **1,980,378** | **1,912,420** | **1,786,544** | **1,978,686** | **2,302,085** |

General Comments:
Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# JDF Water Distribution

## COMMITTEE OF THE WHOLE

October 2024

**Service:** 2.680 **JDF Water Distribution** **Commission: Juan De Fuca Water Distribution**

**DEFINITION:**

To finance the administration, development, maintenance, and operational expenses, of the Juan de Fuca Water Distribution local service in the Western Communities of the Capital Regional District, as per the Water Distribution Local Service Area Establishment Bylaw No. 2538.

The establishment and operation of a Juan de Fuca water Distribution Commission is done by Bylaw No. 2540.

**SERVICE DESCRIPTION:**

Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Communities. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

City of Colwood
City of Langford
Town of View Royal
Juan de Fuca Electoral Area
District of Metchosin
District of Sooke
District of Highlands

**MAXIMUM LEVY:**

The maximum amount that may be requisitioned is NIL.

**MAXIMUM CAPITAL DEBT:**

| | | | |
|---|---|---|---|
| Authorized: | Pre Consolidated MFA Loan Authorizations - Juan de Fuca Water Distribution Facilities | | $19,000,000 |
| Borrowed: | | | $17,500,000 |
| Remaining: | Expired | | $1,500,000 |
| Authorized: | MFA Bylaw No. 3981 - Juan de Fuca Water Distribution Facilities | | $14,800,000 |
| Borrowed: | | | $10,100,000 |
| Remaining: | Expired | | $4,700,000 |
| Authorized: | MFA Bylaw No. 3164 - Juan de Fuca Water Distribution Facilities Development-DCC | | $10,000,000 |
| Borrowed: | | | $3,500,000 |
| Remaining: | Expired | | $6,500,000 |
| Authorized: | MFA Bylaw No. 4379 - Juan de Fuca Water Distribution Facilities | 2021 | $14,800,000 |
| Borrowed: | | | $7,500,000 |
| Remaining: | Active | | $7,300,000 |

**FUNDING:**

Costs are recovered from Water Sales, and transfer from DCC reserves to service DCC debt.

**Change in Budget 2024 to 2025**

| **Service: 2.680 Juan de Fuca Water Distribution** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **26,026,524** | |
| **Change in Labour:** | | |
| Labour charges | 257,630 | Labour charges: inclusive of collective agreement changes |
| Utility Operator Team Lead | 190,300 | IBC 2b-2.1 Utility Operator Team Lead |
| Total Change in Labour | 447,930 | |
| **Other Changes:** | | |
| Bulk Water Purchase | 1,114,320 | Increased bulk water rate and increased budgeted demand |
| Transfers to Capital Fund | 889,337 | Increase as directed by the 5 year Capital Plan |
| Principal & Interest Payments | 358,530 | New Debt Issue $1.5m Fall 2024 |
| Asset and Maintenance Management | 145,260 | Asset Management transferred from Corporate to IWS |
| | 96,118 | Additional maintenance trade support |
| Contract for Services | 81,682 | |
| Supplies-Operating | 51,496 | |
| Standard Overhead | 24,500 | Increase in 2024 operating costs |
| Other Costs | 78,300 | |
| Total Other Changes | 2,839,543 | |
| **2025 Budget** | **29,313,997** | |

| Summary of % Expense Increase | |
|---|---|
| Transfer to Capital | 3.4% |
| Increased cost due to bulk water rate | 2.0% |
| Increased bulk water consumption | 2.3% |
| Labour costs | 1.7% |
| Principal and Interest Costs | 1.4% |
| Asset and Maintenance Management | 0.9% |
| Balance of increase | 0.9% |
| *% expense increase from 2024:* | ***12.6%*** |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*Favourable revenue and water sales variance of $2.6m due to higher than budgeted water demand largely a result of dry summer weather. The additional revenue will be partially offset by bulk water purchase overages ($800k). The net surplus of $1.7m will be transferred to the Service's Water Capital Fund.*

**CAPITAL REGIONAL DISTRICT**

**Program Group: CRD-JDF Water Distribution**

| **SUMMARY** | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | **2025** 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | TOTAL (COL 4, 5 & 6) | **FUTURE PROJECTIONS** 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| **OPERATING EXPENDITURES** | | | | | | | | | | |
| ALLOCATION - OPERATIONS | 5,335,968 | 5,333,436 | 5,908,795 | 286,418 | - | 6,195,213 | 6,534,051 | 6,711,894 | 6,893,466 | 7,080,083 |
| OPERATING - OTHER COSTS | 789,205 | 743,096 | 823,799 | - | - | 823,799 | 819,323 | 825,472 | 860,734 | 859,637 |
| SALARIES AND WAGES | 590,220 | 539,460 | 495,089 | - | - | 495,089 | 510,248 | 524,820 | 539,687 | 555,088 |
| CONTRACT FOR SERVICES | 398,390 | 403,520 | 480,072 | - | - | 480,072 | 490,348 | 501,247 | 512,380 | 523,819 |
| ALLOCATION - STANDARD OVERHEAD | 768,670 | 768,670 | 793,173 | - | - | 793,173 | 816,968 | 833,308 | 849,974 | 866,974 |
| **TOTAL OPERATING EXPENDITURES** | 7,882,453 | 7,788,182 | 8,500,928 | 286,418 | - | 8,787,346 | 9,170,938 | 9,396,740 | 9,656,241 | 9,885,601 |
| Percentage increase over prior year's board budget | | | 7.85% | | | 11.48% | 4.37% | 2.46% | 2.76% | 2.38% |
| BULK WATER PURCHASE | 7,689,300 | 8,498,700 | 8,803,620 | - | - | 8,803,620 | 9,724,230 | 11,197,680 | 12,640,950 | 14,218,840 |
| **BULK WATER EXPENDITURES** | 7,689,300 | 8,498,700 | 8,803,620 | - | - | 8,803,620 | 9,724,230 | 11,197,680 | 12,640,950 | 14,218,840 |
| | | | 14.49% | | | 14.49% | | | | |
| **CAPITAL EXPENDITURES &TRANSFERS** | | | | | | | | | | |
| TRANSFER TO WATER CAPITAL FUND | 7,346,169 | 9,082,754 | 8,235,506 | - | - | 8,235,506 | 8,820,200 | 9,620,200 | 9,730,200 | 10,200,200 |
| TRANSFER TO DEBT RESERVE FUND | 49,280 | 19,280 | 55,620 | - | - | 55,620 | 49,620 | 62,620 | 8,620 | 18,620 |
| TRANSFER TO EQUIPMENT REPLACEMENT FUND | 647,507 | 647,507 | 661,564 | - | - | 661,564 | 619,796 | 628,192 | 636,755 | 645,490 |
| **TOTAL CAPITAL EXPENDITURES & TRANSFERS** | 8,042,956 | 9,749,541 | 8,952,690 | - | - | 8,952,690 | 9,489,616 | 10,311,012 | 10,375,575 | 10,864,310 |
| **DEBT SERVICING** | | | | | | | | | | |
| DEBT - INTEREST & PRINCIPAL | 2,411,815 | 2,543,707 | 2,770,341 | - | - | 2,770,341 | 3,312,394 | 3,701,035 | 3,772,441 | 3,345,507 |
| **TOTAL DEBT EXPENDITURES** | 2,411,815 | 2,543,707 | 2,770,341 | - | - | 2,770,341 | 3,312,394 | 3,701,035 | 3,772,441 | 3,345,507 |
| **TOTAL EXPENDITURES** | 26,026,524 | 28,580,130 | 29,027,579 | 286,418 | - | 29,313,997 | 31,697,178 | 34,606,467 | 36,445,207 | 38,314,258 |
| **SOURCES OF FUNDING** | | | | | | | | | | |
| REVENUE - SALES | (25,580,244) | (28,273,350) | (28,676,549) | (286,418) | - | (28,962,967) | (31,336,730) | (34,233,557) | (36,130,777) | (37,997,026) |
| REVENUE - OTHER | (223,780) | (306,780) | (351,030) | - | - | (351,030) | (360,448) | (372,910) | (314,430) | (317,232) |
| **TOTAL SOURCE OF FUNDING FROM OPERATIONS** | (26,026,524) | (28,580,130) | (29,027,579) | (286,418) | - | (29,313,997) | (31,697,178) | (34,606,467) | (36,445,207) | (38,314,258) |
| **SOURCES OF OTHER FUNDING** | | | | | | | | | | |
| TRANSFER FROM DCC RESERVES TO FUND DCC DEBT | - | - | - | - | - | - | - | - | - | - |
| TRANSFER FROM PRIOR YEAR | - | - | - | - | - | - | - | - | - | - |
| TRANSFER TO FOLLOWING YEAR | | | | | | | | | | |
| **TOTAL SOURCES OF ALL FUNDING** | (26,026,524) | (28,580,130) | (29,027,579) | (286,418) | - | (29,313,997) | (31,697,178) | (34,606,467) | (36,445,207) | (38,314,258) |
| *Percentage increase over prior year's board budget* | | | 11.53% | | | 12.63% | 8.13% | 9.18% | 5.31% | 5.13% |
| Water Rate $ per cu. m. | $ 2.6927 | | | | | $ 2.8395 | | | | |
| *Percentage increase* | 5.74% | | | | | 5.45% | | | | |

## 2025 Demand Estimate

**Retail Demand**

| Years | Actual Demand cu.metre | | Budgeted Demand cu.metre | |
|---|---|---|---|---|
| 2019 | 8,911,315 | | 8,600,000 | |
| 2020 | 9,345,130 | | 8,900,000 | |
| 2021 | 10,270,472 | | 8,900,000 | |
| 2022 | 9,990,739 | | 9,300,000 | |
| 2023 | 10,670,432 | | 9,210,000 | ** |
| 2024 | 10,500,000 | * | 9,500,000 | |
| **2025 Demand Estimate** | **10,200,000** | | | |

** Projected consumption for 2024*

** 2023 Demand estimate reduction reflects First Nations becoming wholesale customers of Regional Water Supply

## Summary of Retail Water Rates

| | 2021 | 2022 | 2023 | 2024 | 2025 | Change | |
|---|---|---|---|---|---|---|---|
| **Retail (direct) water rate** | | | | | | | |
| Unit cost per cu.m. | $2.3081 | $2.4024 | $2.5466 | $2.6927 | $2.8395 | $0.1468 | 5.45% |

## Retail Water Rate Increase
## Impact on Residential Water Bill

Average consumption per 2 month billing cycle: * 40.0 cubic meters (annual = 239.0 cu.m)

| Charge for Two Months Consumption | Year | Bi monthly Charge | Annual Charge | 2025 Annual Change $ |
|---|---|---|---|---|
| Average Consumption | 2024 | $ 107.71 | $ 646.25 | |
| | 2025 | $ 113.58 | $ 681.48 | $ 35.23 |
| Half Average Consumption | 2024 | $ 53.85 | $ 323.12 | |
| | 2025 | $ 56.79 | $ 340.74 | $ 17.62 |
| Twice Average Consumption | 2024 | $ 215.42 | $ 1,292.50 | |
| | 2025 | $ 227.16 | $ 1,362.96 | $ 70.46 |

* Average Annual Consumption based on 2.303 people per household, per BC Stats 2024 projection

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. 2.680 JDF Water Distribution | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $7,485,000 | $20,538,000 | $13,561,000 | $14,431,000 | $9,790,000 | $11,266,000 | $69,586,000 |
| Vehicles | $525,000 | $1,515,000 | $774,000 | $710,000 | $750,000 | $250,000 | $3,999,000 |
| | **$8,010,000** | **$22,053,000** | **$14,335,000** | **$15,141,000** | **$10,540,000** | **$11,516,000** | **$73,585,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $6,485,000 | $14,331,000 | $8,504,000 | $8,924,000 | $9,513,000 | $10,159,000 | $51,431,000 |
| Debenture Debt (New Debt Only) | $0 | $4,700,000 | $4,100,000 | $5,400,000 | $0 | $1,000,000 | $15,200,000 |
| Equipment Replacement Fund | $525,000 | $1,430,000 | $774,000 | $710,000 | $750,000 | $250,000 | $3,914,000 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $1,000,000 | $1,592,000 | $957,000 | $107,000 | $277,000 | $107,000 | $3,040,000 |
| | **$8,010,000** | **$22,053,000** | **$14,335,000** | **$15,141,000** | **$10,540,000** | **$11,516,000** | **$73,585,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 2.680

**Service Name:** JDF Water Distribution

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| **INFRASTRUCTURE ENGINEERING AND OPERATIONS** | | | | | | | | | | | | | $ - |
| **Planning** | | | | | | | | | | | | | $ - |
| 16-03 | Renewal | Asset Management Plan | Combine past studies to plan out future capital expenditures. | $ 400,000 | S | WU | $ 50,000 | $ 50,000 | $ - | $ - | $ - | $ - | $ 50,000 |
| 21-14 | Renewal | Fire Storage Analysis | Assess and update the fire flow upgrade program to inform future capital works. | $ 120,000 | S | WU | $ 15,000 | $ 15,000 | $ - | $ - | $ - | $ - | $ 15,000 |
| 25-01 | Study | Water Meter Strategic Plan | Review of the exisiting meter program and strategic planning including replacement vs repair cost benefit analysis, review of meter technologies, implementation phasing and short term and long term planning. | $ 200,000 | S | WU | $ - | $ 200,000 | $ 50,000.00 | $ - | $ - | $ - | $ 250,000.00 |
| | | | | | | | | | | | | | $ - |
| **Capital** | | | | | | | | | | | | | $ - |
| 16-05 | Renewal | Comprehensive Pump Station Upgrades | Continue pump station condition assessments, plan and carry out upgrades. | $ 11,300,000 | S | WU | $ 750,000 | $ 1,601,000 | $ 450,000 | $ 2,000,000 | $ 750,000 | $ 2,000,000 | $ 6,801,000 |
| 18-03 | Renewal | JDF Site Decommissioning Program | Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional | $ 1,000,000 | S | WU | $ 500,000 | $ 500,000 | $ 80,000 | $ 90,000 | $ 100,000 | $ 100,000 | $ 870,000 |
| 18-06 | New | Post Disaster Emergency Water Distribution | Determine and supply response equipment for disaster response. | $ 600,000 | S | WU | $ 70,000 | $ 120,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 320,000 |
| 20-03 | Replacement | AC Pipe Replacement Program | Replacement of aging asbestos cement pipe year over year as outlined in the May 2023 staff report. Replacement is expected to be phased until 2055 to replace all AC pipe in the distribution network. | $ 140,000,000 | S | WU | $ 3,000,000 | $ 8,600,000 | $ 3,600,000 | $ 3,800,000 | $ 4,000,000 | $ 4,200,000 | $ 24,200,000 |
| 21-02 | Replacement | Sooke Road W/M Replacement - VMP to Jacklin | Replacement of aged, large diameter water main and smaller diameter AC from Jacklin Rd to VMP. 1,100m of 600mm Pipe - VMP to Jacklin as well as the asbestos cement distribution main along the same alignment. | $ 8,500,000 | S | WU | $ 150,000 | $ 400,000 | $ 4,000,000 | $ 4,050,000 | $ - | $ - | $ 8,450,000 |
| 21-13 | Replacement | SCADA Master Plan Update & Upgrades | Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure. | $ 1,900,000 | S | WU | $ 900,000 | $ 1,500,000 | $ 300,000 | $ - | $ - | $ - | $ 1,800,000 |
| 22-02 | New | Microwave Radio Upgrades | Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure | $ 750,000 | S | WU | $ 230,000 | $ 330,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ - | $ 630,000 |
| 24-02 | New | Hwy 14 Watermain Relocation | Relocation of CRD watermain in MOTI right of way. Project work to be bundled within MOTI's project. | $ 2,000,000 | S | WU | $ 820,000 | $ 2,000,000 | $ - | $ - | $ - | $ - | $ 2,000,000 |
| 25-06 | Replacement | Large Meters & Pressure Control Stations Replacement Program | Ongoing program to upgrade billing meters and pressure control stations, including chambers as required. | $ 5,000,000 | S | WU | $ - | $ 400,000 | $ 500,000 | $ 500,000 | $ 500,000 | $ 500,000 | $ 2,400,000 |
| | | | | | | | | | | | | | $ - |
| **Sub-Total System Infrastructure Engineering and Operations** | | | | **$ 171,770,000** | | | **$ 6,485,000** | **$ 15,716,000** | **$ 9,130,000** | **$ 10,590,000** | **$ 5,500,000** | **$ 6,850,000** | **$ 47,786,000** |
| | | | | | | | | | | | | | $ - |
| **CORPORATE ASSET AND MAINTENANCE MANAGEMENT (CAMM)** | | | | | | | | | | | | | $ - |
| 16-06 | Replacement | Vehicle & equipment replacement (funding from replacement fund) | Vehicle and equipment replacement. | $ 2,094,000 | V | ERF | $ 525,000 | $ 1,430,000 | $ 774,000 | $ 710,000 | $ 750,000 | $ 250,000.00 | $ 3,914,000 |
| 23-02 | New | Vehicle to support the meter replacement program | Purchase of a Transit Van equiped with tools and equipment to support the meter replacement program | $ 200,000 | V | WU | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 25-05 | New | New Vehicle - Water System Ops | New EV Truck for Team Lead and expanding operational needs | $ 85,000 | V | WU | $ - | $ 85,000 | $ - | $ - | $ - | $ - | $ 85,000 |
| | | | | | | | | | | | | | $ - |
| **Sub-Total CAMM** | | | | **$ 2,379,000** | | | **$ 525,000** | **$ 1,515,000** | **$ 774,000** | **$ 710,000** | **$ 750,000** | **$ 250,000** | **$ 3,999,000** |
| | | | | | | | | | | | | | $ - |
| **ANNUAL PROVISIONAL ITEMS** | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| 17-09 | Replacement | Emergency Main Replacement | Major main replacement under emergencies. | $ 500,000 | S | WU | $ - | $ 100,000 | $ 110,000 | $ 121,000 | $ 134,000 | $ 148,000 | $ 613,000 |
| 17-13 | New | Site Security Upgrades | Upgrading and replacement of security systems for sites as required. | $ 200,000 | S | WU | $ - | $ 40,000 | $ 44,000 | $ 49,000 | $ 54,000 | $ 60,000 | $ 247,000 |
| 17-15 | Renewal | Distribution System Improvements | Unplanned distribution system improvements or decommissioning. | $ 2,250,000 | S | WU | $ - | $ 450,000 | $ 495,000 | $ 545,000 | $ 600,000 | $ 660,000 | $ 2,750,000 |
| 17-16 | New | Hydraulic Model Yearly Update | Annual hydraulic model update and uni-directional flushing support. | $ 300,000 | S | WU | $ - | $ 65,000 | $ 72,000 | $ 80,000 | $ 88,000 | $ 97,000 | $ 402,000 |
| 21-03 | Replacement | Hydrant & Flush Replacement, Upgrades and Additions | Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing. | $ 1,379,000 | S | WU | $ - | $ 225,000 | $ 248,000 | $ 273,000 | $ 301,000 | $ 332,000 | $ 1,379,000 |
| 21-04 | Replacement | Residential Service & Meter Replacement | Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report. | $ 10,000,000 | S | WU | $ - | $ 1,800,000 | $ 1,900,000 | $ 2,000,000 | $ 2,100,000 | $ 2,200,000 | $ 10,000,000 |
| 21-05 | Replacement | Pump Station Equipment Replacements | Unplanned pump station repairs and equipment replacement | | S | WU | $ - | $ 150,000 | $ 165,000 | $ 182,000 | $ 201,000 | $ 222,000 | $ 920,000 |
| 21-06 | Replacement | SCADA Equipment Replacement | Unplanned replacement of SCADA and electrical equipment. | $ 500,000 | S | WU | $ - | $ 100,000 | $ 110,000 | $ 121,000 | $ 134,000 | $ 148,000 | $ 613,000 |

**Service #:** 2.680

**Service Name:** JDF Water Distribution

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 21-07 | Renewal | Reservoir Equipment Replacement | Replacement or repairs to components at reservoir sites. | | S | WU | $ - | $ 100,000 | $ 110,000 | $ 121,000 | $ 134,000 | $ 148,000 | $ 613,000 |
| 21-09 | Replacement | Valve Replacement | Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves. | | S | WU | $ - | $ 200,000 | $ 220,000 | $ 242,000 | $ 267,000 | $ 294,000 | $ 1,223,000 |
| | | | | | | | | | | | | | $ - |
| **Sub-Total for Annual Provisional Items** | | | | **$ 15,129,000** | | | **$ -** | **$ 3,230,000** | **$ 3,474,000** | **$ 3,734,000** | **$ 4,013,000** | **$ 4,309,000** | **$ 18,760,000** |
| | | | | | | | | | | | | | $ - |
| **DEVELOPMENT COST CHARGE (DCC)** | | | | | | | | | | | | | **$ -** |
| 16-07 | New | Update DCC Bylaw (Comprehensive Update in 2028) | Planned update of the DCC Bylaw. | $ 295,000 | S | Res | $ - | $ 30,000 | $ 30,000 | $ 30,000 | $ 200,000 | $ 30,000 | $ 320,000.00 |
| 21-01 | New | Sooke Henlyn Supply & Distribution Mains | Construction of water mains based upon development predictions from the Helgesen Pump Station westwards. | $ 1,000,000 | S | Res | $ 1,000,000 | $ 1,000,000 | $ - | $ - | $ - | $ - | $ 1,000,000.00 |
| 25-02 | New | Throup Road Watermain Installation | Future budget to install new watermain along Throup Road when District of Sooke completes connector road. | $ 900,000 | S | Res | $ - | $ 50,000 | $ 850,000 | $ - | $ - | $ - | $ 900,000.00 |
| 25-03 | New | VMP Pump Upgrades | The increased required capacity at the VMP pump station is driven by the high growth demands expected in the HGL 172 m zone. | $ 435,000 | S | Res | $ - | $ 435,000 | $ - | $ - | $ - | $ - | $ 435,000.00 |
| 25-04 | New | Center Mountain | CRD project administation fee as calculated in the 2024 DCC program update | $ 385,000 | S | Res | $ - | $ 77,000 | $ 77,000 | $ 77,000 | $ 77,000 | $ 77,000 | $ 385,000.00 |
| | | | | | | | | | | | | | $ - |
| **Sub-Total for Development Cost Charges (DCC)** | | | | **$ 2,630,000** | | | **$ 1,000,000** | **$ 1,592,000** | **$ 957,000** | **$ 107,000** | **$ 277,000** | **$ 107,000** | **$ 3,040,000.00** |
| | | | | | | | | | | | | | $ - |
| | | | **GRAND TOTAL** | **$ 191,908,000** | | | **$ 8,010,000** | **$ 22,053,000** | **$ 14,335,000** | **$ 15,141,000** | **$ 10,540,000** | **$ 11,516,000** | **$ 73,585,000** |
| | | | | | | | | | | | | | $ - |

| Service: | 2.680 | JDF Water Distribution |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 16-03 | **Capital Project Title** | Asset Management Plan | **Capital Project Description** | Combine past studies to plan out future capital expenditures. |
| **Project Rationale** | Asset Management Planning necessary to effectively manage asset life cycles and plan for future improvement works. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-14 | **Capital Project Title** | Fire Storage Analysis | **Capital Project Description** | Assess and update the fire flow upgrade program to inform future capital works. |
| **Project Rationale** | Assessing fire storage in the JDF system to inform future capital improvements. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | Water Meter Strategic Plan | **Capital Project Description** | Review of the exisiting meter program and strategic planning including replacement vs repair cost benefit analysis, review of meter technologies, implementation phasing and short term and long term planning. |
| **Project Rationale** | Review of the exisiting meter program and strategic planning including replacement vs repair cost benefit analysis, review of meter technologies, implementation phasing and short term and long term planning. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 16-05 | **Capital Project Title** | Comprehensive Pump Station Upgrades | **Capital Project Description** | Continue pump station condition assessments, plan and carry out upgrades. |
| **Project Rationale** | A previous capital project was completed by Delcan Corp. in 2012 which assessed each existing pump station and identified building deficiencies. Funds in 2024/2025 are for design of and construction of the Coppermine PS. Subsequently, Bear Mountain PS #1 will be assessed or the prioritization changed based on finalization of the Asset Management Plan (Capital Project # 16-03). | | | | |

| Service: | 2.680 | JDF Water Distribution |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 18-03 | JDF Site Decommissioning Program | Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional |

**Project Rationale** Numerous pump station and PRV facilities have been made redundant or have been decommissioned within the JDF system. Sites have been identified as part of the annual provisional project and funds are required to decomission of the sites and then demolish them. In 2021 the Treanor pump station demolition was carried out. The Townsview PS and Tank are under review for further decommissioning.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 18-06 | Post Disaster Emergency Water Distribution | Determine and supply response equipment for disaster response. |

**Project Rationale** Proposed work includes developing a response plan to disasters to the Juan de Fuca water supply or distribution system. Funds are required to procure equipment and carry out works developed the in 2018 plan in conjunction with the Regional Water Supply disaster response Plan.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 20-03 | AC Pipe Replacement Program | Replacement of aging asbestos cement pipe year over year as outlined in the May 2023 staff report. Replacement is expected to be phased until 2055 to replace all AC pipe in the distribution network. |

**Project Rationale** Asbestos Watermains within the JDF Water Distribution network are approaching end of life and becoming more prone to failure. Asset replacement prioritization is based on a number of factors, such as age, criticality, leak history, coordination with other municipal projects and synergies with development activities. As identified most recently in the May 2023 Staff Report, this AC Replacement Program is anticipated to continue until all AC pipe in the distribution system has been replaced. Current target deadline for complete replacement is 2055.

| Service: | 2.680 | JDF Water Distribution |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-02 | **Capital Project Title** | Sooke Road W/M Replacement - VMP to Jacklin | **Capital Project Description** | Replacement of aged, large diameter water main and smaller diameter AC from Jacklin Rd to VMP. 1,100m of 600mm Pipe - VMP to Jacklin as well as the asbestos cement distribution main along the same alignment. |
| **Project Rationale** | According to corrosion assessment, a 2.2 kilometre section of an existing steel pipe along Sooke Road and Allendale Road (between Wishart to Jacklin) was unprotected and in need of replacement. In 2014, the design of both phases of the water main was completed by a consultant and construction of the main from Wishart to VMP was completed by CRD resources. The remaining 1.1km of 600mm steel pipe from Jacklin to Veterans Memorial Parkway still requires replacement and upgrades should also include replacement of the Asbestos Cement Pipe along this alignment. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-13 | **Capital Project Title** | SCADA Master Plan Update & Upgrades | **Capital Project Description** | Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure. |
| **Project Rationale** | The SCADA and radio system utilized by JDF Water System comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Regional Water Supply and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-02 | **Capital Project Title** | Microwave Radio Upgrades | **Capital Project Description** | Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure |
| **Project Rationale** | Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-02 | **Capital Project Title** | Hwy 14 Watermain Relocation | **Capital Project Description** | Relocation of CRD watermain in MOTI right of way. Project work to be bundled within MOTI's project. |
| **Project Rationale** | Schedule of project delivery is dictated by Ministry of Transportation project delivery. | | | | |

| Service: | 2.680 | JDF Water Distribution |
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|---|---|---|---|---|---|
| **Project Number** | 25-06 | **Capital Project Title** | Large Meters & Pressure Control Stations Replacement Program | **Capital Project Description** | Ongoing program to upgrade billing meters and pressure control stations, including chambers as required. |
| **Project Rationale** | This is an ongoing term program for the continued replacement of obsolete and worn out large (typically greater than 2" diameter) meters, adding new meters and upgrading meter vaults as well as for the ongoing replacement of Pressure Control Stations. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 16-06 | **Capital Project Title** | Vehicle & equipment replacement (funding from replacement fund) | **Capital Project Description** | Vehicle and equipment replacement. |
| **Project Rationale** | This is for the replacement of vehicles and equipment used by CRD Integrated Water Services for the day-to-day operation and maintenance of the Juan De Fuca distribution system. These replacements are funded from the Juan De Fuca Vehicle and Equipment Replacement Fund. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-02 | **Capital Project Title** | Vehicle to support the meter replacement program | **Capital Project Description** | Purchase of a Transit Van equiped with tools and equipment to support the meter replacement program |
| **Project Rationale** | Purchase of a Transit Van equiped with tools and equipment to support the meter replacement program | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-05 | **Capital Project Title** | New Vehicle - Water System Ops | **Capital Project Description** | New EV Truck for Team Lead and expanding operational needs |
| **Project Rationale** | New EV Trucks for Team Lead and expanding operational needs. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-09 | **Capital Project Title** | Emergency Main Replacement | **Capital Project Description** | Major main replacement under emergencies. |
| **Project Rationale** | This item is to fund the costs of responding to emergency major main breaks and conducting replacements. | | | | |

| Service: | 2.680 | JDF Water Distribution |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-13 | **Capital Project Title** | Site Security Upgrades | **Capital Project Description** | Upgrading and replacement of security systems for sites as required. |
| **Project Rationale** | This is an annual allowance for upgrading and maintaining equipment, security and control systems at distribution facilities such as pump stations, PRV chambers and reservoirs. Items such as access hatches, fencing, etc., will be modified to provide a larger degree of security. | | | | |

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|---|---|---|---|---|---|
| **Project Number** | 17-15 | **Capital Project Title** | Distribution System Improvements | **Capital Project Description** | Unplanned distribution system improvements or decommissioning. |
| **Project Rationale** | Historically, opportunities to complete work arise during the year which were not specifically identified and budgeted. This item typically relates to coordinating work programs (i.e. JDF water main replacements and municipal paving programs) with the municipalities or development and taking advantage of opportunities during the year that were not specifically identified. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-16 | **Capital Project Title** | Hydraulic Model Yearly Update | **Capital Project Description** | Annual hydraulic model update and uni-directional flushing support. |
| **Project Rationale** | This item is required to input the pipes installed that year into the hydraulic computer model, followed by calibration and testing in order to keep the model up to date for design and planning purposes. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-03 | **Capital Project Title** | Hydrant & Flush Replacement, Upgrades and Additions | **Capital Project Description** | Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing. |
| **Project Rationale** | This is an annual provision for replacing old and outdated hydrants, flushes and associated works and access, as well as adding new hydrants to the system where requested by the municipalities or fire departments. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-04 | **Capital Project Title** | Residential Service & Meter Replacement | **Capital Project Description** | Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report. |
| **Project Rationale** | This is an annual provision for replacing failed residential services and meters, as well as proactively replacing services and meters in areas with historically large number of breaks. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-05 | **Capital Project Title** | Pump Station Equipment Replacements | **Capital Project Description** | Unplanned pump station repairs and equipment replacement |
| **Project Rationale** | This is an annual provision for unplanned pump station repairs and equipment replacement. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-06 | **Capital Project Title** | SCADA Equipment Replacement | **Capital Project Description** | Unplanned replacement of SCADA and electrical equipment. |
| **Project Rationale** | This is an annual provision for unplanned SCADA and electrical equipment replacement. | | | | |

| Service: | 2.680 | JDF Water Distribution |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-07 | **Capital Project Title** | Reservoir Equipment Replacement | **Capital Project Description** | Replacement or repairs to components at reservoir sites. |
| **Project Rationale** | This is an annual provisional for unplanned replacement of equipment, such as safety devices and mechanical fittings, at reservoir sites. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-09 | **Capital Project Title** | Valve Replacement | **Capital Project Description** | Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves. |
| **Project Rationale** | This is an annual provisional for unplanned replacement of valves, including air valves and check valves. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 16-07 | **Capital Project Title** | Update DCC Bylaw (Comprehensive Update in 2028) | **Capital Project Description** | Planned update of the DCC Bylaw. |
| **Project Rationale** | This is a provisional item to cover questions that arise and referred to our consultants for advice. Every 5 years a comprehensive update is required and the previous DCC update. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-01 | **Capital Project Title** | Sooke Henlyn Supply & Distribution Mains | **Capital Project Description** | Construction of water mains based upon development predictions from the Helgesen Pump Station westwards. |
| **Project Rationale** | Construction of water mains based upon development predictions from the Helgesen Pump Station westwards. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-02 | **Capital Project Title** | Throup Road Watermain Installation | **Capital Project Description** | Future budget to install new watermain along Throup Road when District of Sooke completes connector road. |
| **Project Rationale** | Budget allocated for future collaboration works to align with Sooke's Throup Road connector project. Schedule to be driven by District of Sooke project. | | | | |

| Service: | 2.680 | JDF Water Distribution |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-03 | **Capital Project Title** | VMP Pump Upgrades | **Capital Project Description** | The increased required capacity at the VMP pump station is driven by the high growth demands expected in the HGL 172 m zone. |

**Project Rationale** This project is to supply the 4th required pump to maximum the existing VMP station's capacity. The VMP pump station pumps out of zone HGL 116m to the Fulton Reservoir and services zone HGL 172m. The current firm capacity of the VMP pump station is 85 L/s, and the future firm capacity is 140 L/s (with proposed additional pump upgrade). An additional, separate, project for a new pump staiton (Pump Station 10) will still be required even with the pump upgrade at VMP to support the modeled required future pumped capacity of 243L/s (140L/s at full build out VMP and another 143L/s at new Pump Station 10). Overall, the increased required capacity at the VMP pump station and a future "new" Pump Station 10 is driven by the high growth demands expected in the HGL 172 m zone.

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-04 | **Capital Project Title** | Center Mountain | **Capital Project Description** | CRD project administation fee as calculated in the 2024 DCC program update |

**Project Rationale** CRD project management for construction of watermains, pump stations and reservoir being delivered by development community.

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 2.670/2.680 Regional Water Supply & JDF Wate | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $250,000 | $80,000 | $200,000 | $80,000 | $80,000 | $690,000 |
| Equipment | | $380,000 | $1,180,000 | $435,000 | $450,000 | $431,000 | $425,000 | $2,921,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $50,000 | $30,000 | $20,000 | $20,000 | $20,000 | $140,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$380,000** | **$1,480,000** | **$545,000** | **$670,000** | **$531,000** | **$525,000** | **$3,751,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $380,000 | $1,480,000 | $545,000 | $670,000 | $531,000 | $525,000 | $3,751,000 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$380,000** | **$1,480,000** | **$545,000** | **$670,000** | **$531,000** | **$525,000** | **$3,751,000** |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 2.670/2.680

**Service Name:** Regional Water Supply & JDF Water Distribution Combo

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| **SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION** | | | | | | | | | | | | | $ - |
| 16-01 | Renewal | Upgrades to Buildings at 479 Island Highway | Maintenance and changes to buildings, office layouts, meeting rooms, yard improvements, lab improvements and technology upgrades. | $ 1,330,000 | B | WU | $ - | $ 250,000 | $ 80,000 | $ 200,000 | $ 80,000 | $ 80,000 | $ 690,000 |
| 17-01 | Renewal | Voice Radio Upgrade | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios. | $ 2,125,000 | E | WU | $ 380,000 | $ 430,000 | $ - | $ - | | $ - | $ 430,000 |
| 24-01 | Replacement | IT Core Infrastructure Replacement | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life | $ 250,000 | E | WU | | $ 125,000 | $ 10,000 | $ 25,000 | $ 6,000 | $ - | $ 166,000 |
| 25-XX | Replacement | Laboratory Upgrades | Improvements to water quality lab facilities | $ 200,000 | E | WU | $ - | $ 200,000.00 | | | | | $ 200,000.00 |
| | | | | | | | | | | | | | $ - |
| **Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution** | | | | **$ 3,705,000** | | | | **$ 1,005,000** | **$ 90,000** | **$ 225,000** | **$ 86,000** | **$ 80,000** | **$ 1,486,000** |
| | | | | | | | | | | | | | $ - |
| **ANNUAL PROVISIONAL CAPITAL ITEMS** | | | | | | | | | | | | | $ - |
| 17-03 | Replacement | Office Equipment, Upgrades and Replacements | Upgrade and replacement of office equipment as required. | $ 450,000 | E | WU | $ - | $ 90,000 | $ 90,000 | $ 90,000 | $ 90,000 | $ 90,000 | $ 450,000 |
| 17-04 | Replacement | Computer Upgrades | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required. | $ 950,000 | E | WU | $ - | $ 190,000 | $ 190,000 | $ 190,000 | $ 190,000 | $ 190,000 | $ 950,000 |
| 17-05 | New | Development of the Maintenance Management Systems | Develop maintenance management system. | $ 150,000 | E | WU | $ - | $ 30,000 | $ 30,000 | $ 30,000 | $ 30,000 | $ 30,000 | $ 150,000 |
| 17-06 | Replacement | Small Equipment & Tool Replacement (Water Operations) | Replacement of tools and small equipment for Water Operations as required. | $ 500,000 | E | WU | $ - | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 500,000 |
| 17-07 | Replacement | Small Equipment & Tool Replacement (Corporate Fleet) | Replacement of tools and small equipment for Fleet as required. | $ 85,000 | E | WU | $ - | $ 15,000 | $ 15,000 | $ 15,000 | $ 15,000 | $ 15,000 | $ 75,000 |
| 24-02 | Study | Capital Projects Delivery Optimization | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects. | $ 160,000 | S | WU | $ - | $ 50,000 | $ 30,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 140,000 |
| | | | | | | | | | | | | | $ - |
| **Sub-Total for Annual Provisional Capital Items** | | | | **$ 2,295,000** | | | | **$ 475,000** | **$ 455,000** | **$ 445,000** | **$ 445,000** | **$ 445,000** | **$ 2,265,000** |
| **x** | | | **GRAND TOTAL** | **$ 6,000,000** | | | | **$ 1,480,000** | **$ 545,000** | **$ 670,000** | **$ 531,000** | **$ 525,000** | **$ 3,751,000** |
| | | | | | | | | | | | | | $ - |

| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 16-01 | **Capital Project Title** | Upgrades to Buildings at 479 Island Highway | **Capital Project Description** | Maintenance and changes to buildings, office layouts, meeting rooms, yard improvements, lab improvements and technology upgrades. |

**Project Rationale** The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway, including:
- Improvements,Repairs, upgrades and changes to the buildings
- Painting of the buildings
- Repair and replacement of carpets, floors and walls
- Climate Action initiatives and feasibility studies
- Improvements to Meeting Rooms, including technology upgrades

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-01 | **Capital Project Title** | Voice Radio Upgrade | **Capital Project Description** | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios. |

**Project Rationale** Service Life and projected replacement:
- The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.
- The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.
- Support for repairs and maintenance of the present radio will continue for the next 3 years at least.
- There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 20-01 | **Capital Project Title** | #N/A | **Capital Project Description** | #N/A |

**Project Rationale** The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station with a generator is required to maintain the level of service. Portable PS was delivered in 2023 but some deficiencies, including the associated generator remain and may carry into 2024 to fully address.

| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-03 | **Capital Project Title** | Office Equipment, Upgrades and Replacements | **Capital Project Description** | Upgrade and replacement of office equipment as required. |

**Project Rationale** Funds will be used for the replacement and upgrading of office equipment and furniture, as required.

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-04 | **Capital Project Title** | Computer Upgrades | **Capital Project Description** | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required. |

**Project Rationale** This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from $160,000 to $170,000 annually to reflect actual costs.

Capital Budget
Network Switch Maintenance $10,000
Additional Wireless Access Points and Maintenance $15,000
Photocopier Replacement $20,000
Additional Data Storage $15,000
Replacement Computers $75,000
Equipment Maintenance (contingency) $23,000
Replace Access Control System - Gates/ Video Cameras $12,000
Total Capital $170,000

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-05 | **Capital Project Title** | Development of the Maintenance Management Systems | **Capital Project Description** | Develop maintenance management system. |

**Project Rationale** The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS.

| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-06 | **Capital Project Title** | Small Equipment & Tool Replacement (Water Operations) | **Capital Project Description** | Replacement of tools and small equipment for Water Operations as required. |
| **Project Rationale** | Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills,plasma cutter, wire welder, etc. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 17-07 | **Capital Project Title** | Small Equipment & Tool Replacement (Corporate Fleet) | **Capital Project Description** | Replacement of tools and small equipment for Fleet as required. |
| **Project Rationale** | Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-01 | **Capital Project Title** | IT Core Infrastructure Replacement | **Capital Project Description** | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life |
| **Project Rationale** | Ongoing end of life replacement program for IT Core Infrastructure, including servers, network switches, UPS', and other equipment. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-02 | **Capital Project Title** | Capital Projects Delivery Optimization | **Capital Project Description** | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects. |
| **Project Rationale** | Ongoing program for small scale optimization of project delivery methods and tools. | | | | |

**2.680 Juan de Fuca Water Distribution**
**Summary Schedule**
**2025 - 2029 Financial Plan**

## Asset Profile

**Juan de Fuca Water Distribution**

Juan de Fuca assets include lands, office buildings, pump stations, pipe lines, meters, equipment, vehicles and other infrastructure.

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| DCC Reserve Account | 16,421,235 | 17,829,235 | 19,872,235 | 22,765,235 | 25,488,235 | 28,381,235 |
| Equipment Replacement Fund | 704,757 | 150,821 | 112,717 | 137,409 | 136,664 | 569,654 |
| **Total** | **17,203,598** | **18,057,664** | **20,062,562** | **22,980,256** | **25,702,513** | **29,028,505** |

**2.680 Juan de Fuca Water Distribution**
**Development Cost Charges**
**2025 - 2029 Financial Plan**

## Development Cost Charges Reserve Schedule

**Reserve Fund:** Development Cost Charges for Juan de Fuca Water Distribution (Bylaw # 2758)

| **Fund: 1055 Fund Center: 101532** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 13,141,235 | 16,421,235 | 17,829,235 | 19,872,235 | 22,765,235 | 25,488,235 |
| **Transfer to Cap Fund to fund DCC projects** | (20,000) | (1,592,000) | (957,000) | (107,000) | (277,000) | (107,000) |
| **Payment of P&I on LA 3164** | - | - | | - | - | - |
| **Payment of DCC liability** | - | | | | | |
| **DCC's received From Member Municipalities** | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 |
| **Interest Income*** | 300,000 | | | | | |
| **Ending Balance $** | **16,421,235** | **17,829,235** | **19,872,235** | **22,765,235** | **25,488,235** | **28,381,235** |

General Comments:
Development Cost Charges Reserve Funds for Juan de Fuca Water Distribution was adopted in year 2000 for the purpose of providing funds for the capital costs of water facilities in the service areas.

These Reserve funds are received from Member Municipalities as Development Cost Charges (DCC's) to provide for the capital costs attributable to water sytem capacity improvements projects specified in the DCC capital expenditure program. Municipalities collect these DCC charges through building permits that are issued to developers for subdivision development.

Future years DCC's received from member municipalities are difficult to predict, due to unknown development activity in the Municipalities, influenced by market conditions. Estimates based on recent annual collections of DCCs, and the cyclical nature of property development.

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

**2.680 Juan de Fuca Water Distribution**
**Equipment Replacement Reserve**
**2025 - 2029 Financial Plan**

## Equipment Replacement Reserve Schedule

**Reserve Fund:** Juan de Fuca Distribution Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

| **Fund: 1022 Fund Center: 101630** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 596,250 | 704,757 | 150,821 | 112,717 | 137,409 | 136,664 |
| **Equipment purchases (Based on Capital Plan)** | (640,000) | (1,430,000) | (774,000) | (710,000) | (750,000) | (250,000) |
| **Transfer from Operating Budget** | 647,507 | 661,564 | 619,796 | 628,192 | 636,755 | 645,490 |
| **Proceeds on disposals** | 96,000 | 214,500 | 116,100 | 106,500 | 112,500 | 37,500 |
| **Interest Income*** | 5,000 | | | | | |
| **Ending Balance $** | **704,757** | **150,821** | **112,717** | **137,409** | **136,664** | **569,654** |

General Comments:
Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Florence Lake Water System

## COMMITTEE OF THE WHOLE

October 2024

**Service: 2.681 Florence Lake Water System** **Commission: Juan De Fuca Water Distribution**

**DEFINITION:**

Florence Lake Water System is a water distribution local service of the regional district.
Establishment Bylaw No. 4393, July 14, 2021

**SERVICE DESCRIPTION:**

The service is established for the purpose of upgrading the existing Florence Lake Water System, the operation of a water utility, and assuming responsibility for the administration, operation, and maintenance of the infrastructure providing water to the residences of Savory Road, Langford BC, in the area formerly known as the Florence Lake Improvement District.

**PARTICIPATION:**

Only the City of Langford includes a participating area for this service

**MAXIMUM LEVY:**

Greater of $75,000 or $6.3298 per $1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

| | | | |
|---|---|---|---|
| Authorized: | LA Bylaw No. 4394 Florence Lake Water System | 2021 | $300,000 |
| Borrowed: | | 2023 | $204,000 |
| Remaining: | | | $96,000 |

**COMMISSION:**

Juan De Fuca Water Distribution

**FUNDING:**

Parcel Tax

**RESERVE FUND:**

N/A

| 2.681 - Florence Lake Water System | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| **DEBT SERVICING** | | | | | | | | | | |
| Debt Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| Accrued Debt Charges | - | - | - | - | - | - | - | - | - | - |
| MFA Principal Payment | 10,572 | 10,572 | 10,572 | - | - | 10,572 | 10,572 | 10,572 | 10,572 | 10,572 |
| MFA Interest Payment | 8,466 | 8,466 | 8,466 | - | - | 8,466 | 8,466 | 8,466 | 8,466 | 8,466 |
| Interest income | | (153) | | | | | | | | |
| Deficit (Surplus) carryforward | (7,288) | (7,135) | - | | | - | - | | | |
| Grant in Lieu | (37) | (37) | (37) | | | (37) | (37) | (37) | (37) | (37) |
| **TOTAL DEBT** | **11,713** | **11,713** | **19,001** | **-** | **-** | **19,001** | **19,001** | **19,001** | **19,001** | **19,001** |
| **REQUISITION - PARCEL TAX** | **11,713** | **11,713** | **19,001** | **-** | **-** | **19,001** | **19,001** | **19,001** | **19,001** | **19,001** |
| Percentage increase over prior year Requisition | | | 62.2% | | | 62.2% | 0.0% | 0.0% | 0.0% | 0.0% |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Seagirt Water System

## COMMITTEE OF THE WHOLE

October 2024

**Service: 2.682 Seagirt Water System** **Commission: Juan De Fuca Water Distribution**

**DEFINITION:**

Seagirt Water System is a water distribution local service of the regional district.
The establishment and operation of Seagirt Water System is done by Bylaw No. 4487, December 14, 2022

**SERVICE DESCRIPTION:**

The service is established for the purpose of upgrading the existing Seagirt Water System, the operation of a water utility, and assuming responsibility for the administration, operation, and maintenance of the infrastructure providing water to the residences of the area formerly known as the Seagirt Waterworks District.

**PARTICIPATION:**

Juan de Fuca Electoral Area

**MAXIMUM LEVY:**

Greater of $320,000 or $3.4824 per $1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

| | | |
|---|---|---|
| Authorized: LA Bylaw No. 4488 Seagirt Water System | 2022 | $2,100,000 |

**COMMISSION:**

Juan De Fuca Water Distribution

**FUNDING:**

Parcel Tax

**RESERVE FUND:**

N/A

| Program Group:<br>**CRD - Seagirt Water System**<br>***- $2.35M Water System Upgrade*** | **2024** | | **BUDGET REQUEST** | | | | **FUTURE PROJECTIONS** | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | **2025** | | | | | | | |
| | **BOARD BUDGET** | **ESTIMATED ACTUAL** | **CORE BUDGET** | **ONGOING** | **ONE-TIME** | **TOTAL** | **2026** | **2027** | **2028** | **2029** |
| DEBT | | | | | | | | | | |
| Advertising | | | | | | | | | | |
| Debt Reserve Fund | 20,000 | - | 20,000 | - | - | 20,000 | - | - | - | - |
| MFA Principal Payment | - | - | - | - | - | - | 58,552 | 58,552 | 58,552 | 58,552 |
| MFA Interest Payment | 94,767 | 55,020 | 94,767 | - | - | 94,767 | 88,000 | 88,000 | 88,000 | 88,000 |
| Transfer to Capital Fund | | 59,747 | - | | | - | - | - | | |
| **TOTAL DEBT** | **114,767** | **114,767** | **114,767** | **-** | **-** | **114,767** | **146,552** | **146,552** | **146,552** | **146,552** |
| **REQUISITION - PARCEL TAX** | **(114,767)** | **(114,767)** | **(114,767)** | **-** | **-** | **(114,767)** | **(146,552)** | **(146,552)** | **(146,552)** | **(146,552)** |
| Percentage increase over prior year Requisition | | | | | | 0.0% | 27.7% | 0.0% | 0.0% | 0.0% |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

## Core Area Wastewater - Combined View

## COMMITTEE OF THE WHOLE

October 2024

**Change in Budget 2024 to 2025**

| **Service: 3.717 & 3.798C Core Area Wastewater** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **55,267,326** | |
| **Operation Changes:** | | |
| Allocation - IWS Operations | 335,974 | Labour charge-out rate increased, primarily due to salary benefits increases resulting from a collective agreement |
| | 145,262 | Asset Management allocation transferred from Corporate to IWS |
| | 82,478 | 2025 IBC 2b-2.3 Systems Maintenance Technologist |
| | 5,406 | SharePoint transition |
| Allocation - Standard Overhead | 238,249 | Allocation based on the percentage of the prior year's budget and the budgeted cost for 2025 |
| Allocation - Other | 202,000 | 2025 IBC 1b-4.2 Innovative Work Unit to support Biosolids Management Strategy |
| | 183,157 | Inflationary increases for Enviro Monitoring & Marine Protection, Infrastructure Engineering, Facilities Management |
| RTF Operations and Biotreatment and Disposal | 300,000 | Additional legal cost |
| | (640,759) | A significant reduction due to align with the biosolids strategy commitement |
| | 174,150 | Inflation increase |
| Operating - Other | 500,000 | One-time and ongoing cleaning backwash tank |
| | 305,310 | Recognize growing insurance premiums |
| | 70,000 | Annual host community impact to the Township of Esquimalt |
| | 48,385 | Inflationary increases for equipment contract services and other ongoing expenses |
| Repairs & Maintenance | 439,127 | Increase in cyclical maintenance cost due to inspection, maintenance and replacement of equipment |
| Electricity & Utilities | 37,637 | Inflationary increases |
| Supplies - Chemical & Other | 478,120 | A 15% increase on chemical increase |
| Reserve Transfers | 100,000 | Restore the planned contribution amounts |
| **Capital/ Debt Changes:** | | |
| Transfer to Capital Reserve | 504,041 | Restore the annual capital reserve contribution amount to its original plan |
| CAWW Debt | 1,750,877 | Increase debt servicing cost as some debt funded capital projects transition from planning stage to the construction phrase |
| Other | 167,124 | Interest expense and debt reserve contribution increase |
| Total Other Changes | 5,426,538 | |
| **2025 Budget** | **60,693,864** | |
| *% expense increase from 2024:* | ***9.8%*** | *Requisition funding is 96.3% of combined service revenue* |
| *% Requisition increase from 2024 (if applicable):* | ***9.4%*** | |

**Overall 2025 Budget Performance**
(expected variance to budget and surplus treatment)

*3.717 - Core Area Wastewater Operations*
*'A deficit of $800,000 (2.29%) is forecasted due to overspending on wastesludge disposal. The variance will be covered by Operating Reserve Fund*

*3.798C - Debt - Core Area Wastewater Capital*
*Breakeven*

| 3.717 & 3.798C - Core Area Wastewater Combined Summary | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| 3.717 - OPERATING COSTS: | | | | | | | | | | |
| Allocation - IWS Operations | 7,348,647 | 7,348,647 | 7,829,883 | 82,478 | 5,406 | 7,917,767 | 8,104,893 | 8,262,326 | 8,428,431 | 8,597,878 |
| Allocation - Overhead | 2,441,121 | 2,441,121 | 2,679,370 | - | - | 2,679,370 | 2,759,752 | 2,814,947 | 2,871,246 | 2,928,670 |
| Allocation - EPRO, Engineer | 4,711,501 | 4,711,501 | 4,894,658 | 202,000 | - | 5,096,658 | 5,204,906 | 5,314,665 | 5,426,692 | 5,541,052 |
| RTF Operations and Biotreatment and Disposal | 7,646,376 | 8,634,181 | 7,479,767 | - | - | 7,479,767 | 7,323,363 | 7,469,829 | 7,619,226 | 7,771,611 |
| Operating - Other | 2,284,275 | 2,237,883 | 2,637,970 | 220,000 | 350,000 | 3,207,970 | 3,340,459 | 3,482,429 | 3,634,712 | 3,798,347 |
| Repairs & Maintenance | 1,264,873 | 1,135,000 | 1,269,000 | - | 435,000 | 1,704,000 | 1,493,980 | 2,004,250 | 1,602,920 | 2,192,972 |
| Electricity & Utilities | 3,436,258 | 3,321,258 | 3,473,895 | - | - | 3,473,895 | 3,543,373 | 3,614,238 | 3,686,516 | 3,760,243 |
| Supplies - Chemical & Other | 4,359,080 | 4,446,080 | 4,837,200 | - | - | 4,837,200 | 4,933,940 | 5,032,620 | 5,133,280 | 5,235,940 |
| **TOTAL OPERATING COSTS** | **33,492,131** | **34,275,671** | **35,101,743** | **504,478** | **790,406** | **36,396,627** | **36,704,666** | **37,995,304** | **38,403,024** | **39,826,713** |
| *Percentage Increase over prior year | 29,635,016 | 2.34% | 4.81% | 1.51% | 2.36% | 8.67% | 0.85% | 3.52% | 1.07% | 3.71% |
| 3.717 - RESERVE: | | | | | | | | | | |
| Transfer to Operating Reserve | 700,000 | 700,000 | 700,000 | - | - | 700,000 | 900,000 | 900,000 | 1,000,000 | 1,000,000 |
| Transfer to Equipment Replacement Fund | - | - | 100,000 | - | - | 100,000 | 400,000 | 500,000 | 600,000 | 600,000 |
| 3.798C - CAPITAL OBLIGATION | | | | | | | | | | |
| Transfer to RTF Capital | 5,529,745 | 5,529,745 | 5,529,745 | - | - | 5,529,745 | 5,529,745 | 5,529,745 | 5,529,745 | 5,529,745 |
| 3.798C - RESERVE: | | | | | | | | | | |
| Transfer to Capital Replacement Reserve | 1,617,078 | 1,617,078 | 2,121,119 | - | - | 2,121,119 | 3,121,119 | 3,121,119 | 4,121,119 | 5,521,119 |
| Transfer to WTP Debt Retirement Reserve | 5,346,360 | 5,346,360 | 5,418,160 | - | - | 5,418,160 | 5,489,960 | 5,561,760 | 5,633,560 | 5,994,778 |
| **TOTAL CAPITAL / RESERVES** | **13,193,183** | **13,193,183** | **13,869,024** | **-** | **-** | **13,869,024** | **15,440,824** | **15,612,624** | **16,884,424** | **18,645,642** |
| CAWTP Debt | 6,698,640 | 6,782,582 | 6,722,164 | - | - | 6,722,164 | 6,640,040 | 6,568,240 | 6,496,440 | 4,735,222 |
| CAWW Debt | 1,711,709 | 1,627,678 | 3,457,939 | - | - | 3,457,939 | 4,661,985 | 5,918,164 | 6,959,381 | 8,190,010 |
| 3.798C - Total Debt Expenditures | 8,410,349 | 8,410,260 | 10,180,103 | - | - | 10,180,103 | 11,302,025 | 12,486,404 | 13,455,821 | 12,925,232 |
| MFA Debt Reserve | 171,663 | 171,663 | 248,110 | - | - | 248,110 | 104,860 | 135,110 | 149,360 | 60,860 |
| Debt Repayment | | | | | | | | | 10,283,553 | 41,134,212 |
| **TOTAL COSTS** | **55,267,326** | **56,050,777** | **59,398,980** | **504,478** | **790,406** | **60,693,864** | **63,552,375** | **66,229,442** | **79,176,181** | **112,592,659** |
| *Percentage Increase over prior year | | 1.42% | 7.48% | 0.91% | 1.43% | 9.82% | 4.71% | 4.21% | 19.55% | 42.21% |
| Internal Recoveries | (212,240) | (212,240) | (216,480) | - | - | (216,480) | (216,480) | (220,810) | (225,226) | (229,731) |
| **TOTAL COSTS LESS INTERNAL RECOVERIES** | 55,055,086 | 55,838,537 | 59,182,500 | 504,478 | 790,406 | 60,477,384 | 63,335,895 | 66,008,632 | 78,950,955 | 112,362,928 |
| *Percentage Increase over prior year | | 1.42% | | | | | | | | |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| Surplus Balance carry forward | - | - | - | - | - | - | - | - | - | - |
| Transfer from Own funds | - | - | - | - | - | - | - | - | (10,283,553) | (41,134,212) |
| Grants in Lieu of Taxes | (1,367,105) | (1,367,016) | (1,367,017) | - | - | (1,367,017) | (1,318,010) | (1,318,010) | (1,318,010) | (1,318,010) |
| Transfer from Operating Reserve | (420,849) | (420,849) | - | (70,000) | (790,406) | (860,406) | (150,000) | (365,000) | (95,000) | (640,000) |
| Revenue - Other | (20,870) | (20,870) | (20,870) | - | - | (20,870) | (20,870) | (20,870) | (20,870) | (20,870) |
| TOTAL REVENUE | **(1,808,824)** | **(1,808,735)** | **(1,387,887)** | **(70,000)** | **(790,406)** | **(2,248,293)** | **(1,488,880)** | **(1,703,880)** | **(11,717,433)** | **(43,113,092)** |
| **REQUISITION** | **(53,246,262)** | **(54,029,802)** | **(57,794,613)** | **(434,478)** | **-** | **(58,229,091)** | **(61,847,015)** | **(64,304,752)** | **(67,233,523)** | **(69,249,836)** |
| *Percentage increase over prior year | | 1.47% | 8.54% | 0.82% | 0.00% | 9.36% | 6.21% | 3.97% | 4.55% | 3.00% |
| PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford | | | | | | | | | | |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

## Core Area Wastewater Operations

### COMMITTEE OF THE WHOLE

October 2024

**Service: 3.717 Core Area Wastewater Operations** **Committee: Core Area Liquid Waste Management**

**DEFINITION:**

Provision of sewage treatment and disposal through treatment plant facilities and outfalls for member participants.

**SERVICE DESCRIPTION:**

This program is for the provision of sub-regional wastewater collection and treatment in the Core Area and Western Communities. Although the largest component of the program budget is for the operation and maintenance of the McLoughlin Point Wastewater Treatment and Residuals Treatment Plants and conveyance systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

**PARTICIPATION:**

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

See Debt Budget 3.798C

**FUNDING:**

Requisition

**RESERVE FUND:**

Operating Reserve Fund
Equipment Replacement Reserve Fund

**Service: 3.717 Core Area Wastewater Operations** **Committee: Core Area Liquid Waste Management**

## COST SHARING ALLOCATION - ANNUAL WASTEWATER FLOWS

| | 2021 | 2022 | 2023 | 2024 | 2025 |
|---|---|---|---|---|---|
| Colwood | 3.72% | 3.38% | 3.30% | 3.74% | |
| Esquimalt | 6.64% | 6.75% | 6.71% | 6.36% | |
| Langford | 8.65% | 9.61% | 10.10% | 11.63% | |
| Oak Bay | 9.24% | 8.83% | 9.91% | 8.30% | |
| Saanich | 29.11% | 29.57% | 28.06% | 28.62% | |
| Victoria | 38.88% | 38.39% | 38.40% | 37.50% | |
| View Royal | 2.61% | 2.36% | 2.30% | 2.61% | |
| Esquimalt Nation | 0.08% | 0.08% | 0.08% | 0.08% | |
| Songhees Nation | 0.67% | 0.70% | 0.74% | 0.74% | |
| D.N.D. | 0.40% | 0.33% | 0.40% | 0.42% | |
| | **100%** | **100%** | **100%** | **100%** | **0%** |

**Bylaw 4304**

| Change in Budget 2024 to 2025<br>Service: 3.717 Core Area Wastewater Operations | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **34,192,131** | |
| **Operating Changes:** | | |
| | 335,974 | Labour charge-out rate increased, primarily due to salary benefits increases resulting from a collective agreement |
| Allocation - IWS Operations | 145,262 | Asset Management allocation transferred from Corporate to IWS |
| | 82,478 | 2025 IBC 2b-2.3 Systems Maintenance Technologist |
| | 5,406 | SharePoint transition |
| Allocation - Standard Overhead | 238,249 | Allocation based on the percentage of the prior year's budget and the budgeted cost for 2025 |
| Allocation - Other | 202,000 | 2025 IBC 1b-4.2 Innovative Work Unit to support Biosolids Management Strategy |
| | 183,157 | Inflationary increases for Enviro Monitoring & Marine Protection, Infrastructure Engineering, Facilities Management |
| | 300,000 | Additional legal cost |
| RTF Operations and Biotreatment and Disposal | (640,759) | A significant reduction due to align with the biosolids strategy commitement |
| | 174,150 | Inflation increase |
| | 500,000 | One-time and ongoing cleaning backwash tank |
| Operating - Other | 305,310 | Recognize growing insurance premiums |
| | 70,000 | Annual host community impact to the Township of Esquimalt |
| | 48,385 | Inflationary increases for equipment contract services and other ongoing expenses |
| Repairs & Maintenance | 439,127 | Increase in cyclical maintenance cost due to inspection, maintenance and replacement of equipment |
| Electricity & Utilities | 37,637 | Inflationary increases |
| Supplies - Chemical & Other | 478,120 | A 15% increase on chemical increase |
| Reserve Transfers | 100,000 | Gradually increasing ERF contribution amount |
| Total Other Changes | 3,004,496 | |
| **2025 Budget** | **37,196,627** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 IBC Expense | 0.8% |
| Increase reserve transfers | 0.3% |
| Support services | 0.7% |
| Operational expense | 8.8% |
| Balance of increase | 0.0% |
| % expense increase from 2023: | **8.8%** |
| *% Requisition increase from 2024 (if applicable):* | ***7.8%*** |

*Requisition funding is 95.6% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*A deficit of $800,000 (2.29%) is forecasted due to overspending on wastesludge disposal. The variance will be covered by Operating Reserve Fund*

## 3.717 - Core Area Wastewater Operations

| | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS: | | | | | | | | | | |
| Allocation - IWS Operations | 7,348,647 | 7,348,647 | 7,829,883 | 82,478 | 5,406 | 7,917,767 | 8,104,893 | 8,262,326 | 8,428,431 | 8,597,878 |
| Allocation - Standard Overhead | 2,441,121 | 2,441,121 | 2,679,370 | - | - | 2,679,370 | 2,759,752 | 2,814,947 | 2,871,246 | 2,928,670 |
| Allocation - Other | 4,711,501 | 4,711,501 | 4,894,658 | 202,000 | - | 5,096,658 | 5,204,906 | 5,314,665 | 5,426,692 | 5,541,052 |
| RTF Operations and Biotreatment and Disposal | 7,646,376 | 8,634,181 | 7,479,767 | - | - | 7,479,767 | 7,323,363 | 7,469,829 | 7,619,226 | 7,771,611 |
| Operating - Other | 2,284,275 | 2,237,883 | 2,637,970 | 220,000 | 350,000 | 3,207,970 | 3,340,459 | 3,482,429 | 3,634,712 | 3,798,347 |
| Repairs & Maintenance | 1,264,873 | 1,135,000 | 1,269,000 | - | 435,000 | 1,704,000 | 1,493,980 | 2,004,250 | 1,602,920 | 2,192,972 |
| Electricity & Utilities | 3,436,258 | 3,321,258 | 3,473,895 | - | - | 3,473,895 | 3,543,373 | 3,614,238 | 3,686,516 | 3,760,243 |
| Supplies - Chemical & Other | 4,359,080 | 4,446,080 | 4,837,200 | - | - | 4,837,200 | 4,933,940 | 5,032,620 | 5,133,280 | 5,235,940 |
| **TOTAL OPERATING COSTS** | **33,492,131** | **34,275,671** | **35,101,743** | **504,478** | **790,406** | **36,396,627** | **36,704,666** | **37,995,304** | **38,403,024** | **39,826,713** |
| *Percentage Increase over prior year | | 2.34% | 4.81% | 1.51% | 2.36% | 8.67% | 0.85% | 3.52% | 1.07% | 3.71% |
| RESERVE: | | | | | | | | | | |
| Transfer to Operating Reserve | 700,000 | 700,000 | 700,000 | - | - | 700,000 | 900,000 | 900,000 | 1,000,000 | 1,000,000 |
| Transfer to Equipment Replacement Fund | - | - | 100,000 | - | - | 100,000 | 400,000 | 500,000 | 600,000 | 600,000 |
| TOTAL RESERVES | **700,000** | **700,000** | **800,000** | **-** | **-** | **800,000** | **1,300,000** | **1,400,000** | **1,600,000** | **1,600,000** |
| **TOTAL COSTS** | 34,192,131 | 34,975,671 | 35,901,743 | 504,478 | 790,406 | 37,196,627 | 38,004,666 | 39,395,304 | 40,003,024 | 41,426,713 |
| *Percentage Increase over prior year | | 2.29% | 5.00% | 1.48% | 2.31% | 8.79% | 2.17% | 3.66% | 1.54% | 3.56% |
| Internal Recoveries | (212,240) | (212,240) | (216,480) | - | - | (216,480) | (216,480) | (220,810) | (225,226) | (229,731) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 33,979,891 | 34,763,431 | 35,685,263 | 504,478 | 790,406 | 36,980,147 | 37,788,186 | 39,174,494 | 39,777,798 | 41,196,982 |
| *Percentage Increase over prior year | | 2.31% | 5.02% | 1.48% | 2.33% | 8.83% | 2.19% | 3.67% | 1.54% | 3.57% |
| REVENUE; | | | | | | | | | | |
| Balance C/F from 2023 to 2024 | - | - | - | - | - | - | - | - | - | - |
| Estimated Balance C/F from 2024 to 2025 | - | (783,540) | (0) | - | - | (0) | (0) | 0 | (0) | 0 |
| Grants in Lieu of Taxes | (750,046) | (750,046) | (750,046) | - | - | (750,046) | (700,895) | (700,895) | (700,895) | (700,895) |
| Transfer from Operating Reserve | (420,849) | (420,849) | - | (70,000) | (790,406) | (860,406) | (150,000) | (365,000) | (95,000) | (640,000) |
| TOTAL REVENUE | **(1,170,895)** | **(1,954,435)** | **(750,046)** | **(70,000)** | **(790,406)** | **(1,610,452)** | **(850,895)** | **(1,065,895)** | **(795,895)** | **(1,340,895)** |
| **REQUISITION** | **(32,808,996)** | **(32,808,996)** | **(34,935,216)** | **(434,478)** | **-** | **(35,369,694)** | **(36,937,291)** | **(38,108,600)** | **(38,981,902)** | **(39,856,087)** |
| *Percentage increase over prior year | | 0.00% | 6.48% | 1.32% | 0.00% | 7.80% | 4.43% | 3.17% | 2.29% | 2.24% |
| PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford | | | | | | | | | | |

**3.717 Core Area Wastewater Operations Asset and Reserve Summary**
**Summary Schedule**
**2025 - 2029 Financial Plan**

**Asset Profile**

**Core Area Wastewater Operations**

Construction of the Core Area Wastewater Treatment Plant, Residuals Treatment Plant, pump stations and conveyance systems will be completed in 2021. The treatment plants, pump stations and conveyance systems provide tertiary wastewater treatment to the Core Area and Westshore Communities.

**Summary**

| **CAWW Reserve/Fund Summary** | **Estimate** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| **Projected year end balance** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| Core Area Operating Reserve Fund | 3,336,624 | 3,246,218 | 3,996,218 | 4,531,218 | 5,436,218 | 5,796,218 |
| RTF & EPRO Operating Reserve Fund | 5,833,571 | 5,871,880 | 5,910,188 | 5,948,497 | 5,986,806 | 6,025,115 |
| Host Community Impact Fee till 2045 -Closing CAWTP project | 1,463,175 | 1,393,175 | 1,323,175 | 1,253,175 | 1,183,175 | 1,113,175 |
| Equipment Replacement Fund | 6,019,311 | 5,619,311 | 5,619,311 | 5,619,311 | 5,619,311 | 5,919,311 |
| **Total** | **16,652,681** | **16,130,584** | **16,848,893** | **17,352,202** | **18,225,510** | **18,853,819** |

See attached reserve schedules for projected annual cash flows.

## Profile

**Core Area Wastewater Operations**

Bylaw 4144 - Starting in 2021, the operating reserve account is established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expenses and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1500 Fund Center: 105543** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Core Area Beginning Balance** | 3,667,473 | 3,336,624 | 3,246,218 | 3,996,218 | 4,531,218 | 5,436,218 |
| Planned Purchase | (350,849) | (790,406) | (150,000) | (365,000) | (95,000) | (640,000) |
| Transfer from Ops Budget | 700,000 | 700,000 | 900,000 | 900,000 | 1,000,000 | 1,000,000 |
| Interest Income | 120,000 | | | | | |
| Deficit/surplus YE | (800,000) | | | | | |
| **Year End Balance** | **3,336,624** | **3,246,218** | **3,996,218** | **4,531,218** | **5,436,218** | **5,796,218** |
| **Host Community Impact Fee till 2045 -transfer YE 2023** | **1,463,175** | 1,393,175 | 1,323,175 | 1,253,175 | 1,183,175 | 1,113,175 |
| **RTF & EPRO Beginning Balance** | 5,633,571 | 5,833,571 | 5,871,880 | 5,910,188 | 5,948,497 | 5,986,806 |
| Planned Purchase | - | - | - | - | - | - |
| Interest Income | 200,000 | 38,309 | 38,309 | 38,309 | 38,309 | 38,309 |
| **Year End Balance** | **5,833,571** | **5,871,880** | **5,910,188** | **5,948,497** | **5,986,806** | **6,025,115** |
| **Total projected year end balance** | **10,633,370** | **10,511,273** | **11,229,581** | **11,732,890** | **12,606,199** | **12,934,508** |

**Assumptions/Background:**

Cyclical maintenance reserve account with funding for Outfall Inspection, Heat Recovery Exchange System Cleaning, other major non-annual maintenance expenditures. The Operating Reserve fund also includes contributions from Environmental Services and the Residual Treatment Facility

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

## ERF Reserve Fund Schedule

**ERF: CAWW Fund for Equipment Replacement**

In 2021, all remaining funds from old legacy trunk budgets were transferred into the amalgamated Core Area Wastewater service equipment reserve fund.

| Equipment Replacement Fund<br>Fund: 1022 Fund Center: 102229 | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 6,674,311 | 6,019,311 | 5,619,311 | 5,619,311 | 5,619,311 | 5,619,311 |
| **Planned Purchase (Based on Capital Plan)** | (705,000) | (500,000) | (400,000) | (500,000) | (600,000) | (300,000) |
| **Transfer IN (from Ops Budget)** | - | 100,000 | 400,000 | 500,000 | 600,000 | 600,000 |
| **Interest Income*** | 50,000 | | | | | |
| **Ending Balance $** | **6,019,311** | **5,619,311** | **5,619,311** | **5,619,311** | **5,619,311** | **5,919,311** |

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the CAWW System. Example motors, pumps etc.

* The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

* Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# I & I Enhancement Program

## COMMITTEE OF THE WHOLE

October 2024

**Service: 3.709 I & I Enhancement Program** **Committee: Core Area Liquid Waste Management**

**DEFINITION:**

The Inflow and Infiltration (I&I) Program engages with Core area and Peninsula municipalities and First Nations to identify and reduce the amount of rain and ground water that enters the sanitary sewer system

**SERVICE DESCRIPTION:**

Requirement of the Core Area Liquid Waste Management Plan (LWMP).
Primary program goals include:

- manage and/or reduce Inflow & Infiltration (I&I) and overflows in accordance with LWMP and Municipal Sewage Regulation
- minimize conveyance, treatment and disposal costs

**PARTICIPATION:**

Core Area Sewer Participants (LWMP)

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Core Area Liquid Waste Committee

**FUNDING:**

Funded by Core Area Wastewater Treatment Operations Budget

| 3.709 - I & I ENHANCEMENT PROGRAM | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 TOTAL | 2027 TOTAL | 2028 TOTAL | 2029 TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS: | | | | | | | | | | |
| Allocations - RW Eng | 267,150 | 267,150 | 275,390 | - | - | 275,390 | 281,107 | 286,729 | 292,463 | 298,313 |
| Allocations - Epro | 5,853 | 5,853 | 6,058 | - | - | 6,058 | 6,240 | 6,427 | 6,619 | 6,818 |
| Program Development | 142,800 | 142,800 | 147,084 | - | - | 147,084 | 150,026 | 153,026 | 156,087 | 159,208 |
| Contract For Services | - | - | - | - | - | - | - | - | - | - |
| Operating - Other Costs | 2,040 | 2,040 | 2,101 | - | - | 2,101 | 2,143 | 2,186 | 2,230 | 2,274 |
| **TOTAL OPERATING COSTS** | 417,843 | 417,843 | 430,633 | - | - | 430,633 | 439,515 | 448,368 | 457,399 | 466,614 |
| *Percentage Increase over prior year | | 0.0% | 3.1% | 0.0% | 0.0% | 3.1% | 2.1% | 2.0% | 2.0% | 2.0% |
| **TOTAL COSTS** | 417,843 | 417,843 | 430,633 | - | - | 430,633 | 439,515 | 448,368 | 457,399 | 466,614 |
| *Percentage Increase over prior year | | 0.0% | 3.1% | 0.0% | 0.0% | 3.1% | 2.1% | 2.0% | 2.0% | 2.0% |
| Internal Recoveries | (417,843) | (417,843) | (430,633) | - | - | (430,633) | (439,515) | (448,368) | (457,399) | (466,614) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | - | - | - | - | - | - | - | - | - | - |
| *Percentage Increase over prior year | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current year | - | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | - | - | - | - | - | - | - | - | - | - |
| **REQUISITION** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | - | - | - |
| *Percentage Increase over prior year | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| PARTICIPANTS: Saanich, Victoria, Oak Bay, Esquimalt, View Royal,D.N.D, Langford, Colwood | | | | | | | | | | |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Term | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

## Debt - Core Area Wastewater Capital

## COMMITTEE OF THE WHOLE

October 2024

**Service:** 3.798C **Debt - Core Area Wastewater Capital** **Committee: Core Area Liquid Waste Management**

**DEFINITION:**

Infrastructure improvements and capital work to all wastewater functions of the Capital Regional District.

**PARTICIPATION:**

Cost apportionment is based on capacity allocated to each participant.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

| | | Authorized | Borrowed | Remaining |
|---|---|---|---|---|
| **Authorized:** | LA Bylaw 3887 | $ 100,000,000 | $ 6,100,000 | 93,900,000 |
| | LA Bylaw 4204 | 665,000,000 | 95,000,000 | 570,000,000 |
| | LA Bylaw 4374 | 22,700,000 | 10,470,000 | 12,230,000 |
| | LA Bylaw 4375 | 34,300,000 | - | 34,300,000 |
| **Remaining:** | | **$ 822,000,000** | **$ 111,570,000** | **$ 710,430,000** |

**CORE AREA WASTEWATER TREATMENT PLANT**

**COST SHARING ALLOCATION - DESIGN CAPACITY BENEFIT:**

| Location | Allocation of Debt Servicing Costs |
|---|---|
| Colwood | 4.24% |
| Esquimalt | 6.60% |
| Langford | 12.63% |
| Oak Bay | 6.39% |
| Saanich | 30.34% |
| Victoria | 35.95% |
| View Royal | 3.18% |
| Songhees Nation | 0.60% |
| Esquimalt Nation | 0.07% |
| **Total** | **100.00%** |

**Bylaw 4304**

**FUNDING:**

Requisition

**Change in Budget 2024 to 2025**

| **Service: 3.798C Debt-Core Area Wastewater Capital** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **21,075,195** | |
| **Changes:** | | |
| Transfer to Capital Reserve | 504,041 | Restore the annual capital reserve contribution amount to its original plan |
| CAWW Debt | 1,750,877 | Increase debt servicing cost as some debt funded capital projects transition from planning stage to the construction phrase |
| Other | 167,124 | Interest expense and debt reserve contribution increase |
| Total Other Changes | 2,422,042 | |
| **2025 Budget** | **23,497,237** | |
| Summary of % Expense Increase | | |
| *Capital Reserve Transfer* | *2.4%* | |
| *CAWW Debt* | *8.3%* | |
| *Other* | *0.8%* | |
| % expense increase from 2024: | ***11.5%*** | |
| *% Requisition increase from 2024 (if applicable):* | ***11.9%*** | *Requisition funding is 97.3% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*Breakeven*

## 3.798C - Debt - Core Area Wastewater Capital

| | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to RTF Capital | 5,529,745 | 5,529,745 | 5,529,745 | - | - | 5,529,745 | 5,529,745 | 5,529,745 | 5,529,745 | 5,529,745 |
| Transfer to Capital Replacement Reserve | 1,617,078 | 1,617,078 | 2,121,119 | - | - | 2,121,119 | 3,121,119 | 3,121,119 | 4,121,119 | 5,521,119 |
| Transfer to WTP Debt Retirement Reserve | 5,346,360 | 5,346,360 | 5,418,160 | - | - | 5,418,160 | 5,489,960 | 5,561,760 | 5,633,560 | 5,994,778 |
| **TOTAL CAPITAL / RESERVES** | **12,493,183** | **12,493,183** | **13,069,024** | **-** | **-** | **13,069,024** | **14,140,824** | **14,212,624** | **15,284,424** | **17,045,642** |
| CAWTP Debt | 6,698,640 | 6,782,582 | 6,722,164 | - | - | 6,722,164 | 6,640,040 | 6,568,240 | 6,496,440 | 4,735,222 |
| CAWW Debt | 1,711,709 | 1,627,678 | 3,457,939 | - | - | 3,457,939 | 4,661,985 | 5,918,164 | 6,959,381 | 8,190,010 |
| Total Debt Expenditures | 8,410,349 | 8,410,260 | 10,180,103 | - | - | 10,180,103 | 11,302,025 | 12,486,404 | 13,455,821 | 12,925,232 |
| MFA Debt Reserve | 171,663 | 171,663 | 248,110 | - | - | 248,110 | 104,860 | 135,110 | 149,360 | 60,860 |
| Debt Repayment | - | - | | | | | | | 10,283,553 | 41,134,212 |
| **TOTAL OPERATING COSTS** | **21,075,195** | **21,075,106** | **23,497,237** | **-** | **-** | **23,497,237** | **25,547,709** | **26,834,138** | **39,173,158** | **71,165,946** |
| *Percentage Increase over prior year | | | 11.49% | | | 11.49% | 8.73% | 5.04% | 45.98% | 81.67% |
| **FUNDING SOURCES (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Surplus Balance carry forward | - | - | - | - | - | - | - | - | - | - |
| Transfer from Own funds | - | - | - | - | - | - | - | - | - | - |
| Transfer from Reserve | - | - | - | - | - | - | - | - | (10,283,553) | (41,134,212) |
| Grants in Lieu of Taxes | (617,059) | (616,970) | (616,971) | - | - | (616,971) | (617,115) | (617,115) | (617,115) | (617,115) |
| Revenue - Interest and Debt Reserve | (20,870) | (20,870) | (20,870) | - | - | (20,870) | (20,870) | (20,870) | (20,870) | (20,870) |
| TOTAL REVENUE | **(637,929)** | **(637,840)** | **(637,841)** | **-** | **-** | **(637,841)** | **(637,985)** | **(637,985)** | **(10,921,538)** | **(41,772,197)** |
| **REQUISITION** | **(20,437,266)** | **(20,437,266)** | **(22,859,396)** | **-** | **-** | **(22,859,396)** | **(24,909,724)** | **(26,196,153)** | **(28,251,620)** | **(29,393,749)** |
| *Percentage increase over prior year | | | 11.85% | | | 11.85% | 8.97% | 5.16% | 7.85% | 4.04% |

PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich
View Royal, Colwood, Langford

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 3.798C<br>Debt - Core Area Wastewater Treati | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $50,000 | $250,000 | $0 | $0 | $0 | $300,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $10,399,000 | $30,511,000 | $11,350,000 | $14,175,000 | $15,700,000 | $6,250,000 | $77,986,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$10,399,000** | **$30,561,000** | **$11,600,000** | **$14,175,000** | **$15,700,000** | **$6,250,000** | **$78,286,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $375,000 | $375,000 | $0 | $0 | $0 | $0 | $375,000 |
| Debenture Debt (New Debt Only) | | $7,763,000 | $23,175,000 | $8,850,000 | $11,875,000 | $13,300,000 | $4,450,000 | $61,650,000 |
| Equipment Replacement Fund | | $636,000 | $736,000 | $800,000 | $500,000 | $600,000 | $300,000 | $2,936,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $1,625,000 | $6,275,000 | $1,950,000 | $1,800,000 | $1,800,000 | $1,500,000 | $13,325,000 |
| | | **$10,399,000** | **$30,561,000** | **$11,600,000** | **$14,175,000** | **$15,700,000** | **$6,250,000** | **$78,286,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 3.798C

**Service Name:** Debt - Core Area Wastewater Treatment Program

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| **MCLOUGHLIN WASTEWATER TREATMENT PLANT** | | | | | | | | | | | | | |
| **25-01** | **New** | **Secondary Odour Collection System Upgrade - pre-filter** | **Replacement of existing pre-filter to further optimize odour treatment and extend the life of carbon treatment.** | **$ 750,000** | **S** | **Debt** | **$ -** | **$ 750,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 750,000** |
| | | | | | | | | | | | | | $ - |
| **PUMP STATIONS** | | | | | | | | | | | | | $ - |
| 21-01 | Renewal | Lang Cove Electrical and Building Upgrades | Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades. | $ 1,200,000 | S | Res | $ 400,000 | $ 900,000 | $ - | $ - | $ - | $ - | $ 900,000 |
| 21-02 | Renewal | Marigold Electrical and Building Upgrades | Renewals are based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades. | $ 5,850,000 | S | Debt | $ 2,000,000 | $ 2,000,000 | $ - | $ - | $ - | $ - | $ 2,000,000 |
| 21-03 | Renewal | Currie Major Electrical and Seismic Upgrades | Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs. | $ 2,300,000 | S | Debt | $ 1,000,000 | $ 1,000,000 | $ - | $ - | $ - | $ - | $ 1,000,000 |
| 21-05 | Replacement | Harling PS - Complete Replacement | Based on Delcan's condition assessment and the age of this facility, replacement of Harling Point PS is required. | $ 2,500,000 | S | Debt | $ 200,000 | $ 2,290,000 | $ - | $ - | $ - | $ - | $ 2,290,000 |
| 22-05 | Replacement | Lang Cove Discharge Isolation Valves | Replace seized, direct buried isolation valves on at the Lang Cove pump station with new valves in a manhole. | $ 400,000 | S | ERF | $ 400,000 | $ - | $ 400,000 | $ - | $ - | $ - | $ 400,000 |
| **25-04** | **Renewal** | **Pump Station Mechanical and Electrical Renewal Program** | **Mechanical and electrical upgrades to multiple pump stations based on previous condition assessments and EIC inspections.** | **$ 5,500,000** | **S** | **Debt** | **$ -** | **$ 200,000** | **$ 1,500,000** | **$ 1,000,000** | **$ 2,100,000** | **$ 700,000** | **$ 5,500,000** |
| **25-05** | **New** | **Bioxide dosing system upgrade** | **Replacement of bioxide skids at multiple locations, which are at the end of their useful life. Piloting is underway and if successful trials are completed, implementation to follow.** | **$ 350,000** | **S** | **Debt** | **$ -** | **$ 350,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 350,000** |
| | | | | | | | | | | | | | |
| **GRAVITY SEWERS AND MANHOLES** | | | | | | | | | | | | | |
| 21-06 | Renewal | Shoreline Trunk Sewer Upgrade | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events. | **$ 3,400,000** | S | Debt | $ 340,000 | $ 2,900,000 | $ - | $ - | $ - | $ - | $ 2,900,000 |
| 21-07 | New | Western Trunk Sewer Twinning | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon during peak storm events. | **$ 25,000,000** | S | Debt | $ 370,000 | $ 370,000 | $ - | $ - | $ - | $ - | $ 370,000 |
| 21-07 | New | Western Trunk Sewer Twinning | | **$ 400,000** | **S** | **Res** | **$ -** | **$ 400,000** | $ - | $ - | $ - | $ - | $ 400,000 |
| 21-09 | Renewal | Bowker Sewer Rehabilitation Ph1 | Based on results of CCTV inspection about 2,000m of sewer along Shelbourne, Kings and from Trent PS to Newport needs to be relined. | $ 8,600,000 | S | Cap | $ 375,000 | $ 375,000 | $ - | $ - | $ - | $ - | $ 375,000 |
| 24-17 | Renewal | Sewer Cleaning and Inspection | Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle. | $ 750,000 | S | Debt | $ - | $ 150,000 | $ 150,000 | $ 150,000 | $ - | $ - | $ 450,000 |
| 21-11 | Renewal | Manhole Repairs and Replacement | Based upon CCTV and staff inspections on manholes, there are a number of deteriorated MH's that require repair or replacement. | **$ 3,600,000** | S | Debt | $ 750,000 | $ 2,000,000 | $ 600,000 | $ 1,000,000 | $ - | $ - | $ 3,600,000 |
| 23-01 | Renewal | Cecelia Ravine Pipe Protection | Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe. | $ 1,000,000 | S | Debt | $ - | $ 1,500,000 | $ - | $ - | $ - | $ - | $ 1,500,000 |
| 24-10 | Renewal | East Coast Interceptor and Bowker Sewer Rehabilitation Ph2 | Based on results of CCTV inspection about 2,000m of sewer needs to be relined along Beach Dr (from Bowker toWindsor) and along Doncastor Dr., Shelbourne St. and Kings Rd. | $ 8,000,000 | S | Debt | $ 150,000 | $ 150,000 | $ - | $ - | $ - | $ - | $ 150,000 |
| 24-11 | Renewal | Western Trunk Grit Chamber Repairs | The Western Trunk (Island Highway) Grit Chamber is badly corroded and requires repairs before extensive structural damage occurs. | $ 2,500,000 | S | Debt | $ 250,000 | $ 1,250,000 | $ 1,250,000 | $ - | $ - | $ - | $ 2,500,000 |
| 26-01 | Renewal | NWT Sewer Replacement at Alpha-Terrace | A 5m long section of old concrete pipe downstream of Boundary Transition Chamber is badly corroded and needs to be replaced with new PVC pipe. | $ 1,000,000 | S | Debt | $ - | $ - | $ 100,000 | $ 900,000 | $ - | $ - | $ 1,000,000 |
| **PRESSURE PIPES AND APPURTENANCES** | | | | | | | | | | | | | $ - |
| 21-12 | Renewal | Gorge Siphon Inlet Chamber Upgrade | The concrete chamber is badly corroded and the control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated. | $ 3,500,000 | S | Res | $ 1,175,000 | $ 3,425,000 | $ - | $ - | $ - | **$ -** | **$ 3,425,000** |
| 21-13 | New | Craigflower Forcemain Twinning | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet during peak storm events. | $ 13,655,000 | S | Debt | $ 553,000 | $ 450,000 | $ - | $ 6,500,000 | $ 6,500,000 | $ - | $ 13,450,000 |
| 24-14 | Renewal | Parsons Siphon/Bridge Connection Repairs | The siphon pipe support connections to the Parsons Brdige require repairs. | $ 500,000 | S | Res | $ 50,000 | $ 50,000 | $ 450,000 | $ - | $ - | $ - | $ 500,000 |
| 25-03 | Renewal | Harriet Siphon Inlet Chamber Upgrade | Assess concrete corrosion and replace seized control gates. | $ 2,000,000 | S | Debt | $ - | $ 1,000,000 | $ 1,000,000 | $ - | $ - | $ - | $ 2,000,000 |
| **27-01** | **Study** | **Forcemain and Siphon Pipe Assessment Study** | **There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes.** | **$ 2,250,000** | **S** | **Debt** | **$ -** | **$ -** | **$ -** | **$ 250,000** | **$ 1,000,000** | **$ 1,000,000** | **$ 2,250,000** |
| **FLOW METERS** | | | | | | | | | | | | | $ - |
| 21-16 | New | Gorge & Chapman Meter | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Champman catchments. Includes installation of new metering manhole. | $ 400,000 | S | Debt | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| **GENERAL** | | | | | | | | | | | | | $ - |
| 21-22 | Study | Asset Management Plan Update | Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements. | $ 250,000 | S | Debt | $ - | $ 250,000 | $ - | $ - | $ - | $ - | $ 250,000 |
| 21-23 | Study | DCC Program Development | With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw. | $ 400,000 | S | Debt | $ - | $ 165,000 | $ - | $ - | $ - | $ - | $ 165,000 |
| 21-24 | Renewal | Record Drawing and Wastewater Agreement Updates | The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP. | $ 1,100,000 | S | Debt | $ - | $ 250,000 | $ 250,000 | $ - | $ - | $ - | $ 500,000 |

**Service #:** 3.798C

**Service Name:** Debt - Core Area Wastewater Treatment Program

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 21-25 | Renewal | SCADA and Radio Assessment | Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements. | $ 3,900,000 | S | Debt | $ 2,000,000 | $ 750,000 | $ 2,000,000 | $ 750,000 | $ 400,000 | $ - | $ 3,900,000 |
| 22-03 | Renewal | Acquisition of Outstanding Right-of-Ways | Some of the infrastructure is located on privately owned land that do not have rights-of-way. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition. | $ 1,200,000 | S | Debt | $ - | $ 500,000 | $ 500,000 | $ - | $ - | $ - | $ 1,000,000 |
| 21-27 | New | New Infrastructure Optimization | Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements. | $ 500,000 | S | Debt | $ 50,000 | $ 50,000 | $ - | $ - | $ - | $ - | $ 50,000 |
| 22-04 | New | Microwave Radio Upgrades | To provide a high bandwidth communications backbone to the CAWWT system, a microwave communications system will be installed. | **$ 700,000** | S | ERF | $ 236,000 | $ 336,000 | $ 100,000 | $ 100,000 | **$ 100,000** | $ - | $ 636,000 |
| 23-07 | New | Enterprise Data Historian Management System | A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis. | $ 300,000 | E | Debt | $ - | $ 50,000 | $ 250,000 | $ - | $ - | $ - | $ 300,000 |
| 28-01 | Decommission | Marigold Surge Tank Deconstruction | **The old Mariogld Surge Tank has been abandond for many years, is becoming a safety concern for youth, a needs to be removed.** | $ 1,800,000 | S | Debt | $ - | $ - | $ - | $ - | $ 300,000 | $ 1,500,000 | $ 1,800,000 |
| 24-15 | Replacement | IT Core Infrastructure Replacement | **Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life** | $ 455,000 | S | ERF | $ - | $ 100,000 | $ - | $ 100,000 | $ 200,000 | $ - | $ 400,000 |
| 27-03 | Study | Westshore Wastewater Treatment Plant Siting Assessment | Capacity needs, technology review, siting requirements, conceptual layout, Environmental Impact Assessment and other planning efforts. | $ 600,000 | S | Res | $ - | $ - | $ - | $ 300,000 | $ 300,000 | $ - | $ 600,000 |
| **ANNUAL PROVISIONAL** | | | | | | | | | | | | | $ - |
| 21-26 | Replacement | Annual Provisional Emergency Repairs | Unforeseen and unplanned emergency repairs can occur which require immediate attention. | $ 7,500,000 | S | Res | $ - | $ 1,500,000 | $ 1,500,000 | $ 1,500,000 | $ 1,500,000 | $ 1,500,000 | $ 7,500,000 |
| 23-06 | Replacement | Annual Provisional Equipment Replacement | Replacement of at end of service life, including valves, variable frequency drives, capacitors. | $ 1,500,000 | S | ERF | $ - | $ 300,000 | $ 300,000 | $ 300,000 | $ 300,000 | $ 300,000 | $ 1,500,000 |
| 23-08 | New | Process & Mechanical Upgrades | Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations | $ 4,250,000 | S | Debt | $ - | $ 850,000 | $ 850,000 | $ 850,000 | $ 850,000 | $ 850,000 | $ 4,250,000 |
| 23-09 | New | Safety & Security Upgrades | Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety | $ 2,400,000 | S | Debt | $ - | $ 600,000 | $ 400,000 | $ 400,000 | $ 400,000 | $ 400,000 | $ 2,200,000 |
| | | | | | | | | | | | | | $ - |
| **OUTFALLS / OVERFLOWS** | | | | | | | | | | | | | $ - |
| 24-08 | Renewal | Clover Point Outfall Retrofit | The existing Clover outfall is no longer operated on a regular basis since wastewater is now conveyed to McLoughlin WWTP, but it must be ready for operation during peak storm events. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on limited use. | $ 500,000 | S | Debt | $ - | $ - | $ - | $ - | $ 500,000 | $ - | $ 500,000 |
| 25-02 | Renewal | Macaulay Point Outfall Retrofit | A section of coating on the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and prepare a plan to maintain the deep outfall based on limited use. | $ 750,000 | S | Debt | $ - | $ - | $ - | $ - | $ 750,000 | $ - | $ 750,000 |
| 27-02 | Renewal | Broom Overflow Pipe Rehabilitation | Overflow pipe is cracked and severed in multiple locations and $H_2S$ gases and odours are present. | $ 575,000 | S | Debt | $ - | $ - | $ - | $ 75,000 | $ 500,000 | $ - | $ 575,000 |
| **RESIDUAL SOLIDS** | | | | | | | | | | | | | $ - |
| 24-16 | New | Optimization of Residual Treatment Facility Operations | Installation of additional equipment to enhance beneficial use of biogas and support continued stable operations at the RTF | $ 3,250,000 | S | Debt | | $ 3,250,000 | | | | | $ 3,250,000 |
| **DCC PROJECTS** | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **GRAND TOTAL** | **$ 127,335,000** | | | **$ 10,399,000** | **$ 30,561,000** | **$ 11,600,000** | **$ 14,175,000** | **$ 15,700,000** | **$ 6,250,000** | **$ 78,286,000** |

| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | Secondary Odour Collection System Upgrade - pre-filter | **Capital Project Description** | Replacement of existing pre-filter to further optimize odour treatment and extend the life of carbon treatment. |
| **Project Rationale** | This work will progress the intent to further optimize odour control for poitential benefits to public impacts and life cycle costs. | | | | |

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|---|---|---|---|---|---|
| **Project Number** | 21-01 | **Capital Project Title** | Lang Cove Electrical and Building Upgrades | **Capital Project Description** | Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades. |
| **Project Rationale** | Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades. | | | | |

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|---|---|---|---|---|---|
| **Project Number** | 21-02 | **Capital Project Title** | Marigold Electrical and Building Upgrades | **Capital Project Description** | Renewals are based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades. |
| **Project Rationale** | Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades. Tendering was conducted in 2023, combined with Currie Major PS (21-03) works but the Marigold portion of the scope far exceeded available budget. Re-tendering will be conducted in 2024 with additional budget added. | | | | |

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| **Project Number** | 21-03 | **Capital Project Title** | Currie Major Electrical and Seismic Upgrades | **Capital Project Description** | Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs. |
| **Project Rationale** | Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs. A tender was conducted in 2023, combined with Marigold PS (21-02) works but the Marigold component came in well over budget. Re-tendering will be conducted in 2024 with additional budget added for Marigold. | | | | |

**Service:** **3.798C** **Debt - Core Area Wastewater Treatment Program**

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|---|---|---|---|---|---|
| **Project Number** | 21-05 | **Capital Project Title** | Harling PS - Complete Replacement | **Capital Project Description** | Based on Delcan's condition assessment and the age of this facility, replacement of Harling Point PS is required. |
| **Project Rationale** | Replacement of Harling Point PS is based on Delcan's 2013 condition assessment. The preliminary design was completed in 2018. CRD has progressed a scope of work for a Consultant to provide detailed design and construction support services. Detailed design scope was awarded and initiated in 2024 with Construction expected to commence in 2025. | | | | |

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| **Project Number** | 22-05 | **Capital Project Title** | Lang Cove Discharge Isolation Valves | **Capital Project Description** | Replace seized, direct buried isolation valves on at the Lang Cove pump station with new valves in a manhole. |
| **Project Rationale** | An isolation valve on the discharge force main of the Lang Cove pump station has failed, with no way of isolating the pump station for maintenance or an emergency. Additionally, there currently is no way to bypass the force main. Funds are required to design a bypass outlet, plan valve replacement, bypass pump the failed valve and replace the valve. | | | | |

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| **Project Number** | 25-04 | **Capital Project Title** | Pump Station Mechanical and Electrical Renewal Program | **Capital Project Description** | Mechanical and electrical upgrades to multiple pump stations based on previous condition assessments and EIC inspections. |
| **Project Rationale** | Electrical, Mechanical and other ancillary upgrades are required at multiple facilities. Due to similarities in work, there is benefit in managing this work within a single program budget. Pump stations requiring this work include Trent, Hood, Currie Minor, Humber, Rutland and Penrhyn. | | | | |

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| **Project Number** | 25-05 | **Capital Project Title** | Bioxide dosing system upgrade | **Capital Project Description** | Replacement of bioxide skids at multiple locations, which are at the end of their useful life. Piloting is underway and if successful trials are completed, implementation to follow. |
| **Project Rationale** | Similar bioxide replacement work at multiple locations will benefit from being managed as a program. Some locations being prioritized include Marigold PS, Craigflower PS, Meaford Flow Meter, Highlands and Trent PS. | | | | |

| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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| **Project Number** | 21-06 | **Capital Project Title** | Shoreline Trunk Sewer Upgrade | **Capital Project Description** | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events. |
| **Project Rationale** | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet. | | | | |

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| **Project Number** | 21-07 | **Capital Project Title** | Western Trunk Sewer Twinning | **Capital Project Description** | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon during peak storm events. |
| **Project Rationale** | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon. For 2025, approximately $400k will be allocated to twin a section of this main at the new Galloping Goose pedestrian overpass in partnership with the City of Colwood. | | | | |

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| **Project Number** | 21-09 | **Capital Project Title** | Bowker Sewer Rehabilitation Ph1 | **Capital Project Description** | Based on results of CCTV inspection about 2,000m of sewer along Shelbourne, Kings and from Trent PS to Newport needs to be relined. |
| **Project Rationale** | Lining work on phase 1 completed in 2023. Warranty inspections to push into late 2024 and possibly 2025. | | | | |

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| **Project Number** | 24-17 | **Capital Project Title** | Sewer Cleaning and Inspection | **Capital Project Description** | Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle. |
| **Project Rationale** | Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle. | | | | |

| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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| **Project Number** | 21-11 | **Capital Project Title** | Manhole Repairs and Replacement | **Capital Project Description** | Based upon CCTV and staff inspections on manholes, there are a number of deteriorated MH's that require repair or replacement. |
| **Project Rationale** | Based upon CCTV and staff inspections on manholes, high priority repairs and replacement of deteriorated MH's. | | | | |

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| **Project Number** | 23-01 | **Capital Project Title** | Cecelia Ravine Pipe Protection | **Capital Project Description** | Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe. |
| **Project Rationale** | Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe. This project is currently being delayed for future coordination with works that CRD Parks is expected to be doing on the Galloping Goose Trail. | | | | |

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| **Project Number** | 24-10 | **Capital Project Title** | East Coast Interceptor and Bowker Sewer Rehabilitation Ph2 | **Capital Project Description** | Based on results of CCTV inspection about 2,000m of sewer needs to be relined along Beach Dr (from Bowker toWindsor) and along Doncastor Dr., Shelbourne St. and Kings Rd. |
| **Project Rationale** | Based on results of CCTV inspection about 2,000m of sewer along Beach Dr (from Bowker to Broom) and along Doncastor and Transit Roads needs to be relined. Lining work anticipated to be completed prior to end of 2024 but some warranty inspection work will carry into 2025. | | | | |

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| **Project Number** | 24-11 | **Capital Project Title** | Western Trunk Grit Chamber Repairs | **Capital Project Description** | The Western Trunk (Island Highway) Grit Chamber is badly corroded and requires repairs before extensive structural damage occurs. |
| **Project Rationale** | Repairs to Western Trunk Grit Chamber at Island Highway. Chamber is badly corroded and requires repair. | | | | |

| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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| **Project Number** | 26-01 | **Capital Project Title** | NWT Sewer Replacement at Alpha-Terrace | **Capital Project Description** | A 5m long section of old concrete pipe downstream of Boundary Transition Chamber is badly corroded and needs to be replaced with new PVC pipe. |
| **Project Rationale** | Pipe segment replacement required prior to failure. | | | | |

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| **Project Number** | 21-12 | **Capital Project Title** | Gorge Siphon Inlet Chamber Upgrade | **Capital Project Description** | The concrete chamber is badly corroded and the control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated. |
| **Project Rationale** | The control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated. | | | | |

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| **Project Number** | 21-13 | **Capital Project Title** | Craigflower Forcemain Twinning | **Capital Project Description** | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet during peak storm events. |
| **Project Rationale** | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet. | | | | |

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| **Project Number** | 24-14 | **Capital Project Title** | Parsons Siphon/Bridge Connection Repairs | **Capital Project Description** | The siphon pipe support connections to the Parsons Brdige require repairs. |
| **Project Rationale** | The siphon pipe support connections to the Parsons Brdige require repairs. | | | | |

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| **Project Number** | 25-03 | **Capital Project Title** | Harriet Siphon Inlet Chamber Upgrade | **Capital Project Description** | Assess concrete corrosion and replace seized control gates. |
| **Project Rationale** | The concrete chamber is badly corroded and the control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated. | | | | |

| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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| **Project Number** | 27-01 | **Capital Project Title** | Forcemain and Siphon Pipe Assessment Study | **Capital Project Description** | There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes. |
| **Project Rationale** | Repairs to Western Trunk Grit Chamber at Island Highway. Chamber is badly corroded and requires repair. | | | | |

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| **Project Number** | 21-16 | **Capital Project Title** | Gorge & Chapman Meter | **Capital Project Description** | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Champman catchments. Includes installation of new metering manhole. |
| **Project Rationale** | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Champman catchments. Includes installation of new metering manhole. | | | | |

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| **Project Number** | 21-22 | **Capital Project Title** | Asset Management Plan Update | **Capital Project Description** | Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements. |
| **Project Rationale** | Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements. | | | | |

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| **Project Number** | 21-23 | **Capital Project Title** | DCC Program Development | **Capital Project Description** | With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw. |
| **Project Rationale** | With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw. | | | | |

| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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| **Project Number** | 21-24 | **Capital Project Title** | Record Drawing and Wastewater Agreement Updates | **Capital Project Description** | The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP. |
| **Project Rationale** | The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP. | | | | |

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| **Project Number** | 21-25 | **Capital Project Title** | SCADA and Radio Assessment | **Capital Project Description** | Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements. |
| **Project Rationale** | Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements. | | | | |

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| **Project Number** | 22-03 | **Capital Project Title** | Acquisition of Outstanding Right-of-Ways | **Capital Project Description** | Some of the infrastructure is located on privately owned land that do not have rights-of-way. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition. |
| **Project Rationale** | Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition. | | | | |

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| **Project Number** | 21-27 | **Capital Project Title** | New Infrastructure Optimization | **Capital Project Description** | Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements. |
| **Project Rationale** | Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements. | | | | |

**Service:** **3.798C** **Debt - Core Area Wastewater Treatment Program**

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| **Project Number** | 22-04 | **Capital Project Title** | Microwave Radio Upgrades | **Capital Project Description** | To provide a high bandwidth communications backbone to the CAWWT system, a microwave communications system will be installed. |
| **Project Rationale** | Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas. | | | | |

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| **Project Number** | 23-07 | **Capital Project Title** | Enterprise Data Historian Management System | **Capital Project Description** | A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis. |
| **Project Rationale** | A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis. | | | | |

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| **Project Number** | 28-01 | **Capital Project Title** | Marigold Surge Tank Deconstruction | **Capital Project Description** | The old Mariogld Surge Tank has been abandond for many years, is becoming a safety concern for youth, a needs to be removed. |
| **Project Rationale** | Future assessment and decommissioning. | | | | |

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| **Project Number** | 24-15 | **Capital Project Title** | IT Core Infrastructure Replacement | **Capital Project Description** | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life |
| **Project Rationale** | CAWW portion of Core IT Infrastructure. Program to be managed by CRD IT. | | | | |

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| **Project Number** | 27-03 | **Capital Project Title** | Westshore Wastewater Treatment Plant Siting Assessment | **Capital Project Description** | Capacity needs, technology review, siting requirements, conceptual layout, Environmental Impact Assessment and other planning efforts. |
| **Project Rationale** | Capacity needs, technology review, siting requirements, conceptual layout, Environmental Impact Assessment and other planning efforts. | | | | |

| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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| **Project Number** | 21-26 | **Capital Project Title** | Annual Provisional Emergency Repairs | **Capital Project Description** | Unforeseen and unplanned emergency repairs can occur which require immediate attention. |
| **Project Rationale** | Funds are required for unforeseen and unplanned emergency repairs can occur which require immediate attention. | | | | |

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| **Project Number** | 23-06 | **Capital Project Title** | Annual Provisional Equipment Replacement | **Capital Project Description** | Replacement of at end of service life, including valves, variable frequency drives, capacitors. |
| **Project Rationale** | Replacement of equipment at end of service life, including valves, variable frequency drives, capacitors. | | | | |

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|---|---|---|---|---|---|
| **Project Number** | 23-08 | **Capital Project Title** | Process & Mechanical Upgrades | **Capital Project Description** | Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations |
| **Project Rationale** | Annual Provisional account for upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations in order to improve compliance with regulatory requirements, improve equipment and process efficiency, and reduce risk of pre-mature equipment failure. | | | | |

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| **Project Number** | 23-09 | **Capital Project Title** | Safety & Security Upgrades | **Capital Project Description** | Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety |
| **Project Rationale** | Annual Provisional Account for upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety. This includes constructing safe access platforms to complete maintenance at equipment that present a fall from heights risk and other items that are flagged as health and safety concerns. | | | | |

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| **Project Number** | 24-08 | **Capital Project Title** | Clover Point Outfall Retrofit | **Capital Project Description** | The existing Clover outfall is no longer operated on a regular basis since wastewater is now conveyed to McLoughlin WWTP, but it must be ready for operation during peak storm events. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on limited use. |
| **Project Rationale** | The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use. | | | | |

| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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| **Project Number** | 25-02 | **Capital Project Title** | Macaulay Point Outfall Retrofit | **Capital Project Description** | A section of coating on the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and prepare a plan to maintain the deep outfall based on limited use. |
| **Project Rationale** | A section of coating the emergency short outfall has failed, the pipe is corroding, and the long outfall needs to be assessed/modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall. | | | | |

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|---|---|---|---|---|---|
| **Project Number** | 27-02 | **Capital Project Title** | Broom Overflow Pipe Rehabilitation | **Capital Project Description** | Overflow pipe is cracked and severed in multiple locations and H2S gases and odours are present. |
| **Project Rationale** | A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall. | | | | |

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| **Project Number** | 24-16 | **Capital Project Title** | Optimization of Residual Treatment Facility Operations | **Capital Project Description** | Installation of additional equipment to enhance beneficial use of biogas and support continued stable operations at the RTF |
| **Project Rationale** | Installation of additional equipment to enhance beneficial use of biogas and support continued stable operations at the RTF | | | | |

**3.798C Debt - Core Area Wastewater Capital Asset and Reserve Summary**
**Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve Schedule Summary

**Core Area Wastewater**

The Wastewater Treatment Project (WTP) provides tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations. The WTP is built to meet the provincial and federal regulations for treatment at December 31, 2020. The Project consists of three main elements: McLoughlin Point Wastewater Treatment Plant, Residuals Treatment Facility, and the Conveyance System

## Reserve/Fund Summary

| | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 17,048,652 | 14,519,771 | 15,690,890 | 17,012,009 | 19,333,128 | 23,354,247 |
| Capital Reserve Fund-Western Community | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |
| Debt Reserve Fund | 18,584,720 | 24,652,880 | 30,892,840 | 37,404,600 | 33,954,607 | 15,173 |
| **Total** | **37,633,372** | **41,172,651** | **48,583,730** | **56,416,609** | **55,287,735** | **25,369,420** |

See attached reserve schedules for projected annual cash flows.

## Capital Reserve Fund Schedule Core Area Wastewater

Bylaw 4378 - The capital reserve fund was established to provide funding for capital expenditures in respect of capital projects including but not limited to, land, machinery or equipment necessary for the replacement, extension or renewal of existing capital works and related debt servicing payments

## Capital Reserve Schedule

| **Capital Reserve Fund** | | | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1092** | **Estimate** | **Budget** | | | | |
| **Fund Centre: 102227** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 17,884,574 | 17,048,652 | 14,519,771 | 15,690,890 | 17,012,009 | 19,333,128 |
| **Planned Purchase (Based on Capital Plan)** | (3,103,000) | (4,650,000) | (1,950,000) | (1,800,000) | (1,800,000) | (1,500,000) |
| **Transfer IN (from Ops Budget)** | 1,617,078 | 2,121,119 | 3,121,119 | 3,121,119 | 4,121,119 | 5,521,119 |
| **Transfer IN (North East Trunk CRF)** | | | | | | |
| **Surplus/Deficit** | | | | | | |
| **Interest Income*** | 650,000 | | | | | |
| **Ending Balance $** | **17,048,652** | **14,519,771** | **15,690,890** | **17,012,009** | **19,333,128** | **23,354,247** |

**Assumptions/Background:**

The funding strategy for the capital reserve fund is based upon the 25 year replacement plan as by Stantec during the construction of the Core Area Wastewater Treatment Project

* The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

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

Bylaw 4378 - The capital reserve fund was established to serve both the Core Area and Western Communities. The reserve schedule below is committed to advancing studies for a wastewater treatment proposal in Colwood.

**Colwood Treatment Project -Capital Reserve Schedule**

| **Capital Reserve Fund**<br>**Fund: 1092**<br>**Fund Centre: 102277** | **Estimate**<br>**2024** | **Budget**<br>**2025** | **2026** | **2027** | **2028** | **2029** |
|---|---|---|---|---|---|---|
| **Beginning Balance** | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |
| **Interest Income*** | | | | | | |
| **Ending Balance $** | **2,000,000** | **2,000,000** | **2,000,000** | **2,000,000** | **2,000,000** | **2,000,000** |

**Assumptions/Background:**

Based on the Colwood news release, on December 15, 2016, CAWTP project board approved the transfer of $2 millions once the project is closed. The funds are to be set aside in a separate reserve fund center.

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

## Debt Reserve Fund Schedule Core Area Wastewater

Bylaw 4377 - The debt reserve fund was established for the specified purpose of funding future debt servicing payments or debt retirements. Monies in the debt repayment reserve will fund debt servicing and early repayment of debts issued to fund the Core Area Wastewater Treatment Project

## Debt Reserve Schedule

**Debt Reserve Fund**

| **Fund: 1093** | **Estimate** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| **Fund Center: 102228** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 12,738,360 | 18,584,720 | 24,652,880 | 30,892,840 | 37,404,600 | 33,954,607 |
| **Debt Payment** | | - | - | - | (10,283,553) | (41,134,212) |
| **Transfer from Ops Budget** | 5,346,360 | 5,418,160 | 5,489,960 | 5,561,760 | 5,633,560 | 5,994,778 |
| **Interest Income*** | 500,000 | 650,000 | 750,000 | 950,000 | 1,200,000 | 1,200,000 |
| **Ending Balance $** | **18,584,720** | **24,652,880** | **30,892,840** | **37,404,600** | **33,954,607** | **15,173** |

**Assumptions/Background:**

The funding strategy for the debt reserve fund is based upon the project's financing plan as approved during the construction of the Core Area Wastewater Treatment Project. Repayment anticipated by 2031.

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Wastewater Operations

## COMMITTEE OF THE WHOLE

October 2024

**Service: 1.577 Wastewater Operations** **Committee: N/A**

**DEFINITION:**

To provide operations services to wastewater, electrician and technical support to wastewater and water functions of the Capital Regional District. Cost of this service is fully allocated to functions utilizing this Operations Division.

**PARTICIPATION:**

Method of cost allocation is on an hourly basis for services rendered to water and wastewater functions.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

A mixture of allocations and time charges to Water and Wastewater services of the CRD.

| Change in Budget 2024 to 2025<br>Service: 1.577 Wastewater Operations | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **14,549,517** | |
| **Change in Salaries:** | | |
| Base salary change | 228,780 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 36,009 | Position reclassification and pay grade change |
| Overtime/Standby/Auxiliary hours | 97,987 | Increase in overtime and auxiliaries costs to reflect the actuals |
| 1.0 FTE Systems Maintenance Electronics Technologist | 126,485 | 2025 IBC 2b-2.3 recovers from Core area, Regional Water and Juan de Fuca water operation (9 months) |
| 1.0 FTE Systems Maintenance Electrician | 65,752 | 2025 IBC 2b-2.4 recovers from Regional Water and Juan de Fuca water operation (6 months) |
| Total Change in Salaries | 555,013 | |
| **Other Changes:** | | |
| Purchase of net new equipment/vehicles | 145,000 | Net purchase increase primarily due to requirements of two new IBCs': Electronics Technologist and Electrician |
| Maintenance Management Support | 103,241 | Increase allocation due to 50% share of the 2025 IBC 13b-2.1 and the addition for three reclassification support roles |
| Reserve Transfers | 110,243 | Increase ORF contribution to cover future net new purchases of vehicles and equipment |
| Staff Training | 80,000 | Increase frequency training for job requirements |
| Other Allocations | 57,972 | Increases included standard overhead allocation, HR allocation, and others |
| Other | 81,091 | Inflation and other operational expenses |
| Total Other Changes | 577,547 | |
| **2025 Budget** | **15,682,077** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 IBC Expense | 3.0% |
| Salary increase | 2.5% |
| Increase reserve transfers | 0.8% |
| Support Services | 0.9% |
| Balance of increase | 0.6% |
| *% expense increase from 2024:* | ***7.8%*** |

*% Requisition increase from 2024 (if applicable):* *No requisition in service*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $100,000 (0.69%) due mainly to hiring challenges of vacant positions. This variance will be moved to Operating Reserve.*

| 1.577 - Wastewater Operations | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 10,871,160 | 10,478,674 | 11,233,937 | 192,237 | - | 11,426,173 | 11,857,760 | 12,190,439 | 12,532,362 | 12,883,796 |
| Allocation - Standard Overhead | 658,478 | 658,478 | 678,247 | - | - | 678,247 | 698,594 | 712,566 | 726,818 | 741,354 |
| Allocation - Human Resources | 380,958 | 380,958 | 402,045 | - | - | 402,045 | 452,568 | 492,630 | 503,743 | 516,308 |
| Allocation - Operations | 553,564 | 580,570 | 587,807 | 73,500 | 12,614 | 673,921 | 691,703 | 697,361 | 716,120 | 731,237 |
| Operating - Other | 1,575,780 | 1,454,166 | 1,261,871 | - | 620,000 | 1,881,871 | 1,285,290 | 1,308,990 | 1,332,960 | 1,367,210 |
| **TOTAL OPERATING COSTS** | **14,039,940** | **13,552,846** | **14,163,907** | **265,737** | **632,614** | **15,062,258** | **14,985,915** | **15,401,986** | **15,812,003** | **16,239,905** |
| *Percentage Increase over prior year | | -3.47% | 0.88% | | | 7.28% | -0.51% | 2.78% | 2.66% | 2.71% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 492,797 | 492,796 | 499,306 | - | - | 499,306 | 562,910 | 586,560 | 590,270 | 594,060 |
| Transfer to Operating Reserve Fund | 16,780 | 16,780 | 120,513 | - | - | 120,513 | 250,000 | 300,000 | 300,000 | 300,000 |
| TOTAL CAPITAL / RESERVES | **509,577** | **509,576** | **619,819** | **-** | **-** | **619,819** | **812,910** | **886,560** | **890,270** | **894,060** |
| **TOTAL COSTS** | 14,549,517 | 14,062,423 | 14,783,726 | 265,737 | 632,614 | 15,682,077 | 15,798,825 | 16,288,546 | 16,702,273 | 17,133,965 |
| *Percentage Increase over prior year | | -3.35% | 1.61% | | | 7.78% | 0.74% | 3.10% | 2.54% | 2.58% |
| Internal Recoveries | (14,074,517) | (13,996,630) | (14,700,752) | (275,211) | - | (14,975,963) | (15,798,825) | (16,288,546) | (16,702,273) | (17,133,965) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 475,000 | 65,792 | 82,974 | (9,474) | 632,614 | 706,114 | 0 | (0) | 0 | 0 |
| *Percentage Increase over prior year | | -0.55% | 4.45% | | | 6.40% | 5.49% | 3.10% | 2.54% | 2.58% |
| **SOURCES OF FUNDING (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Funds Carried Forward | - | - | - | - | - | - | - | - | - | - |
| Transfer from Own Funds | (475,000) | (165,000) | - | (73,500) | (632,614) | (706,114) | - | - | - | - |
| Recovery other | - | (142) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | **(475,000)** | **(165,142)** | **-** | **(73,500)** | **(632,614)** | **(706,114)** | **-** | **-** | **-** | **-** |
| **NET COSTS** | **-** | **99,350** | **(82,974)** | **82,974** | **-** | **-** | **-** | **-** | **-** | **-** |
| *Percentage increase over prior year | | | 4.45% | | | 6.40% | 5.49% | 3.10% | 2.54% | 2.58% |
| PARTICIPANTS: Costs recovered internally | | | | | | | | | | |
| AUTHORIZATED POSITIONS: IWS Operations | 75.00 | 75.00 | 75.00 | 2.00 | - | 77.00 | 77.00 | 77.00 | 77.00 | 77.00 |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 1.577<br>Wastewater Operations | | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | | |
| Buildings | | B | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | E | $95,000 | $55,000 | $70,000 | $75,000 | $155,000 | $500,000 | $855,000 |
| Land | | L | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | S | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | V | $1,089,000 | $1,537,000 | $900,000 | $615,000 | $436,500 | $462,500 | $3,951,000 |
| | | | **$1,184,000** | **$1,592,000** | **$970,000** | **$690,000** | **$591,500** | **$962,500** | **$4,806,000** |
| **SOURCE OF FUNDS** | | | | | | | | | |
| Capital Funds on Hand | | Cap | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | Debt | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | ERF | $1,184,000 | $1,592,000 | $970,000 | $690,000 | $591,500 | $962,500 | $4,591,000 |
| Grants (Federal, Provincial) | | Grant | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | Other | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | Res | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | | **$1,184,000** | **$1,592,000** | **$970,000** | **$690,000** | **$591,500** | **$962,500** | **$4,806,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.577

**Service Name:** Wastewater Operations

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 18-02 | Replacement | Replace Computer Equipment | Computer replacements per IT cycle. | $ 100,000 | E | ERF | $ - | $ 30,000 | $ 40,000 | $ 40,000 | $ 50,000 | | $ 160,000 |
| 18-03 | Replacement | Replace ERF Equipment | End of life replacement equipment; Gas techs, SCADA/Controls | $ 200,000 | E | ERF | $ 40,000.00 | $ 5,000 | $ 5,000 | $ 5,000 | $ 40,000 | | $ 55,000 |
| 19-01 | Replacement | Replace IWOps Vehicle FQS014 | Vehicle replacement - end of life | $ 195,000 | V | ERF | $ 195,000.00 | $ 195,000 | $ - | $ - | | | $ 195,000 |
| 19-02 | Replacement | Replace IWOps Vehicle F00932 Dump Truck | Vehicle replacement - end of life | $ 180,000 | V | ERF | | $ - | $ - | $ - | | $ 180,000 | $ 180,000 |
| 19-03 | Replacement | Replace IWOps Vehicle F00994 Bobcat | Vehicle replacement - end of life | $ 90,000 | V | ERF | $ 90,000.00 | $ - | $ - | $ - | $ 90,000 | | $ 90,000 |
| 19-05 | Replacement | Replace IWOps Vehicle FQP081 Renfrew | Vehicle replacement - end of life | $ 100,000 | V | ERF | | $ 100,000 | $ - | $ - | | | $ 100,000 |
| 19-07 | Replacement | Furniture and Office Equipment Replacement | End of life replacement of furniture and office equipment | $ 75,000 | E | ERF | $ 15,000.00 | $ 5,000 | $ 5,000 | $ 5,000 | $ 15,000 | | $ 30,000 |
| 20-02 | Replacement | Replace IWOps Vehicle F11030 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ - | $ - | | | $ - |
| 20-04 | Replacement | Replace IWOps Vehicle F12009 | Vehicle replacement - end of life | $ 90,000 | V | ERF | $ 90,000.00 | $ - | $ 90,000 | $ - | | | $ 90,000 |
| 20-05 | Replacement | Replace IWOps Vehicle F12024 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ - | $ - | | | $ - |
| 20-06 | Replacement | Replace IWOps Vehicle F12002 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ - | $ - | | | $ - |
| 20-11 | Replacement | Replace IWOps Vehicle F01080 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ - | $ - | | | $ - |
| 21-02 | Replacement | Replace IWOps Vehicle F11033 | Vehicle replacement - end of life | $ 90,000 | V | ERF | $ 90,000.00 | $ 90,000 | $ - | $ - | | | $ 90,000 |
| 21-03 | Replacement | Replace IWOps Vehicle F12029 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ - | $ - | | | $ - |
| 22-01 | Replacement | SPWWTP - Skid Steer F18036 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ - | $ - | | $ 90,000 | $ 90,000 |
| 22-02 | Replacement | Burgoyne - Skid Steer F19005 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ - | $ - | | $ 90,000 | $ 90,000 |
| 23-15 | Replacement | Replace IWOps Vehicle F19009 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ - | $ - | | | $ - |
| 22-03 | Replacement | Replace IWOps Vehicle - Scissor Lift - F15018 | Vehicle replacement - end of life | $ 35,000 | V | ERF | $ 35,000.00 | $ 96,000 | $ - | $ - | | | $ 96,000 |
| 22-05 | Replacement | Replace IWOps Vehicle F01028 2007 Kubota Tractor | Vehicle replacement - end of life | $ 50,000 | V | ERF | $ 50,000.00 | $ - | $ - | $ - | | $ 50,000 | $ 50,000 |
| 22-06 | Replacement | Replace F14024 F550 Diesel Service Truck - Crane/Lift truck | Vehicle replacement - end of life | $ 220,000 | V | ERF | $ 220,000.00 | $ 220,000 | $ - | $ - | | | $ 220,000 |
| 22-08 | Replacement | Replace Mechanical and Electrical Equipment | End of life replacement of equipment | $ 67,500 | E | ERF | | $ - | $ - | $ - | | | $ - |
| 23-01 | Replacement | Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer Magic Lake | Vehicle replacement - end of life | $ 40,000 | V | ERF | $ 40,000.00 | $ - | $ - | $ - | | $ 40,000 | $ 40,000 |
| 23-02 | Replacement | Replace IWOps Trailer F00753 1997 Generator Trailer | Vehicle replacement - end of life | $ 80,000 | V | ERF | | $ - | $ - | $ - | | | $ - |
| 23-03 | Replacement | Replace IWOps Trailer F00793 1998 Trailerman Box Trailer | Vehicle replacement - end of life | $ 24,000 | V | ERF | | $ 24,000 | $ - | $ - | | | $ 24,000 |
| 23-05 | Replacement | Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer | Vehicle replacement - end of life | $ 12,000 | V | ERF | | $ 12,000 | $ - | $ - | | | $ 12,000 |
| 23-06 | Replacement | Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer | Vehicle replacement - end of life | $ 7,500 | V | ERF | | $ - | $ - | $ - | | | $ - |
| 23-07 | Replacement | Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer | Vehicle replacement - end of life | $ 6,500 | V | ERF | $ 6,500.00 | $ - | $ - | $ - | $ 6,500 | | $ 6,500 |
| 23-08 | Replacement | Replace IWOps Trailer F01052 2008 Pace American Trailer | Vehicle replacement - end of life | $ 12,500 | V | ERF | $ 12,500.00 | $ - | $ - | $ - | | $ 12,500 | $ 12,500 |
| 23-09 | Replacement | Replace IWOps Vehicle F13009 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ 90,000 | $ - | | | $ 90,000 |
| 23-10 | Replacement | Replace IWOps Vehicle F13010 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ 90,000 | $ - | | | $ 90,000 |
| 23-11 | Replacement | F11027 2010 Mercedes Sprinter 25C144 Van | Vehicle replacement - end of life | $ 80,000 | V | ERF | $ 80,000.00 | $ 80,000 | $ - | $ - | | | $ 80,000 |
| 23-12 | Replacement | FWP076 2010 Ford F250 Super Duty | Vehicle replacement - end of life | $ 90,000 | V | ERF | $ 90,000.00 | $ 90,000 | $ - | $ - | | | $ 90,000 |
| 23-13 | Replacement | Replace EIC and Machine Shop Equipment | End of life replacement of equipment; EIC and Machine Shop | $ 250,000 | E | ERF | $ 40,000.00 | $ 15,000 | $ 20,000 | $ 25,000 | $ 50,000 | | $ 110,000 |
| 23-14 | New | Electric Vehicle Charger - Ganges WWTP | Ganges WWTP Level II Vehicle Charging Station | $ 10,000 | E | Grant | | $ - | $ - | $ - | | | $ - |
| 23-16 | New | Electric Vehicle Charger - McLoughlin WWTP | McLoughlin WWTP Level II Vehicle Charging Station | $ 10,000 | E | Grant | | $ - | $ - | $ - | | | $ - |
| 24-01 | Replacement | Replace IWOps Vehicle F13012 | Vehicle replacement - end of life | $ 90,000 | V | ERF | $ 90,000.00 | $ 90,000 | $ - | $ - | | | $ 90,000 |
| 25-02 | Replacement | Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van | Vehicle replacement - end of life | $ 100,000 | V | ERF | | $ 100,000 | $ - | $ - | | | $ 100,000 |

**Service #:** 1.577

**Service Name:** Wastewater Operations

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 25-03 | Replacement | Replace IWOps Vehicle F17008 2017 Ford F150 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ 90,000 | $ - | $ - | | | $ 90,000 |
| 25-04 | Replacement | Replace IWOps Vehicle F17009 2017 Ford F150 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ 90,000 | $ - | $ - | | | $ 90,000 |
| 25-05 | Replacement | Replace IWOps Vehicle FQ7010 2017 Ford F150 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ 90,000 | $ - | $ - | | | $ 90,000 |
| 25-07 | Replacement | Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane | Vehicle replacement - end of life | $ 80,000 | V | ERF | | $ 80,000 | $ - | $ - | | | $ 80,000 |
| 25-08 | Replacement | Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ 90,000 | $ - | | | $ 90,000 |
| 26-01 | Replacement | F17027 2018 Chevrolet Silverado 2500 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ 90,000 | $ - | $ - | | | $ 90,000 |
| 26-02 | Replacement | F17029 2018 Chevrolet Silverado 3500 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ 90,000 | $ - | | | $ 90,000 |
| 26-03 | Replacement | F18003 2018 Ford F150 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ 90,000 | $ - | | | $ 90,000 |
| 26-04 | Replacement | F18012 2018 Chevrolet Colorado | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ 90,000 | $ - | | | $ 90,000 |
| 26-05 | Replacement | F18010 2018 Ford Transit 250 Cargo Van | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ 90,000 | $ - | | | $ 90,000 |
| 26-06 | Replacement | F18011 2018 Ford Transit 250 Cargo Van | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ 90,000 | $ - | | | $ 90,000 |
| 26-07 | Replacement | F18014 2018 GMC Sierra 1500 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ 90,000 | $ - | | | $ 90,000 |
| 27-01 | Replacement | F19006 Crane Truck | Vehicle replacement - end of life | $ 250,000 | V | ERF | | $ - | $ - | $ 250,000 | | | $ 250,000 |
| 27-02 | Replacement | F19007 Crane Truck | Vehicle replacement - end of life | $ 250,000 | V | ERF | | $ - | $ - | $ 250,000 | | | $ 250,000 |
| 27-03 | Replacement | F19008 2019 F350 | Vehicle replacement - end of life | $ 90,000 | V | ERF | | $ - | $ - | $ 90,000 | | | $ 90,000 |
| 27-04 | Replacement | F19019 Pressure Washer Trailer | Vehicle replacement - end of life | $ 25,000 | V | ERF | | $ - | $ - | $ 25,000 | | | $ 25,000 |
| 28-01 | Replacement | F14024 F550 Stiff Arm Crane Truck | Vehicle replacement - end of life | $ 250,000 | V | ERF | | | | | $ 250,000 | | $ 250,000 |
| 28-02 | Replacement | F16012 All wheel drive Van | Vehicle replacement - end of life | $ 90,000 | V | ERF | | | | | $ 90,000 | | $ 90,000 |
| 28-03 | Replacement | F01065 Load Bank | | $ 500,000 | E | ERF | | | | | | $ 500,000.00 | $ 500,000 |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 5,730,000** | | | **$ 1,184,000.00** | **$ 1,592,000** | **$ 970,000** | **$ 690,000** | **$ 591,500** | **$ 962,500** | **$ 4,806,000** |

| Service: | 1.577 | Wastewater Operations |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 18-02 | **Capital Project Title** | Replace Computer Equipment | **Capital Project Description** | Computer replacements per IT cycle. |
| **Project Rationale** | Replace Computer Equipment - Computer replacements per IT cycle. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 18-03 | **Capital Project Title** | Replace ERF Equipment | **Capital Project Description** | End of life replacement equipment; Gas techs, SCADA/Controls |
| **Project Rationale** | Replace ERF Equipment - Gas Tech Replacements Core and Saan Pen | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 19-01 | **Capital Project Title** | Replace IWOps Vehicle FQS014 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | Replace IWOps Vehicle FQS014 - Vehicle replacement - end of life | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 19-02 | **Capital Project Title** | Replace IWOps Vehicle F00932 Dump Truck | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | Replace IWOps Vehicle F00932 - Vehicle replacement - end of life | | | | |

| | | |
|---|---|---|
| **Service:** | **1.577** | **Wastewater Operations** |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 19-03 | **Capital Project Title** | Replace IWOps Vehicle F00994 Bobcat | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | Replace IWOps Vehicle F00994 - Vehicle replacement - end of life | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 19-05 | **Capital Project Title** | Replace IWOps Vehicle FQP081 Renfrew | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | Replace IWOps Vehicle F01081 - Vehicle replacement - end of life | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 19-07 | **Capital Project Title** | Furniture and Office Equipment Replacement | **Capital Project Description** | End of life replacement of furniture and office equipment |
| **Project Rationale** | End of life replacement of furniture and office equipment | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 20-02 | **Capital Project Title** | Replace IWOps Vehicle F11030 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | Replace IWOps Vehicle F11030 - Vehicle replacement - end of life | | | | |

| | | |
|---|---|---|
| **Service:** | **1.577** | **Wastewater Operations** |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 20-04 | **Capital Project Title** | Replace IWOps Vehicle F12009 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | Replace IWOps Vehicle F12009 - Vehicle replacement - end of life | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 20-05 | **Capital Project Title** | Replace IWOps Vehicle F12024 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | Replace IWOps Vehicle F12024 - Vehicle replacement - end of life | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 20-06 | **Capital Project Title** | Replace IWOps Vehicle F12002 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 20-11 | **Capital Project Title** | Replace IWOps Vehicle F01080 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| Service: | 1.577 | Wastewater Operations |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-02 | **Capital Project Title** | Replace IWOps Vehicle F11033 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-03 | **Capital Project Title** | Replace IWOps Vehicle F12029 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-01 | **Capital Project Title** | SPWWTP - Skid Steer F18036 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-02 | **Capital Project Title** | Burgoyne - Skid Steer F19005 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-15 | **Capital Project Title** | Replace IWOps Vehicle F19009 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | |
|---|---|---|
| **Service:** | **1.577** | **Wastewater Operations** |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-03 | **Capital Project Title** | Replace IWOps Vehicle - Scissor Lift - F15018 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-05 | **Capital Project Title** | Replace IWOps Vehicle F01028 2007 Kubota Tractor | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-06 | **Capital Project Title** | Replace F14024 F550 Diesel Service Truck - Crane/Lift truck | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-08 | **Capital Project Title** | Replace Mechanical and Electrical Equipment | **Capital Project Description** | End of life replacement of equipment |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-01 | **Capital Project Title** | Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer Magic Lake | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-02 | **Capital Project Title** | Replace IWOps Trailer F00753 1997 Generator Trailer | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| Service: | 1.577 | Wastewater Operations |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-03 | **Capital Project Title** | Replace IWOps Trailer F00793 1998 Trailerman Box Trailer | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-05 | **Capital Project Title** | Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-06 | **Capital Project Title** | Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-07 | **Capital Project Title** | Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-08 | **Capital Project Title** | Replace IWOps Trailer F01052 2008 Pace American Trailer | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-09 | **Capital Project Title** | Replace IWOps Vehicle F13009 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | |
|---|---|---|
| **Service:** | **1.577** | **Wastewater Operations** |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-10 | **Capital Project Title** | Replace IWOps Vehicle F13010 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-11 | **Capital Project Title** | F11027 2010 Mercedes Sprinter 25C144 Van | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-12 | **Capital Project Title** | FWP076 2010 Ford F250 Super Duty | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-13 | **Capital Project Title** | Replace EIC and Machine Shop Equipment | **Capital Project Description** | End of life replacement of equipment; EIC and Machine Shop |
| **Project Rationale** | End of life replacement of equipment; EIC and Machine Shop | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-14 | **Capital Project Title** | Electric Vehicle Charger - Ganges WWTP | **Capital Project Description** | Ganges WWTP Level II Vehicle Charging Station |
| **Project Rationale** | Ganges WWTP Level II Vehicle Charging Station | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-16 | **Capital Project Title** | Electric Vehicle Charger - McLoughlin | **Capital Project Description** | McLoughlin WWTP Level II Vehicle Charging |
| **Proiect Rationale** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-01 | **Capital Project Title** | Replace IWOps Vehicle F13012 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| Service: | 1.577 | Wastewater Operations |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-02 | **Capital Project Title** | Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-03 | **Capital Project Title** | Replace IWOps Vehicle F17008 2017 Ford F150 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-04 | **Capital Project Title** | Replace IWOps Vehicle F17009 2017 Ford F150 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-05 | **Capital Project Title** | Replace IWOps Vehicle FQ7010 2017 Ford F150 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-07 | **Capital Project Title** | Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-08 | **Capital Project Title** | Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-01 | **Capital Project Title** | F17027 2018 Chevrolet Silverado 2500 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| Service: | 1.577 | Wastewater Operations |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-02 | **Capital Project Title** | F17029 2018 Chevrolet Silverado 3500 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-03 | **Capital Project Title** | F18003 2018 Ford F150 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-04 | **Capital Project Title** | F18012 2018 Chevrolet Colorado | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-05 | **Capital Project Title** | F18010 2018 Ford Transit 250 Cargo Van | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-06 | **Capital Project Title** | F18011 2018 Ford Transit 250 Cargo Van | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-07 | **Capital Project Title** | F18014 2018 GMC Sierra 1500 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-01 | **Capital Project Title** | F19006 Crane Truck | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | |
|---|---|---|
| **Service:** | **1.577** | **Wastewater Operations** |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-02 | **Capital Project Title** | F19007 Crane Truck | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-03 | **Capital Project Title** | F19008 2019 F350 | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-04 | **Capital Project Title** | F19019 Pressure Washer Trailer | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 28-01 | **Capital Project Title** | F14024 F550 Stiff Arm Crane Truck | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 28-02 | **Capital Project Title** | F16012 All wheel drive Van | **Capital Project Description** | Vehicle replacement - end of life |
| **Project Rationale** | End of life replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 28-03 | **Capital Project Title** | F01065 Load Bank | **Capital Project Description** | Load Bank - end of life |
| **Project Rationale** | End of life replacement | | | | |

**1.577 Wastewater Operations Asset and Reserve Summary**
**Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve Schedule Summary

**Wastewater Operations**

Assets held by the IW Wastewater Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers.

## Reserve/Fund Summary

| | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Equipment Replacement Fund | 2,727,955 | 1,635,261 | 1,228,171 | 1,124,731 | 1,123,501 | 755,061 |
| Operating Reserve Fund | 1,028,057 | 442,456 | 692,456 | 992,456 | 1,292,456 | 1,592,456 |
| **Total** | **3,756,012** | **2,077,717** | **1,920,627** | **2,117,187** | **2,415,957** | **2,347,517** |

See attached reserve schedules for projected annual cash flows.

## ERF Reserve Fund Schedule Wastewater Operations

Assets held by the Wastewater Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers. ent

## Equipment Reserve Wastewater Schedule

| Equipment Replacement Fund<br>Fund: 1022 Fund Center: 101451 | Estimate<br>2024 | Budget<br>2025 | <br>2026 | <br>2027 | <br>2028 | <br>2029 |
|---|---|---|---|---|---|---|
| **Beginning Balance** | 2,662,138 | 2,727,955 | 1,635,261 | 1,228,171 | 1,124,731 | 1,123,501 |
| **Planned Purchase (Based on Capital Plan)** | (555,000) | (1,592,000) | (970,000) | (690,000) | (591,500) | (962,500) |
| **Transfer IN (from Ops Budget)** | 492,797 | 499,306 | 562,910 | 586,560 | 590,270 | 594,060 |
| **Proceeds of Disposal** | 108,020 | | | | | |
| **Interest Income*** | 20,000 | | | | | |
| **Ending Balance $** | **2,727,955** | **1,635,261** | **1,228,171** | **1,124,731** | **1,123,501** | **755,061** |

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment, and vehicles of the Wastewater Operations Division.

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

## ORF Reserve Fund Schedule IWS Operations

**Wastewater Operations**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Schedule

| Operating Reserve Schedule | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| **Fund: 1500 Fund Center: 105516** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 1,036,927 | 1,028,057 | 442,456 | 692,456 | 992,456 | 1,292,456 |
| **Planned Purchase** | (165,000) | (706,114) | - | - | - | - |
| **Transfer from Ops Budget** | 16,780 | 120,513 | 250,000 | 300,000 | 300,000 | 300,000 |
| **Interest Income*** | 40,000 | | | | | |
| **Surplus** | 99,350 | | | | | |
| **Ending Balance $** | **1,028,057** | **442,456** | **692,456** | **992,456** | **1,292,456** | **1,592,456** |

**Assumptions/Background:**

Funds are retained in the reserve for charge-out rate stabilization

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Saanich Peninsula Water Supply

## COMMITTEE OF THE WHOLE

October 2024

**Service: 2.610 Saanich Peninsula Water Supply** **Committee: Saanich Peninsula Water**

**DEFINITION:**

To purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire property easements, licences and authorities for the supply of water to Central Saanich, North Saanich, and Sidney, for distribution by the municipalities. Letters Patent, December 22, 1976; revised Sept. 27, 1984. Amended SLP April 27, 1978 and March 19, 1986.

**SERVICE DESCRIPTION:**

This service provides for the purchase of bulk water for supply to Central Saanich, North Saanich, and Sidney, for distribution within their municipalities. Included in the program is the responsibility to provide design, construction, operation and maintenance, licenses, and water quality monitoring to the service area.

**PARTICIPATION:**

Central Saanich / North Saanich / Sidney

**MAXIMUM LEVY:**

**MAXIMUM CAPITAL DEBT:**

As established by Inspector of Municipalities.

**COMMISSION:**

Saanich Peninsula Water Commission established by Letters Patent to advise the Board with respect to this function.

**FUNDING:**

Costs are recovered through the sale of bulk water.

**CAPITAL DEBT:**

| | | |
|---|---|---|
| Authorized: | $12,900,000 | 2021 - (MFA Bylaw No. 4411 - Saanich Peninsula Water Supply Water Works) |
| Borrowed: | $0 | |
| Remaining: | $12,900,000 | |

**Change in Budget 2024 to 2025**

| **Service: 2.610 Saanich Peninsula Water Supply** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **7,892,266** | |
| **Change in Labour:** | | |
| | 52,300 | Labour charges (salaries and overhead) |
| Total Change in Labour | 52,300 | |
| **Other Changes:** | | |
| Bulk Water Purchase | 343,680 | |
| Principal and Interest Costs | 117,700 | |
| Transfers to ERF | 50,000 | |
| Asset and Maintenance Management | 24,210 | |
| Insurance Costs | 19,000 | |
| Standard Overhead Allocation | 13,900 | |
| Electricity | 7,000 | |
| Transfer to Capital Reserve | (200,000) | |
| Other Costs | 5,305 | |
| Total Other Changes | 380,795 | |
| **2025 Budget** | **8,325,361** | |

| Summary of % Expense Increase | |
|---|---|
| Additional cost due to increased bulk water rate | 4.4% |
| Principal and Interest costs | 1.5% |
| Balance of increase | -0.4% |
| *% expense increase from 2022:* | ***5.5%*** |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*Favourable water sales variance of $120,000 (2%) due to higher than budgeted water demand largely a result of dry summer weather. This additional revenue will be used to offset bulk water purchase overages. Labour cost savings of $125,000 and Debt Service Cost savings of $42,000 contribute further towards a net surplus of $180,000, which will be transferred to the Capital Reserve Fund.*

**Program Group: CRD-Saanich Peninsula Water Supply**

| SUMMARY | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | 2025 BUDGET REQUEST: 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | TOTAL (COL 4, 5 & 6) | FUTURE PROJECTIONS: 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| **OPERATING EXPENDITURES:** | | | | | | | | | | |
| ALLOCATION - OPERATIONS | 1,171,082 | 1,045,952 | 1,224,190 | - | - | 1,224,190 | 1,248,690 | 1,273,685 | 1,299,173 | 1,325,173 |
| UTILITIES | 231,205 | 224,100 | 238,150 | - | - | 238,150 | 242,191 | 247,035 | 251,976 | 257,016 |
| OPERATING - OTHER COSTS | 189,748 | 191,370 | 213,660 | - | - | 213,660 | 220,841 | 230,725 | 241,353 | 252,793 |
| ALLOCATION - STANDARD OVERHEAD | 168,071 | 168,071 | 206,221 | - | - | 206,221 | 212,287 | 216,656 | 221,117 | 225,670 |
| **TOTAL OPERATING EXPENDITURES** | 1,760,106 | 1,629,493 | 1,882,221 | - | - | 1,882,221 | 1,924,009 | 1,968,101 | 2,013,619 | 2,060,652 |
| *Percentage increase over prior year board budget | | | 6.94% | | | 6.94% | 2.22% | 2.29% | 2.31% | 2.34% |
| **TOTAL BULK WATER EXPENDITURES** | 5,180,160 | 5,261,100 | 5,523,840 | - | - | 5,523,840 | 6,089,445 | 6,998,550 | 7,885,545 | 8,853,240 |
| **CAPITAL EXPENDITURES & TRANSFERS** | | | | | | | | | | |
| TRANSFER TO CAPITAL RESERVE FUND | 800,000 | 983,625 | 600,000 | - | - | 600,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| TRANSFER TO EQUIPMENT REPLACEMENT FUND | 50,000 | 50,000 | 100,000 | - | - | 100,000 | 150,000 | 150,000 | 200,000 | 200,000 |
| **TOTAL CAPITAL EXPENDITURES & TRANSFERS** | 850,000 | 1,033,625 | 700,000 | - | - | 700,000 | 550,000 | 550,000 | 600,000 | 600,000 |
| **DEBT SERVICING** | | | | | | | | | | |
| DEBT-INTEREST & PRINCIPAL | 102,000 | - | 219,300 | - | - | 219,300 | 1,210,343 | 1,210,343 | 1,210,343 | 1,210,343 |
| **TOTAL DEBT EXPENDITURES** | 102,000 | - | 219,300 | - | - | 219,300 | 1,210,343 | 1,210,343 | 1,210,343 | 1,210,343 |
| **TOTAL EXPENDITURES** | 7,892,266 | 7,924,218 | 8,325,361 | - | - | 8,325,361 | 9,773,797 | 10,726,994 | 11,709,507 | 12,724,235 |
| **SOURCES OF FUNDING-OPERATIONS** | | | | | | | | | | |
| REVENUE -WATER SALES | (7,665,966) | (7,785,700) | (8,048,251) | - | - | (8,048,251) | (9,622,841) | (10,573,135) | (11,552,686) | (12,564,394) |
| REVENUE -OTHER | (226,300) | (138,518) | (277,110) | - | - | (277,110) | (150,956) | (153,859) | (156,821) | (159,841) |
| **TOTAL SOURCES OF FUNDING FROM OPERATIONS** | (7,892,266) | (7,924,218) | (8,325,361) | - | - | (8,325,361) | (9,773,797) | (10,726,994) | (11,709,507) | (12,724,235) |
| **SOURCES OF FUNDING-REQUISITION** | | | | | | | | | | |
| PROPERTY TAX REQUSITION FOR DEBT | - | - | - | - | - | - | - | - | - | - |
| **TOTAL REQUSITION** | - | - | - | - | - | - | - | - | - | - |
| TRANSFER FROM PRIOR YEAR | - | - | - | - | - | - | - | - | - | - |
| TRANSFER TO FOLLOWING YEAR | | | | | | | | | | |
| **TOTAL CARRY FORWARD (SURPLUS)/ DEFICIT** | - | - | - | - | - | - | - | - | - | - |
| **TOTAL SOURCES OF ALL FUNDING** | (7,892,266) | (7,924,218) | (8,325,361) | - | - | (8,325,361) | (9,773,797) | (10,726,994) | (11,709,507) | (12,724,235) |
| *Percentage increase over prior year's board budget* | | | 5.49% | | | 5.49% | 17.40% | 9.75% | 9.16% | 8.67% |
| Water Rate $ per cu. m. | $ 1.1978 | | | | | $ 1.2575 | | | | |
| *Percentage increase* | 4.71% | | | | | 4.99% | | | | |

# SAANICH PENINSULA WATER SUPPLY

## 2025 Demand Estimate

**Retail Demand**

| Years | Actual Demand cu.metre | | Budgeted Demand cu.metre | |
|---|---|---|---|---|
| 2019 | 6,928,173 | | 6,500,000 | |
| 2020 | 6,860,322 | | 6,800,000 | |
| 2021 | 7,556,244 | | 6,800,000 | |
| 2022 | 7,239,389 | | 6,900,000 | |
| 2023 | 7,422,128 | | 6,335,000 | ** |
| 2024 | 6,480,000 | * | 6,400,000 | |

**2025 Demand Estimate** **6,400,000**

** Projected consumption for 2024*

** 2023 Demand estimate reduction reflects First Nations becoming wholesale customers of Regional Water Supply

# SAANICH PENINSULA WATER SUPPLY

## Summary of Supply Water Rates to Participating Municipalities

| | 2021 | 2022 | 2023 | 2024 | 2025 | Change | % change |
|---|---|---|---|---|---|---|---|
| **Retail (direct) water rate** | | | | | | | |
| Sannich Peninsula Retail cost per cu.m. | $1.0536 | $1.0886 | $1.1439 | $1.1978 | $1.2575 | $0.0597 | 5.0% |
| Agricultural Research Station cost per cu.m. | $1.0888 | $1.1238 | $1.1791 | $1.2330 | $1.2927 | $0.0597 | 4.8% |

## Summary of Bulk Water Purchase Rates from Regional Water Supply

| | 2021 | 2022 | 2023 | 2024 | 2025 | Change | % change |
|---|---|---|---|---|---|---|---|
| **CRD Bulk water purchase cost per cu.m.** | $0.7148 | $0.7332 | $0.7698 | $0.8094 | $0.8631 | $0.0537 | 6.63% |

# SAANICH PENINSULA WATER SUPPLY

## Summary of Supply Water Rates to Participating Municipalities

| | 2021 | 2022 | 2023 | 2024 | 2025 | Change | % change |
|---|---|---|---|---|---|---|---|
| **Retail (direct) water rate** | | | | | | | |
| Unit cost per cu.m. | $ 1.0536 | $ 1.0886 | $ 1.1439 | $ 1.1978 | 1.2575 | $ 0.0597 | 4.98% |

## Retail Water Rate Increase
## Impact on Participating Municipalities Water Bill

Average consumption: 235.0 cubic meters

| Charge for Twelve Months Consumption | Year | Annual charge | 2025 Annual Change $ |
|---|---|---|---|
| Average Consumption | 2024 | $ 281.48 | |
| | 2025 | $ 295.51 | $ 14.03 |
| Half Average Consumption | 2024 | $ 140.74 | |
| | 2025 | $ 147.76 | $ 7.01 |
| Twice Average Consumption | 2024 | $ 562.97 | |
| | 2025 | $ 591.03 | $ 28.07 |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 2.610<br>Saanich Peninsula Water Supply | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $690,000 | $490,000 | $300,000 | $300,000 | $300,000 | $100,000 | $1,490,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $2,665,000 | $15,510,000 | $1,569,000 | $1,950,000 | $1,100,000 | $525,000 | $20,654,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$3,355,000** | **$16,000,000** | **$1,869,000** | **$2,250,000** | **$1,400,000** | **$625,000** | **$22,144,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $12,900,000 | $0 | $0 | $0 | $0 | $12,900,000 |
| Equipment Replacement Fund | | $40,000 | $240,000 | $200,000 | $200,000 | $200,000 | $200,000 | $1,040,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $3,315,000 | $2,860,000 | $1,669,000 | $2,050,000 | $1,200,000 | $425,000 | $8,204,000 |
| | | **$3,355,000** | **$16,000,000** | **$1,869,000** | **$2,250,000** | **$1,400,000** | **$625,000** | **$22,144,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 2.610

**Service Name:** Saanich Peninsula Water Supply

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| **SYSTEM UPGRADES AND REPLACEMENTS** | | | | | | | | | | | | | |
| 18-04 | New | Post Disaster Emergency Water Supply | Identify and procure emergency systems for post disaster preparedeness | $ 1,645,000 | S | Res | $ 140,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 750,000 |
| 20-02 | New | Hamsterly Pump Station Backup Power Generator | Addition of a backup power generator at the Hamsterly Pump Station | $ 1,100,000 | S | Res | $ 990,000 | $ - | $ 190,000 | $ 800,000 | $ - | $ - | $ 990,000 |
| 21-01 | New | Level of Service Agreement | Determine and develop appropriate level of service agreements with the participating municipalities for water supply. | $ 75,000 | S | Res | $ 75,000 | $ 25,000 | $ 50,000 | $ - | $ - | $ - | $ 75,000 |
| 21-04 | Renewal | SCADA Upgrades | SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services. | $ 1,150,000 | E | Res | $ 500,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 100,000 | $ 900,000 |
| 21-05 | Renewal | SPW System Upgrade and Expansion | Upgrade vulnerable sections of the SPWS system to a more resilient system and increase operational flexibility. | $ 14,700,000 | S | Res | $ 800,000 | $ 800,000 | $ - | $ - | $ - | $ - | $ 800,000 |
| 21-05 | Renewal | | | | S | Debt | $ - | $ 12,900,000 | $ - | $ - | $ - | $ - | $ 12,900,000 |
| 22-01 | Study | Water Strategic Plan Update | Update the strategic plan to inform future works and identify hydraulic deficiencies. | $ 116,972 | S | Res | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| 22-02 | New | Microwave Radio Upgrades | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed. | $ 550,000 | E | Res | $ 150,000 | $ 250,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ - | $ 550,000 |
| 23-01 | Study | DCC Program Update | 5-year update of the DCC program. | $ 500 | S | Res | $ 500 | $ 500 | $ - | $ - | $ - | $ - | $ 500 |
| 23-04 | Renewal | RTU & PLC Upgrade and Replacement | Upgrade RTU programming within the SPWS service, upgrade the PLC at the Deep Cove pump station, and upgrade the telecommunications from the Hamsterly PS. | $ 140,000 | E | ERF | $ 40,000 | $ 40,000 | $ - | $ - | $ - | $ - | $ 40,000 |
| 25-01 | New | Hamsterly Pump Station Capacity Upgrade | Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project. | $ 6,040 | S | Res | $ - | $ - | $ 6,040 | $ - | $ - | $ - | $ 6,040 |
| 24-01 | Decommission | Dean Park Road Well Decommissioning | Decommissioning of a groundwater well(s) on Dean Park Road. | $ 250,000 | S | Res | $ 30,000 | $ 130,000 | $ 100,000 | $ - | $ - | $ - | $ 230,000 |
| 24-02 | New | Reservoir Seismic Isolation Valves | Addition of seismic isolation valves at various Saanich Peninsula tanks. | $ 800,000 | S | Res | $ 200,000 | $ 600,000 | $ - | $ - | $ - | $ - | $ 600,000 |
| 26-01 | Decommission | Decommissioning of Various Sites/Components | Various existing facilities within SPWS have redundant valves and piping that require removal. | $ 150,000 | S | Res | $ - | $ - | $ 50,000 | $ 50,000 | $ 50,000 | $ - | $ 150,000 |
| 25-02 | Study | Asset Management Plan | Update the asset management plan with recent study information. | $ 300,000 | S | Res | $ 250,000 | $ 250,000 | $ - | $ - | $ - | $ - | $ 250,000 |
| 25-03 | Study | Operational Optimization Review | Review the SPWS system from an operational perspective to investigate operational efficiencies and improvements. | $ 200,000 | S | Res | $ - | $ 100,000 | $ 50,000 | $ 50,000 | $ - | $ - | $ 200,000 |
| 25-04 | Study | Cloake Hill/Deep Cove Hydraulic Assessment | Detailed analysis of Cloake Hill Tank and Deep Cove Pump Station. Driven by the 2021 heat dome event and results of the DCC program and Strategic Plan Update | $ 100,000 | S | Res | $ - | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| 27-01 | Replacement | Cloake Hill/Deep Cove Upgrades | Potential Construction Upgrades | $ 1,000,000 | S | Res | $ - | $ - | $ - | $ 500,000 | $ 500,000 | $ - | $ 1,000,000 |
| 25-05 | Renewal | Asset Capital Improvement/Replacement Program | Ongoing program to continually address multiple, small to mid-scale capital improvements to the Saanich Peninsula Water System. | $ 1,500,000 | S | Res | $ - | $ 75,000 | $ 175,000 | $ 200,000 | $ 200,000 | $ 175,000 | $ 825,000 |
| | | | | | | | | | | | | | $ - |
| **Sub-Total System Upgrades and Replacements** | | | | **$ 23,783,512** | | | **$ 3,275,500** | **$ 15,720,500** | **$ 1,071,040** | **$ 2,050,000** | **$ 1,200,000** | **$ 425,000** | **$ 20,466,540** |
| **ANNUAL PROVISIONAL ITEMS** | | | | | | | | | | | | | **$ -** |
| 24-03 | Renewal | Pump Station, Meter Station, Valve Repair, Transmission Main & Storage Tank Repairs, Replacements and decommissioning. | Planned and unplanned infrastructure and equipment renewal. | $ 1,200,000 | S | ERF | $ - | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | **$ 1,000,000** |
| **Sub-Total Annual Provisional Items** | | | | **$ 1,200,000** | | | **$ -** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 1,000,000.00** |
| | | | | | | | | | | | | | $ - |
| **DEVELOPMENT COST CHARGE (DCC) PROGRAM** | | | | | | | | | | | | | $ - |
| 22-01 | Study | Water Strategic Plan Update | Update the strategic plan to inform future works and identify hydraulic deficiencies. | $ 33,028 | S | Res | $ 30,000 | $ 30,000 | $ - | $ - | $ - | $ - | $ 30,000 |
| 23-01 | Study | DCC Program Update | 5-year update of the DCC program. | $ 49,500 | S | Res | $ 49,500 | $ 49,500 | $ - | $ - | $ - | $ - | $ 49,500 |
| 25-01 | New | Hamsterly Pump Station Capacity Upgrade | Increase the capacity of the Hamsterly Pump Station to address increased water demand. | $ 597,960 | S | Res | $ - | $ - | $ 597,960 | $ - | $ - | $ - | $ 597,960 |
| **Sub-Total Development Cost Charge (DCC) Program** | | | | **$ 680,488** | | | **$ 79,500** | **$ 79,500** | **$ 597,960** | **$ -** | **$ -** | **$ -** | **$ 677,460** |
| **x** | | | **GRAND TOTAL** | **$ 25,664,000** | | | **$ 3,355,000** | **$ 16,000,000** | **$ 1,869,000** | **$ 2,250,000** | **$ 1,400,000** | **$ 625,000** | **$ 22,144,000** |
| | | | | | | | | | | | | | |

| Service: | 2.610 | Saanich Peninsula Water Supply |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 18-04 | **Capital Project Title** | Post Disaster Emergency Water Supply | **Capital Project Description** | Identify and procure emergency systems for post disaster preparedeness |
| **Project Rationale** | In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to start implementing these additional works. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 20-02 | **Capital Project Title** | Hamsterly Pump Station Backup Power Generator | **Capital Project Description** | Addition of a backup power generator at the Hamsterly Pump Station |
| **Project Rationale** | Addition of a backup power generator at the Hamsterly Pump Station. Project is temporary being deferred due to market escallation and considerations for combining with future Capacity upgrades. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-01 | **Capital Project Title** | Level of Service Agreement | **Capital Project Description** | Determine and develop appropriate level of service agreements with the participating municipalities for water supply. |
| **Project Rationale** | Determine and develop appropriate level of service agreements with the participating municipalities for water supply. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-04 | **Capital Project Title** | SCADA Upgrades | **Capital Project Description** | SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services. |
| **Project Rationale** | The existing SCADA system is nearing end of life for equipment. The SCADA system provides vital operational monitoring and control information for the Saanich Peninsula Water System. Additionally, the Juan de Fuca Water Distribution, Saanich Peninsula Wastewater, Regional Water System, and Core Area Wastewater services require similar upgrades and integration. This project will be carried out with the other services so that an fully integrated system can be implemented. | | | | |

| Service: | 2.610 | Saanich Peninsula Water Supply |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-05 | **Capital Project Title** | SPW System Upgrade and Expansion | **Capital Project Description** | Upgrade vulnerable sections of the SPWS system to a more resilient system and increase operational flexibility. |

**Project Rationale** This project is for expansion and replacement of watermains and appurtenances within the Saanich Peninsula Water Supply system for infrastructure renewal and improved resiliency.Funds are required for detailed design and construction of the Bear Hill Trunk extension section of transmission main from Mt Newton to the Dean Park Lower tank along East Saanich Road, preliminary design of the transmission main from McTavish Tank to Mills Road, and preliminary design of the Dean Park Feeder Main between Dean Lower and Dean Middle Tanks. Additional funding will be required to complete construction of all three project components but the design delivery and construction of the Bear Hill Trunk component are being delivered in partner with similar projects in the RWS system.

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-01 | **Capital Project Title** | Water Strategic Plan Update | **Capital Project Description** | Update the strategic plan to inform future works and identify hydraulic deficiencies. |

**Project Rationale** A water distribution system changes with development demand. A periodic update of the strategic plan to identify hydraulic deficiencies and inform future works is periodically required to ensure the level of service.

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-02 | **Capital Project Title** | Microwave Radio Upgrades | **Capital Project Description** | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed. |

**Project Rationale** Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas.

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | Hamsterly Pump Station Capacity Upgrade | **Capital Project Description** | Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project. |

**Project Rationale** In the 2018 KWL DCC Update report, the Hamsterly Pump Station was identified to require addition of a third pump to meet increased water demand. Increase the capacity of the Hamsterly Pump Station to address increased water demand. This project will be reassessed in the subsequent DCC update prior to progressing.

| Service: | 2.610 | Saanich Peninsula Water Supply |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-01 | Dean Park Road Well Decommissioning | Decommissioning of a groundwater well(s) on Dean Park Road. |

**Project Rationale** Decommissioning of a former groundwater well at 1557 Dean Park Road. Initial decommissioning may only including well sealing for compliance with provincial regulations but eventually the electrical and concrete structure will also need to be decommissioned.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-02 | Reservoir Seismic Isolation Valves | Addition of seismic isolation valves at various Saanich Peninsula tanks. |

**Project Rationale** Seismic valve upgrades at Cloake Hill, Bear Hill, Dawson and Lower Dean Tanks.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 26-01 | Decommissioning of Various Sites/Components | Various existing facilities within SPWS have redundant valves and piping that require removal. |

**Project Rationale** Various decommissioning of old assets that are no longer required in the system.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-02 | Asset Management Plan | Update the asset management plan with recent study information. |

**Project Rationale** Update the strategic asset management plan based upon recent studies such as the DCC Program Update. The update will inform future capital works.

| Service: | 2.610 | Saanich Peninsula Water Supply |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-03 | **Capital Project Title** | Operational Optimization Review | **Capital Project Description** | Review the SPWS system from an operational perspective to investigate operational efficiencies and improvements. |
| **Project Rationale** | Engineering and Operations coordination and assessment of the SPWS system to better document operational procedures and assess opportunities for improvement. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-04 | **Capital Project Title** | Cloake Hill/Deep Cove Hydraulic Assessment | **Capital Project Description** | Detailed analysis of Cloake Hill Tank and Deep Cove Pump Station. Driven by the 2021 heat dome event and results of the DCC program and Strategic Plan Update |
| **Project Rationale** | Detailed analysis of Cloake Hill Tank and Deep Cove Pump Station. Driven by the 2021 heat dome event and results of the DCC program and Strategic Plan Update. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-01 | **Capital Project Title** | Cloake Hill/Deep Cove Upgrades | **Capital Project Description** | Potential Construction Upgrades |
| **Project Rationale** | Potential upgrades to be further scoped following completion of the Assessment in Project #25-04. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-05 | **Capital Project Title** | Asset Capital Improvement/Replacement Program | **Capital Project Description** | Ongoing program to continually address multiple, small to mid-scale capital improvements to the Saanich Peninsula Water System. |
| **Project Rationale** | This program will fund items such as replacement of valves (line, air, check, PRV, etc), replacement and addition of instrumentation, decommissioning infrastructure and other mid sized improvements. This program will primarily address items that are more complex than can be delivered under the Annual Provisional account (24-03) but will comprise of smaller projects than those listed in the SPW System Upgrade and Expansion Program (21-05). Budget forecasts will be further influenced by asset management plans and operational coordination. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-03 | **Capital Project Title** | Pump Station, Meter Station, Valve Repair, Transmission Main & Storage Tank Repairs, Replacements and decommissioning. | **Capital Project Description** | Planned and unplanned infrastructure and equipment renewal. |
| **Project Rationale** | Annual Provisional Account to address planned and unplanned infrastructure and equipment renewals. | | | | |

**2.610 Saanich Peninsula Water**
**Summary Schedule**
**2025 - 2029 Financial Plan**

## Asset Profile

**Saanich Peninsula Water**

One of the 16 CRD drinking water systems across the region, Saanich Peninsula Water Supply obtains treated drinking water from the Regional Water Supply System and is responsible for the bulk trunk water supply systems for Central Saanich, Sidney & North Saanich. Assets include land, 46 kilometres of water supply mains, nine balancing reservoirs, nine pumping stations, two pressure reducing stations, nine supply meters and two rechlorination stations.

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| DCC Reserve Account | 2,145,815 | 1,547,855 | 1,547,855 | 1,547,855 | 1,547,855 | 1,547,855 |
| Equipment Replacement Fund | 1,710,050 | 1,570,050 | 1,520,050 | 1,470,050 | 1,470,050 | 1,470,050 |
| Capital Reserve | 3,664,382 | 4,264,382 | 2,995,382 | 1,345,382 | 545,382 | 520,382 |
| **Total** | **7,520,247** | **7,382,287** | **6,063,287** | **4,363,287** | **3,563,287** | **3,538,287** |

**2.610 Saanich Peninsula Water**
**Development Cost Charges**
**2025 - 2029 Financial Plan**

**Development Cost Charges Reserve Schedule**

**Reserve Fund:** Saanich Peninsula Water Development Cost Charges (Bylaw # 3208)

| **Fund: 1009 Fund Center: 101353- DCC Water System only** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 2,100,815 | 2,145,815 | 1,547,855 | 1,547,855 | 1,547,855 | 1,547,855 |
| **Transfers to Reserve** | - | | | | | |
| **Transfers from Reserve based on DCC-capital plan** | - | (597,960) | | - | | - |
| **DCC's received from Member Municipalities** | | | | | | |
| **Interest Income*** | 45,000 | | | | | |
| **Ending Balance $** | **2,145,815** | **1,547,855** | **1,547,855** | **1,547,855** | **1,547,855** | **1,547,855** |

General Comments:
Saanich Peninsula Water Development Cost Charges (DCC's) was adopted in 2005 for the purpose of providing funds to assist with the capital costs of providing, constructing, altering or expanding the Districts water & wastewater systems that services the Member Municipalites.

The above cash flow only reflects DCC Reserve information for Water System only (Wastewater's information will be provided in the Wastewater budgets). These Reserve funds are received from member municipalities as Development Cost Charges (DCC's) to provide for the capital costs of water capacity system improvements within the service areas.

In December 2018 the bylaw was ammended to remove Develoment Cost Charges on new projects to recognize that the fund's balance exceeded the total of current development projects.

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

**2.610 Saanich Peninsula Water**
**Equipment Replacement Reserve Schedule**
**2025 - 2029 Financial Plan**

## Equipment Replacement Reserve Schedule

**Reserve Fund:** Saanich Peninsula Water-Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

| **Fund: 1022 Fund Center: 101452** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 1,807,050 | 1,710,050 | 1,570,050 | 1,520,050 | 1,470,050 | 1,470,050 |
| **Equipment purchases (Based on Capital Plan)** | (160,000) | (240,000) | (200,000) | (200,000) | (200,000) | (200,000) |
| **Transfer from Operating Budget** | 50,000 | 100,000 | 150,000 | 150,000 | 200,000 | 200,000 |
| **Interest Income*** | 13,000 | | | | | |
| **Ending Balance $** | **1,710,050** | **1,570,050** | **1,520,050** | **1,470,050** | **1,470,050** | **1,470,050** |

General Comments: The fund is used to replace water system infrastructure throughout the system as failing components are identified and not funded through operating budgets.

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

**2.610 Saanich Peninsula Water**
**Capital Reserve Fund**
**2025 - 2029 Financial Plan**

## Capital Reserve Fund Schedule

**Reserve Fund:** Saanich Peninsula Water Capital Reserve Fund ( Bylaw #1397)

| **Fund: 1009 Fund Center: 102159** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 3,724,382 | 3,664,382 | 4,264,382 | 2,995,382 | 1,345,382 | 545,382 |
| **Transfers from Reserve based on capital plan** | (950,000) | - | (1,669,000) | (2,050,000) | (1,200,000) | (425,000) |
| **Transfer from Capital Reserve (Unspent)** | - | - | - | - | - | - |
| **Transfer from Other (MFA etc.)** | - | - | - | - | - | - |
| Transfer unspent capital funds from LA funds | | | | | | |
| **Transfer from Operating Budget** | 800,000 | 600,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| **Interest Income*** | 90,000 | | | | | |
| **Ending Balance $** | **3,664,382** | **4,264,382** | **2,995,382** | **1,345,382** | **545,382** | **520,382** |

General Comments:
Saanich Peninsula Water Capital Reserve Fund was adopted in 1985 for the purpose of capital payments including planning, engineering and legal costs for providing, latering or expanding water system infrastructure related to the Saanich Peninsula Water Supply System.

The fund is used for the purpose of funding the Service Capital infrastructure related directly or indirectly to water facilities, (excluding DCC) capital expenditures.

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

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Saanich Peninsula Wastewater

## COMMITTEE OF THE WHOLE

October 2024

**Service: 3.718 Saanich Peninsula Wastewater** **Committee: Environmental Services**

**DEFINITION:**

Provision of sewage treatment and disposal through treatment plant facilities and outfall for member participants.

**SERVICE DESCRIPTION:**

This program is for the provision of wastewater collection and treatment to the Saanich Peninsula municipalities of Central Saanich, North Saanich, and Sidney. Although the largest component of the program budget is for the operation and maintenance of the systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

**PARTICIPATION:**

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

**MAXIMUM LEVY:**

Establishment Bylaw No. 2388/2439 - Greater of $5,663,000 or $1.56 / $1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

| | | Authorized | Borrowed | Remaining |
|---|---|---|---|---|
| **Authorized:** | LA Bylaw 4596 | $ 7,720,000 | $ - | 7,720,000 |

**SPWWS SEWER SYSTEM:**

| Location | Cost Sharing Allocation: Annual Wastewater Flows |
|---|---|
| Airport | 1.65% |
| Sidney | 39.19% |
| Pauquachin | 1.10% |
| Central Saanich | 41.47% |
| North Saanich | 16.02% |
| Tseycum | 0.44% |
| IOS | 0.13% |
| Total | 100.00% |

**FUNDING:**

Requisition

**RESERVE FUND:**

Saanich Peninsula Wastewater Commission approved that operating surpluses be transferred to capital reserve fund, starting with 2009 budget (approved Nov 6, 2008).

**Change in Budget 2024 to 2025**

| **Service: 3.718 Saanich Peninsula Wastewater** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **4,993,970** | |
| **Operating Changes:** | | |
| Operating | (8,753) | Less cyclical maintenance required, offset by inflation-related increases in operating costs |
| Laboratory | 7,052 | Inflation cost |
| Heat Recovery | 23,870 | Heat exchanger dismantle and cleaning |
| Biosolids Mgmt. | (1,323) | Waste sludge hauling budget reduced |
| Allocation - Standard Overhead | (4,064) | Calculation based on prior year's budget |
| Reserve Transfers | 6,003 | Increase in capital reserve transfers for future capital projects |
| Debt Serving | 98,250 | New debt cost related to capital projects for replacement of aged infrastructure |
| Total Other Changes | 121,036 | |
| **2025 Budget** | **5,115,006** | |
| Summary of % Expense Increase | | |
| *Debt servicing cost* | ***2.0%*** | |
| *Balance of increase* | ***0.5%*** | |
| *% expense increase from 2024:* | ***2.4%*** | |
| *% Requisition increase from 2024 (if applicable):* | ***5.95%*** | *Requisition funding is 99.4% of service revenue* |

**Overall 2025 Budget Performance**
(expected variance to budget and surplus treatment)

*There is a one-time favorable variance forecasted at $190,000, primarily due to savings from labour consumption. This amount will be split into two funds: the Operating Reserve Fund and Capital Reserve Fund, with each fund receiving $95,000.*

| 3.718 - Saanich Peninsula Wastewater | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Operating | 2,996,881 | 2,795,211 | 2,968,128 | - | 20,000 | 2,988,128 | 3,158,223 | 3,119,671 | 3,288,065 | 3,228,576 |
| Laboratory | 179,180 | 179,180 | 186,232 | - | - | 186,232 | 189,952 | 193,744 | 197,608 | 201,557 |
| Heat Recovery | 125,753 | 123,580 | 149,623 | - | - | 149,623 | 152,600 | 155,654 | 158,750 | 161,917 |
| Biosolids Mgmt. | 621,700 | 574,300 | 620,377 | - | - | 620,377 | 1,023,188 | 1,026,064 | 1,029,005 | 1,032,034 |
| Allocation - Standard Overhead | 84,219 | 82,890 | 80,155 | - | - | 80,155 | 82,559 | 84,210 | 85,895 | 87,613 |
| **TOTAL OPERATING COSTS** | **4,007,733** | **3,755,161** | **4,004,516** | **-** | **20,000** | **4,024,516** | **4,606,522** | **4,579,342** | **4,759,323** | **4,711,698** |
| *Percentage Increase over prior year | | -6.30% | -0.08% | 0.00% | 0.50% | 0.42% | 14.46% | -0.59% | 3.93% | -1.00% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 75,690 | 75,690 | 74,940 | - | - | 74,940 | 75,240 | 85,550 | 95,860 | 106,170 |
| Transfer to Equipment Replacement Fund | 530,274 | 530,274 | 531,300 | - | - | 531,300 | 201,930 | 212,570 | 216,820 | 221,150 |
| Transfer to Capital Reserve Fund | 380,273 | 380,273 | 386,000 | - | - | 386,000 | 396,720 | 407,450 | 418,200 | 428,960 |
| Debt Reserve Fund | - | - | 30,000 | - | - | 30,000 | 20,700 | 5,500 | 4,000 | 17,000 |
| MFA Principal Payment | - | - | - | - | - | - | 155,475 | 262,753 | 291,257 | 311,987 |
| MFA Interest Payment | - | - | 68,250 | - | - | 68,250 | 159,270 | 233,630 | 256,180 | 288,080 |
| TOTAL CAPITAL / RESERVES | **986,237** | **986,237** | **1,090,490** | **-** | **-** | **1,090,490** | **1,009,335** | **1,207,453** | **1,282,317** | **1,373,347** |
| **TOTAL COSTS** | 4,993,970 | 4,741,398 | 5,095,006 | - | 20,000 | 5,115,006 | 5,615,857 | 5,786,795 | 6,041,640 | 6,085,045 |
| *Percentage Increase over prior year | | -5.06% | 2.02% | 0.00% | 0.40% | 2.42% | 9.79% | 3.04% | 4.40% | 0.72% |
| Internal Recovery - Other | (154,483) | (175,683) | (158,602) | - | - | (158,602) | (161,770) | (165,000) | (168,300) | (171,660) |
| Recovery - Other | - | - | - | - | - | - | - | - | - | - |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | 4,839,487 | 4,565,715 | 4,936,404 | - | 20,000 | 4,956,404 | 5,454,087 | 5,621,795 | 5,873,340 | 5,913,385 |
| *Percentage Increase over prior year | | -5.66% | 2.00% | 0.00% | 0.41% | 2.42% | 10.04% | 3.07% | 4.47% | 0.68% |
| **SOURCES OF FUNDING (REVENUE)** | | | | | | | | | | |
| **Surplus / (Deficit)** | | | | | | | | | | |
| Balance C/F from Prior to Current Year | | | | | | | | | | |
| Grants in Lieu of Taxes | (8,582) | (8,582) | (8,582) | - | - | (8,582) | (5,295) | (5,295) | (5,295) | (5,295) |
| Transfer from Own Funds | (180,000) | (100,000) | - | - | (20,000) | (20,000) | (135,000) | (30,000) | (130,000) | - |
| TOTAL REVENUE | **(188,582)** | **(108,582)** | **(8,582)** | **-** | **(20,000)** | **(28,582)** | **(140,295)** | **(35,295)** | **(135,295)** | **(5,295)** |
| **REQUISITION** | **(4,650,905)** | **(4,457,133)** | **(4,927,822)** | **-** | **-** | **(4,927,822)** | **(5,313,792)** | **(5,586,500)** | **(5,738,045)** | **(5,908,090)** |
| *Percentage increase over prior year | | -4.17% | 5.95% | 0.00% | 0.00% | 5.95% | 7.83% | 5.13% | 2.71% | 2.96% |
| PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport | | | | | | | | | | |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 3.718<br>Saanich Peninsula Wastewater | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $255,000 | $935,000 | $1,755,000 | $1,580,000 | $530,000 | $50,000 | $4,850,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $1,940,000 | $4,590,000 | $1,100,000 | $950,000 | $850,000 | $2,400,000 | $9,890,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$2,195,000** | **$5,525,000** | **$2,855,000** | **$2,530,000** | **$1,380,000** | **$2,450,000** | **$14,740,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $3,000,000 | $2,070,000 | $550,000 | $400,000 | $1,700,000 | $7,720,000 |
| Equipment Replacement Fund | | $590,000 | $820,000 | $415,000 | $200,000 | $380,000 | $200,000 | $2,015,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $1,080,000 | $0 | $0 | $1,080,000 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $1,605,000 | $1,705,000 | $370,000 | $700,000 | $600,000 | $550,000 | $3,925,000 |
| | | **$2,195,000** | **$5,525,000** | **$2,855,000** | **$2,530,000** | **$1,380,000** | **$2,450,000** | **$14,740,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 3.718

**Service Name:** Saanich Peninsula Wastewater

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| **WASTEWATER TREATMENT PLANT** | | | | | | | | | | | | | |
| 23-03 | Renewal | Odour Control Upgrade Construction | Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks. | $ 1,000,000 | S | Res | $ 1,000,000 | $ 1,000,000 | $ - | $ - | $ - | $ - | $ 1,000,000 |
| 23-03 | Renewal | Odour Control Upgrade Construction | Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks. | **$ 2,500,000** | **S** | **Debt** | **$ -** | **$ 2,300,000** | **$ 200,000** | $ - | $ - | $ - | $ 2,500,000 |
| **26-01** | **Renewal** | **Replace Covers on Primary Clarifiers** | **Replace covers over clarifiers to more easily removable geomembrane cover system.** | **$ 200,000** | **E** | **ERF** | **$ -** | **$ -** | **$ 200,000** | $ - | $ - | | $ 200,000 |
| 23-04 | Replacement | Replace SCADA Servers and Ethernet Upgrades | Existing servers are EOL and need to be replaced to meet current CRD specifications and standards | $ 250,000 | S | ERF | $ 250,000 | $ 250,000 | $ - | $ - | $ - | $ - | $ 250,000 |
| 24-01 | Renewal | Sludge Tanks and Process Sump Cleaning and Repairs | Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage. | $ 500,000 | S | Debt | $ - | $ 100,000 | $ 400,000 | $ - | $ - | $ - | $ 500,000 |
| 27-01 | Renewal | SPWWTP Road Upgrades | Construct drainage and pavement replacement on the SPWWTP access road. | $ 300,000 | S | Res | $ - | $ - | $ - | $ 300,000 | $ - | $ - | $ 300,000 |
| 28-01 | Study | Bazan Bay Outfall Inspection | Follow-up inspection of Bazan Bay Outfall | $ 250,000 | S | Res | $ - | $ - | $ - | $ - | $ 250,000 | $ - | $ 250,000 |
| 24-02 | Replacement | Standby Power Assessment and Replacement | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant. | $ 30,000 | E | Res | $ 15,000 | $ 15,000 | $ - | $ - | $ - | $ - | $ 15,000 |
| 24-02 | Replacement | Standby Power Assessment and Replacement | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant. | $ 920,000 | E | Debt | $ - | $ 150,000 | $ 620,000 | $ 150,000 | $ - | $ - | $ 920,000 |
| 24-03 | Replacement | SCADA Equipment Replacement | Project to review and address the maturation of SCADA hardware throughout the service areas. | $ 1,000,000 | E | Debt | $ - | $ 200,000 | $ 250,000 | $ 250,000 | $ 250,000 | $ 50,000 | $ 1,000,000 |
| 24-04 | Replacement | SPWWTP PLC Replacement | PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026. | $ 500,000 | E | Debt | $ - | $ 200,000 | $ 300,000 | $ - | $ - | $ - | $ 500,000 |
| **26-02** | **Study** | **Wastewater Treatment Plant Model Development** | **Initial assessment and plant modelling exercise to help assess future plant optimization.** | **$ 150,000** | **E** | **Res** | **$ -** | **$ -** | **$ 150,000** | **$ -** | **$ -** | **$ -** | **$ 150,000** |
| **26-03** | **Renewal** | **Decarbonization Improvements at SPWWTP** | **Project to carry out decarbonization improvement recommendations as developed through the 2024 Low Carbon Electrification Study.** | **$ 120,000** | **E** | **Res** | **$ -** | **$ -** | **$ 120,000** | **$ -** | **$ -** | **$ -** | **$ 120,000** |
| **26-03** | **Renewal** | **Decarbonization Improvements at SPWWTP** | | **$ 1,080,000** | **E** | **Grant** | **$ -** | **$ -** | **$ -** | **$ 1,080,000** | **$ -** | **$ -** | **$ 1,080,000** |
| **PUMP STATIONS** | | | | | | | | | | | $ - | | $ - |
| 24-05 | Replacement | Keating Pump Station - Pump Replacement | The existing pumps are nearing end of life and are becoming more difficult to maintain. | $ 300,000 | S | ERF | $ 250,000 | $ 250,000 | $ - | $ - | $ - | $ - | $ 250,000 |
| **GENERAL** | | | | | | | | | | | $ - | $ - | $ - |
| 19-06 | Renewal | Odour Control Upgrades | Continuing on from the 2018 Odour Control Program study, a consultant has been retained to complete the detailed design and construction services for the odour control upgrades at SPWWTP. | $ 575,000 | S | Res | $ 340,000 | $ 340,000 | $ - | $ - | $ - | $ - | $ 340,000 |
| 21-04 | Replacement | Voice Radio Replacement | Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services. | $ 85,000 | E | ERF | $ 30,000 | $ 30,000 | $ - | $ - | $ - | $ - | $ 30,000 |
| 18-10 | Replacement | Equipment Replacement - Annual Provisional | Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies | $ 1,200,000 | S | ERF | $ - | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 1,000,000 |
| 22-02 | New | Microwave Radio Upgrades | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed. | **$ 550,000** | E | Res | $ 150,000 | $ 250,000 | $ 100,000 | **$ 100,000** | **$ 100,000** | $ - | $ 550,000 |
| 23-02 | Renewal | Electrical & Control Upgrades | Electrical and Controls upgrades in the SPWW system, including facilities Sidney PS and WWTP. | $ 275,000 | E | ERF | $ 55,000 | $ 55,000 | $ - | $ - | $ - | $ - | $ 55,000 |
| 24-06 | Replacement | IT Core Infrastructure Replacement | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life | **$ 240,000** | **E** | ERF | $ 5,000 | **$ 35,000** | **$ 15,000** | **$ -** | $ 180,000 | **$ -** | $ 230,000 |
| **29-01** | **Study** | **Inflow and Infiltration (I&I) Management Plan Update** | **Future update to the Saanich Peninsula Wastewater I&I Plan** | **$ 50,000** | **S** | **Res** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 50,000** | **$ 50,000** |
| **GRAVITY SEWERS & MANHOLES** | | | | | | | | | | | | | $ - |
| 20-04 | Renewal | Manhole Repairs and Replacement | Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years. | $ 50,000 | S | Res | $ 50,000 | $ 50,000 | $ - | $ - | $ - | $ - | $ 50,000 |
| 20-04 | Renewal | Manhole Repairs and Replacement | Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years. | $ 850,000 | S | Debt | $ - | $ 50,000 | $ 300,000 | $ 150,000 | $ 150,000 | $ 200,000 | $ 850,000 |
| 27-02 | Renewal | Trunk Sewer Relining - Ph2 | Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029. | $ 1,450,000 | S | Debt | $ - | $ - | $ - | $ - | $ - | $ 1,450,000 | $ 1,450,000 |
| 27-02 | Renewal | Trunk Sewer Relining - Ph2 | | $ 750,000 | S | Res | $ - | $ - | $ - | $ - | $ 250,000 | $ 500,000 | $ 750,000 |
| 27-03 | Renewal | Flushing and CCTV Inspection | SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027. | $ 150,000 | S | Res | $ - | $ - | $ - | $ 150,000 | $ - | $ - | $ 150,000 |
| **27-04** | **Renewal** | **I&I Flow Monitoring** | **Flow Monitoring leading up to I&I Plan Updates** | **$ 150,000** | **S** | **Res** | **$ -** | **$ -** | **$ -** | **$ 150,000** | **$ -** | **$ -** | **$ 150,000** |
| **PRESSURE PIPES & APPERTUNANCES** | | | | | | | | | | | | | $ - |
| **DEVELOPMENT COST CHARGE (DCC) PROJECTS** | | | | | | | | | | | | | $ - |
| 23-01 | Renewal | DCC Program - 5-year Update | 5-year update of the DCC program. | $ 75,000 | S | Res | $ 50,000 | $ 50,000 | $ - | $ - | $ - | $ - | $ 50,000 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | $ - |
| | | | **GRAND TOTAL** | **$ 15,550,000** | | | **$ 2,195,000** | **$ 5,525,000** | **$ 2,855,000** | **$ 2,530,000** | **$ 1,380,000** | **$ 2,450,000** | **$ 14,740,000** |

| Service: | 3.718 | Saanich Peninsula Wastewater |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-03 | **Capital Project Title** | Odour Control Upgrade Construction | **Capital Project Description** | Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks. |
| **Project Rationale** | Construction improvements to be implemented based on recommendations made in the KWL report. Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-01 | **Capital Project Title** | Replace Covers on Primary Clarifiers | **Capital Project Description** | Replace covers over clarifiers to more easily removable geomembrane cover system. |
| **Project Rationale** | The existing aluminum checker plate covers on the clarifiers are difficult to remove. A more easily removeable geomembrane cover system will allow for better operation and maintenance of the clarifiers and prolong carbon life in the odour control system. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-04 | **Capital Project Title** | Replace SCADA Servers and Ethernet Upgrades | **Capital Project Description** | Existing servers are EOL and need to be replaced to meet current CRD specifications and standards |
| **Project Rationale** | Existing servers are EOL and need to be replaced to meet current CRD specifications and standards | | | | |

| Service: | 3.718 | Saanich Peninsula Wastewater |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-01 | **Capital Project Title** | Sludge Tanks and Process Sump Cleaning and Repairs | **Capital Project Description** | Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage. |
| **Project Rationale** | Primary Clarifier No. 1 and the oxidation tanks have had detailed structural assessments, funds are required to conduct a detailed assessment of primary clarifier No. 2 and the sludge tanks to determine whether concrete repairs are required similar to the oxidation tanks and primary clarifier No. 1. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-01 | **Capital Project Title** | SPWWTP Road Upgrades | **Capital Project Description** | Construct drainage and pavement replacement on the SPWWTP access road. |
| **Project Rationale** | The access road to the SPWWTP will be 27 years old and is showing localized pavement failure. Additionally, the road drainage system requires some rehabilitation to maintain its function. Funds are required to design the drainage improvements and pavement repairs, and carry out the improvements. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 28-01 | **Capital Project Title** | Bazan Bay Outfall Inspection | **Capital Project Description** | Follow-up inspection of Bazan Bay Outfall |
| **Project Rationale** | Follow up 2028 inspection of Bazan Bay outfall to meet MWR requirements for 5-years inspection frequencies following the 2023 inspection. Considerations for ROV, Electromagnetic and dye tracing. | | | | |

| Service: | 3.718 | Saanich Peninsula Wastewater |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-02 | **Capital Project Title** | Standby Power Assessment and Replacement | **Capital Project Description** | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant. |
| **Project Rationale** | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-03 | **Capital Project Title** | SCADA Equipment Replacement | **Capital Project Description** | Project to review and address the maturation of SCADA hardware throughout the service areas. |
| **Project Rationale** | Project to review and address the maturation of SCADA hardware throughout the service areas. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-04 | **Capital Project Title** | SPWWTP PLC Replacement | **Capital Project Description** | PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026. |
| **Project Rationale** | PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026. | | | | |

| Service: | 3.718 | Saanich Peninsula Wastewater |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-02 | **Capital Project Title** | Wastewater Treatment Plant Model Development | **Capital Project Description** | Initial assessment and plant modelling exercise to help assess future plant optimization. |
| **Project Rationale** | Model development will better help to fine tune processes andbetter analyze and optimize current and future operations. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-03 | **Capital Project Title** | Decarbonization Improvements at SPWWTP | **Capital Project Description** | Project to carry out decarbonization improvement recommendations as developed through the 2024 Low Carbon Electrification Study. |
| **Project Rationale** | Saanich Peninsula WWTP is within the top 5 GHG emitters in the CRD portfolio. Supported by the Government of Canada and Provinc eof BC through the CleanBC Custom Program, a low carbon electrification report was carried out by Prism Engineering in 2024 which recommends improvements that will reduce reliance on natural gas, including a water source heat pump and domestic hot water pre-heating | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-05 | **Capital Project Title** | Keating Pump Station - Pump Replacement | **Capital Project Description** | The existing pumps are nearing end of life and are becoming more difficult to maintain. |
| **Project Rationale** | Replacement of existing pumps at existing facility. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 19-06 | **Capital Project Title** | Odour Control Upgrades | **Capital Project Description** | Continuing on from the 2018 Odour Control Program study, a consultant has been retained to complete the detailed design and construction services for the odour control upgrades at SPWWTP. |
| **Project Rationale** | | | | | |

| Service: | 3.718 | Saanich Peninsula Wastewater |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-04 | **Capital Project Title** | Voice Radio Replacement | **Capital Project Description** | Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services. |
| **Project Rationale** | Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 18-10 | **Capital Project Title** | Equipment Replacement - Annual Provisional | **Capital Project Description** | Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies. |
| **Project Rationale** | Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-02 | **Capital Project Title** | Microwave Radio Upgrades | **Capital Project Description** | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed. |
| **Project Rationale** | Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas. | | | | |

| Service: | 3.718 | Saanich Peninsula Wastewater |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-02 | **Capital Project Title** | Electrical & Control Upgrades | **Capital Project Description** | Electrical and Controls upgrades in the SPWW system, including facilities Sidney PS and WWTP. |
| **Project Rationale** | Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement also required. This program was underway in 2024 but anticipated to carry into 2025. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-06 | **Capital Project Title** | IT Core Infrastructure Replacement | **Capital Project Description** | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life |
| **Project Rationale** | Project for IT Core Infrastructure Replacement associated with SPWWS. Program to be managed by IT. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 29-01 | **Capital Project Title** | Inflow and Infiltration (I&I) Management Plan Update | **Capital Project Description** | Future update to the Saanich Peninsula Wastewater I&I Plan |
| **Project Rationale** | Continual improvements I&I Management reduce the impact on limiting capacity on conveyance and treatment infrastructure. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 20-04 | **Capital Project Title** | Manhole Repairs and Replacement | **Capital Project Description** | Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years. |
| **Project Rationale** | During the trunk sewer main inspections in 2018-2019, the manholes were inspected as well. A number of manholes were identified with major defects requiring repairs or relining, mostly in Central Saanich and Sidney. Funds are required to retain a contractor to carry out manhole repairs. | | | | |

| Service: | 3.718 | Saanich Peninsula Wastewater |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-02 | **Capital Project Title** | Trunk Sewer Relining - Ph2 | **Capital Project Description** | Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029. |
| **Project Rationale** | The trunk sewer mains were inspected in 2018-2019 resulting in approximately 800 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting where Phase 1 left. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-03 | **Capital Project Title** | Flushing and CCTV Inspection | **Capital Project Description** | SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027. |
| **Project Rationale** | Flushing and CCTV inspection program for pipe condition of SPWW sewers. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-04 | **Capital Project Title** | I&I Flow Monitoring | **Capital Project Description** | Flow Monitoring leading up to I&I Plan Updates |
| **Project Rationale** | Monitoring to facilitate future plan updates. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-01 | **Capital Project Title** | DCC Program - 5-year Update | **Capital Project Description** | 5-year update of the DCC program. |
| **Project Rationale** | Update to DCC will better align Developer Cost Charges with upgrades to the system required for growth. | | | | |

**Summary Schedule**
**2025 - 2029 Financial Plan**

## Asset Profile

**Saanich Peninsula Wastewater Assets**

Construction of the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) was completed in January 2000 to provide wastewater service for Central Saanich, North Saanich and Sidney, as well as the local First Nations, Victoria Airport Authority, and the Institute of Ocean Sciences Centre. Annually, the SPWWTP produces on average 3,600 tonnes of sludge which is currently hauled being treated at the Residuals Treatment Facility at Hartland. The SPWWTP heat recovery system was commissioned in February 2011 and has supplied treatment plant effluent waste heat to the Panorama Recreation Center for heating its swimming pools since then. Assets in the Saanich Peninsula Wastewater System include land, the SPWWTP and a secondary treatment plant, three pumping stations, thermal recovery and other buildings, 14 kilometres of collections and conveyance (gravity & pressure) mains, and a marine outfalls.

## Reserve/Fund Summary

| | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Funds | 1,313,101 | 1,719,101 | 1,915,821 | 1,793,271 | 1,781,471 | 1,830,431 |
| Equipment Replacement Fund | 1,336,021 | 1,637,321 | 1,424,251 | 1,436,821 | 1,273,641 | 1,294,791 |
| Operating Reserve Fund | 1,188,828 | 1,243,768 | 1,184,008 | 1,239,558 | 1,205,418 | 1,311,588 |
| **Total** | **3,837,949** | **4,600,189** | **4,524,079** | **4,469,649** | **4,260,529** | **4,436,809** |

See attached reserve schedules for projected annual cash flows.

## Capital Reserve Fund Schedule - SPWWTP

**Capital Reserve Fund SPWWTP - DCC Portion and Capital Reserve Portion**

Bylaw 2760 established a Reserve Fund for the Saanich Peninsula Wastewater System. There are two portions in the Reserve Fund: Development Cost Charges is deposited in the DCC portion and expenditures are restricted. Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

**DCC Portion**
**Fund: 1012**
**Fund Center: 101356**

| | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 162,155 | 322,155 | 292,155 | 262,155 | 282,155 | 302,155 |
| **Planned Capital Expenditure (Based on Capital Plan)** | - | (50,000) | (50,000) | - | - | - |
| **Transfer OUT - To Capital Reserve** | | (150,000) | (150,000) | (150,000) | (150,000) | (150,000) |
| **Fund Return** | | | | | | |
| **Transfer IN - DCC Funding** | 170,000 | 170,000 | 170,000 | 170,000 | 170,000 | 170,000 |
| **Interest Income** | - 10,000 | - | - | - | - | - |
| **Ending Balance $** | **322,155** | **292,155** | **262,155** | **282,155** | **302,155** | **322,155** |

**Assumptions/Background:**

Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.
Approved capital expenditures to be funded by DCC to be determined, as under review.

**Capital Reserve Portion**
**Fund: 1012**
**Fund Center: 102022**

| | Estimate | Budget | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 748,787 | 990,945 | 1,426,945 | 1,653,665 | 1,511,115 | 1,479,315 |
| **Planned Capital Expenditure** | (230,000) | (100,000) | (320,000) | (700,000) | (600,000) | (550,000) |
| **Transfer from Ops Budget** | 380,273 | 386,000 | 396,720 | 407,450 | 418,200 | 428,960 |
| **Planned transfer from DCC Funds** | | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| **Estimated Surplus** | 96,886 | | | | | |
| **Interest Income*** | - 5,000 | - | - | - | - | - |
| **Ending Balance $** | **990,945** | **1,426,945** | **1,653,665** | **1,511,115** | **1,479,315** | **1,508,275** |

Saanich Peninsula Commission approved that operating surpluses be transferred to capital reserve fund each year, starting with 2009 budget.

The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.
* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

| | | | | | | |
|---|---|---|---|---|---|---|
| Total both funds | 1,313,101 | 1,719,101 | 1,915,821 | 1,793,271 | 1,781,471 | 1,830,431 |

## ERF Reserve Fund Schedule SPWWTP

**ERF:** SPWWTP ERF or PERS Fund for Equipment

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the NWT System. Also called PERS (Priority Equipment Replacement). Example motors, pumps… There are 2 PERS, Trunks and Treatment Plant; and 1 ERF for SPWWTP Lab Equipment

| **Equipment Replacement Fund- SPWWTP**<br>**Fund: 1022**<br>**Fund Center: 101700** | **Estimate** | **Budget** | | | | |
|---|---|---|---|---|---|---|
| | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | 1,486,717 | 1,336,021 | 1,637,321 | 1,424,251 | 1,436,821 | 1,273,641 |
| **Planned Purchase (Based on Capital Plan)** | (690,000) | (230,000) | (415,000) | (200,000) | (380,000) | (200,000) |
| **Estimated Surplus** | | | | | | |
| **Transfer IN (from Ops Budget)** | 530,274 | 531,300 | 201,930 | 212,570 | 216,820 | 221,150 |
| **Interest Income*** | 9,030 | | | | | |
| **Ending Balance $** | **1,336,021** | **1,637,321** | **1,424,251** | **1,436,821** | **1,273,641** | **1,294,791** |

The ERF funds the replacement or repair of equipment with a service life of 15 years or less. In the past the ERF has also been referred to as a Priority Equipment Replacement Strategy (PERS). There are three individual ERF funds; Wastewater Treatment Plant (E00561), Trunk Sewers (E00562) and Saanich Peninsula Laboratory Equipment (E00586)

The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

* Interest in planning years nets against inflation which is not included.

## Profile

**Saanich Peninsula Wastewater**

Starting in 2003, maintenance reserve accounts were established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expense and to and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance. The maintenance activities are the replacement and disposal of the odour control carbon at the treatment plant approximately every 2 years, replacement and disposal of the odour control carbon at Keating Pump Station every 5 years, the regulatory inspection of the Bazan Bay marine outfall every 5 years and the cleaning and rebuild of the District Energy Sharing System heat exchanger every 5-8 years.

## Operating Reserve Schedule

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105204 | Estimate<br>2024 | Budget<br>2025 | <br>2026 | <br>2027 | <br>2028 | <br>2029 |
|---|---|---|---|---|---|---|
| **Beginning Balance** | 1,091,252 | 1,188,828 | 1,243,768 | 1,184,008 | 1,239,558 | 1,205,418 |
| **Transfer In** | | | | | | |
| **Planned Purchase** | (100,000) | (20,000) | (135,000) | (30,000) | (130,000) | - |
| **Estimated Surplus** | 96,886 | | | | | |
| **Transfer from Ops Budget** | 75,690 | 74,940 | 75,240 | 85,550 | 95,860 | 106,170 |
| **Interest Income*** | 25,000 | - | - | - | - | - |
| **Ending Balance $** | **1,188,828** | **1,243,768** | **1,184,008** | **1,239,558** | **1,205,418** | **1,311,588** |

**Assumptions/Background:**

Maintenance Reserve Account: Outfall Inspection, Odour Control Carbon Replacement, Heat Recovery Exchange System Cleaning

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

# Appendix H

## January 2025 - Operating and Capital Early Approvals

**Purpose:** To summarize the budget items that require implementation before final budget approval, as outlined in the updated service plans.

| Service Area | Budget Item Description | FTE Impact | IBC | Operating Budget* | Capital Budget | Funding Source |
|---|---|---|---|---|---|---|
| **Environmental Engineering and Facilities Management** | | | | | | |
| 1.576 | Engineering support for Regional Trestles Renewals, Trail Widening & Lighting Project | 3.0 FTE; new term 4 years | 4b-4.1 Regional Trestles Renewals, Trail Widening & Lighting Project Team | 472,543 | | Internal Recovery |
| **Feasibility Study** | | | | | | |
| 21.1 | Feasibility Fund for Performing Arts Facilities Select Committee | | 10b-2.1 Feasibility Fund for Performing Arts Facilities Select Committee | 132,000 | | Requisition |
| **SEAPARC** | | | | | | |
| 1.40X | Aquatic Program Assistant | 0.5 Aux to FTE conversion | 10c-2.1 Maintain SEAPARC Reception Staffing | 22,000 | | Requisition/Fee for Service |
| **Panorama Recreation** | | | | | | |
| 1.44x | Aquatic Program Assistant | 0.5 Aux to FTE conversion | 10c-1.3 Aquatic Program Assistant | 2,000 | | Requisition/Fee for Service |
| 1.44x | Maintain Recreation Staffing Levels | 1.5 Aux to FTE conversion | 10c-1.4 Maintain Recreation Staffing Levels | 25,000 | | Requisition/Fee for Service |
| 1.44X | Replacement of underwater lighting | | | | 100,000 | Capital Reserve Fund |
| 1.44X | Greenglade HVAC upgrade | | | | 290,000 | Capital Reserve Fund |
| 1.44X | Leisure pool filter room floor replacement | | | | 200,000 | Capital Reserve Fund |
| 1.44X | Panorama Wi-Fi upgrade | | | | 100,000 | Capital Reserve Fund |
| **Regional Parks** | | | | | | |
| 1.280 | Coles Bay shoreline restoration | | | | 350,000 | Capital Reserve Fund |
| 1.280 | Royal Oak Golf Course Site restoration | | | | 250,000 | Capital Reserve Fund |
| 1.280 | Girder repairs for E& N bridges at Hereward, Helmcken, and Island Highway (at 4-Mile) | | | | 400,000 | Capital Reserve Fund |
| 1.280 | Colquitz Creek road bridge repairs, in Elk/Beaver Lake Regional Park | | | | 70,000 | Capital Reserve Fund |
| **Core Area** | | | | | | |
| 3.798C | Cecelia Ravine Pipe Protection | | | | 1,500,000 | Debt |
| 3.798C | Lang Cove Electrical and Building Upgrades | | | | 900,000 | Capital Reserve Fund |
| 3.798C | Sewer Cleaning and Inspection | | | | 150,000 | Debt |
| 3.798C | Gorge Siphon Inlet Chamber | | | | 3,425,000 | Capital Reserve Fund |
| 3.798C | Secondary Odour Collection System Upgrade - pre-filter | | | | 750,000 | Debt |
| 3.717 | Dirty Backwash Tank Cleaning | | | 150,000 | | Requisition |
| 3.717 | Dirty Backwash Tank Cleaning | | | 350,000 | | Operating Reserve Fund |
| **Wastewater Operations** | | | | | | |
| 1.577 | Scissor Lift | | | | 96,000 | Equipment Replacement Fund |
| **Saanich Peninsula Wastewater** | | | | | | |
| 3.718 | Odour Control Upgrade Construction | | | | 1,000,000 | Capital Reserve Fund |
| 3.718 | Odour Control Upgrade Construction | | | | 2,300,000 | Debt |
| **Environmental Resource Management** | | | | | | |
| 1.521 | Senior Manager of Innovative Projects Work Unit | 1.0 FTE; new ongoing | IBC 1b-4.2 Innovative Projects Work Unit 2025 | 239,812 | | Fee for Service & Internal Recovery |
| 1.521 | Manager of Innovative Projects Work Unit | 1.0 FTE; new ongoing | IBC 1b-4.2 Innovative Projects Work Unit 2025 | 179,250 | | Fee for Service & Internal Recovery |
| 1.521 | Solid Waste System Analyst | 1.0 FTE; new ongoing | IBC 3a-1.3 Hartland 2100 | 134,962 | | Fee for Service |
| 1.521 | Hartland Landfill Gas/Maintenance Worker | 1.0 FTE; new ongoing | IBC 3a-1.3 Hartland 2100 | 101,774 | | Fee for Service |
| 1.521 | Replacing of Small Equipments | | | | 240,000 | ERF |
| 1.521 | Gas & Leachate Collection Pipe Extension | | | | 650,000 | Capital Reserve |
| 1.521 | Aggregate Production for Internal Use | | | | 850,000 | Capital Reserve |
| 1.521 | Computer Equipment | | | | 15,000 | ERF |
| 1.521 | Vehicle Replacements | | | | 200,000 | ERF |
| 1.521 | Contractor Workshop Relocation | | | | 500,000 | Capital Funds on Hand |
| 1.521 | Contractor Workshop Relocation | | | | 650,000 | Capital Reserve |
| 1.521 | Cell 5&6 GRW | | | | 750,000 | Debt |
| 1.521 | Cell 5 Liner Construction | | | | 4,900,000 | Debt |
| 1.521 | Cell 1, 2 & 3 Transition Liner | | | | 2,000,000 | Debt |
| 1.521 | NE & NW Aggregate Stockpile cover | | | | 750,000 | Capital Reserve |
| 1.521 | North End Wheel Wash | | | | 400,000 | Capital Reserve |
| 1.521 | Landfill Gas capture to meet New Federal Regs | | | | 100,000 | Capital Reserve |
| 1.521 | Hartland Operating Certificate Renewal | | | | 100,000 | Capital Reserve |
| 1.521 | Quarry Wall liner | | | | 250,000 | Capital Reserve |

# January 2025 - Operating and Capital Early Approvals

**Purpose:** To summarize the budget items that require implementation before final budget approval, as outlined in the updated service plans.

| Service Area | Budget Item Description | FTE Impact | IBC | Operating Budget* | Capital Budget | Funding Source |
|---|---|---|---|---|---|---|
| 1.521 | Cell 4, 5A & 5B Construction Field QA/QC | | | | 250,000 | Debt |
| 1.521 | RNG Optimization Projects | | | | 1,000,000 | Capital Reserve |
| 1.521 | RNG Optimization Projects | | | | 831,000 | Capital Funds on Hand |
| 1.521 | Hartland North Electrical | | | | 750,000 | Capital Reserve |
| 1.521 | Hartland North - Willis P Driveway Upgrades | | | | 500,000 | Capital Reserve |
| 1.521 | Hartland Environmental Monitoring and Containment Projects | | | | 75,000 | Capital Funds on Hand |
| **Environmental Protection** | | | | | | |
| 1.579 | Water Sampling Technician | 0.6 FTE; new ongoing | IBC 2a-8.2 Water Quality Sampling Technician | 54,956 | | Internal Recovery |
| **Regional Housing** | | | | | | |
| 1.310 | CE/HIFIS Administrator | 1.0 FTE; new term | IBC 5d-1.1 Regional Data System & HIFIS | 103,805 | | Grant |
| CRHC | Development Services Team | 5.0 FTEs; new term | IBC 5a-1.5 Capital Project Delivery | 563,160 | | Project Management Fees |
| **Corporate Emergency** | | | | | | |
| 1.025 | Corporate Emergency | 1.0 FTE; new ongoing | IBC 9a-2.1 Resiliency and Recovery Coordinator | 113,308 | | Requisition |
| **Bylaw Enforcement** | | | | | | |
| 1.323 | Bylaw Enforcement staffing | 1.0 FTE; new ongoing | IBC 16g-3.4 Bylaw Enforcement Staffing | 121,545 | | Internal Recovery |
| | | 0.5 FTE; new ongoing | IBC 3a-1.3 Hartland 2100 | 46,865 | | Internal Recovery |
| **Local Services & Electoral Areas** | | | | | | |
| **Galiano Island Community Use Building** | | | | | | |
| 1.137 | Deck Replacement | | | | 30,000 | Capital Reserve Fund |
| **Highland Fernwood** | | | | | | |
| 2.621 | Power Generation Equipment | | | | 10,000 | Capital Reserve Fund |
| **Cedars of Tuam** | | | | | | |
| 2.622 | Well Testing for WIN 19325 | | | | 58,000 | Grants/Capital Reserve Fund |
| | Sand separator and chlorine analyzer | | | | 8,000 | Capital Reserve Fund |
| **Beddis Water** | | | | | | |
| 2.624 | AC Pipe Removal | | | | 22,000 | Capital Reserve Fund |
| **SSI Septage / Composting** | | | | | | |
| 3.705 | Grit Chamber | | | | 6,000 | Capital Reserve Fund |
| 3.705 | Composting Facility | | | | 60,000 | Grants |
| **Ganges Sewer Utility** | | | | | | |
| 3.810 | Ganges Pump Station Fall Protection | | | | 20,000 | Capital Reserve Fund |
| **SSI Park Land & Rec Programs** | | | | | | |
| 1.459 | Pool staffing | 0.3 FTE; new ongoing | IBC 16b-1.2_SSI Parks & Recreation Staffing | 9,149 | | Requisition |
| 1.459 | Pool Opening Sundays | | | 34,307 | | Fee For Service/Requisition |
| 1.459 | Phoenix Elementary | | | 47,150 | | Requisition/Fee For Service |
| **Building Inspection** | | | | | | |
| 1.318 | Building Inspection Staffing | 0.4 FTE; new ongoing | IBC 16f-1.1 Maintaining Building Inspection Operations | 33,539 | | Requisition |
| **Regional Water Supply** | | | | | | |
| 2.670 | Corporate Fleet Mechanic | 1.0 FTE; new ongoing | IBC 6b-2.1 Corporate Fleet Mechanic | 134,067 | | Internal Recovery |
| 2.670 | Project Delivery Strategy and Planning Studies | | | | 350,000 | Capital Funds on Hand |
| 2.670 | Main No. 4 – Mt Newton to Hwy 17 | | | | 19,000,000 | Capital Funds on Hand |
| 2.670 | Head Tank and Main No. 4&5 | | | | 500,000 | Capital Funds on Hand |
| 2.670 | Mt Tolmie Tank Improvements | | | | 3,000,000 | Capital Funds on Hand |
| 2.670 | Sooke Lake & Deception Water Supply Area Dams | | | | 900,000 | Capital Funds on Hand |
| 2.670 | Sooke Lake & Deception Water Supply Area Dams - Upgrades and Improvements Program | | | | 4,000,000 | Capital Funds on Hand |
| 2.670 | Goldstream Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses | | | | 700,000 | Capital Funds on Hand |
| 2.670 | Goldstream Water Supply Area Dams - Upgrades and Improvements Program | | | | 500,000 | Capital Funds on Hand |
| 2.670 | Charters Dam - Regulatory Compliance, Dam Safety Planning & Analyses | | | | 100,000 | Capital Funds on Hand |
| 2.670 | Charters Dam - Upgrades and Improvements Program | | | | 25,000 | Capital Funds on Hand |
| 2.670 | North Basin Intake Siting | | | | 125,000 | Capital Funds on Hand |
| 2.670 | Hydro Met Upgrades | | | | 300,000 | Capital Funds on Hand |

# January 2025 - Operating and Capital Early Approvals

**Purpose:** To summarize the budget items that require implementation before final budget approval, as outlined in the updated service plans.

| Service Area | Budget Item Description | FTE Impact | IBC | Operating Budget* | Capital Budget | Funding Source |
|---|---|---|---|---|---|---|
| **Juan de Fuca Water Distribution** | | | | | | |
| 2.680 | Water Meter Strategic Plan | | | | 200,000 | Capital Funds on Hand |
| 2.680 | Large Meters & Pressure Control Stations Replacement Program | | | | 400,000 | Capital Funds on Hand |
| **JDF EA Recreation** | | | | | | |
| 1.408 | Otter Point Community Hall Development - Feasibility, design, project initiation | | | | 100,000 | Grant |
| **S.P.W.S** | | | | | | |
| 2.610 | SPW System Upgrade and Expansion | | | | 3,900,000 | Debt |
| 2.610 | Asset Management Plan | | | | 250,000 | Capital Funds on Hand |
| 2.610 | Operational Optimization Review | | | | 100,000 | Capital Funds on Hand |
| **Information Technology** | | | | | | |
| 1.022 | Senior Administration Coordinator | 1.0 Aux to FTE conversion | IBC 13a-6.3 Sr. IT Admin Coordinator | 21,647 | | Internal Recovery |
| 1.022 | Senior System Programmer Analyst | 0.5 FTE; new ongoing | IBC 13a-5.1 Project & Service Management Platform | 70,975 | | Internal Recovery |
| 1.022 | Licencing for contract procurement, digital signature, and SharePoint workflow software | | IBC 13a-1.3 Contracts and Procurement Modernization | 265,000 | | Internal Recovery & Reserve |
| 1.022 | Software licencing for ServiceDesk and consultancy | | IBC 13a-3.1 M365 SharePoint Online Transition to IM | 39,500 | | Reserve & Requisition |
| 1.022 | Data secure / scrambling tool from EPIUSE | | IBC 13a-3.2 SAP S/4Hana Enhancements | | 60,000 | Capital Reserve |
| 1.022 | Meeting Rooms - replacement of A/V technology components | | | | 50,000 | Capital Reserve |
| 1.022 | Physical Security - card access for data facilities | | | | 40,000 | Capital Reserve |
| 1.022 | Replace IT van | | | | 120,000 | Capital Reserve |
| **Finance** | | | | | | |
| 1.017 | Manager of Procurement and Supply Chain | 1.0 FTE; new ongoing | IBC 13a-1.2 Manager of Procurement | 163,087 | | Requisition |
| 1.017 | Manager of Finance Regional Housing | 1.0 FTE; new ongoing | IBC 5a-1.6 Manager Finance Regional Housing | 162,077 | | Internal Recovery |
| **Human Resources** | | | | | | |
| 1.016 | Staff resource, 2-year term position | 0.5 FTE; new term | IBC 13a-3.2 SAP S/4Hana Enhancements | 72,500 | | Internal Recovery |
| **Corporate Services** | | | | | | |
| 1.014 | Senior Information Management Analyst | 1.0 FTE; new ongoing | IBC 13a-3.1 M365 SharePoint Online Transition to IM | 117,695 | | Requisition |
| * Incremental Operating Budget impact from 2025 | | 25.3 | | $ 3,983,673 | $ 62,576,000 | |

APPENDIX I



# Service Budget Highlights

**Committee of the Whole**

**Wednesday October 30, 2024**

# Budget Overview Threshold: 2025 Variance and Funding Sources

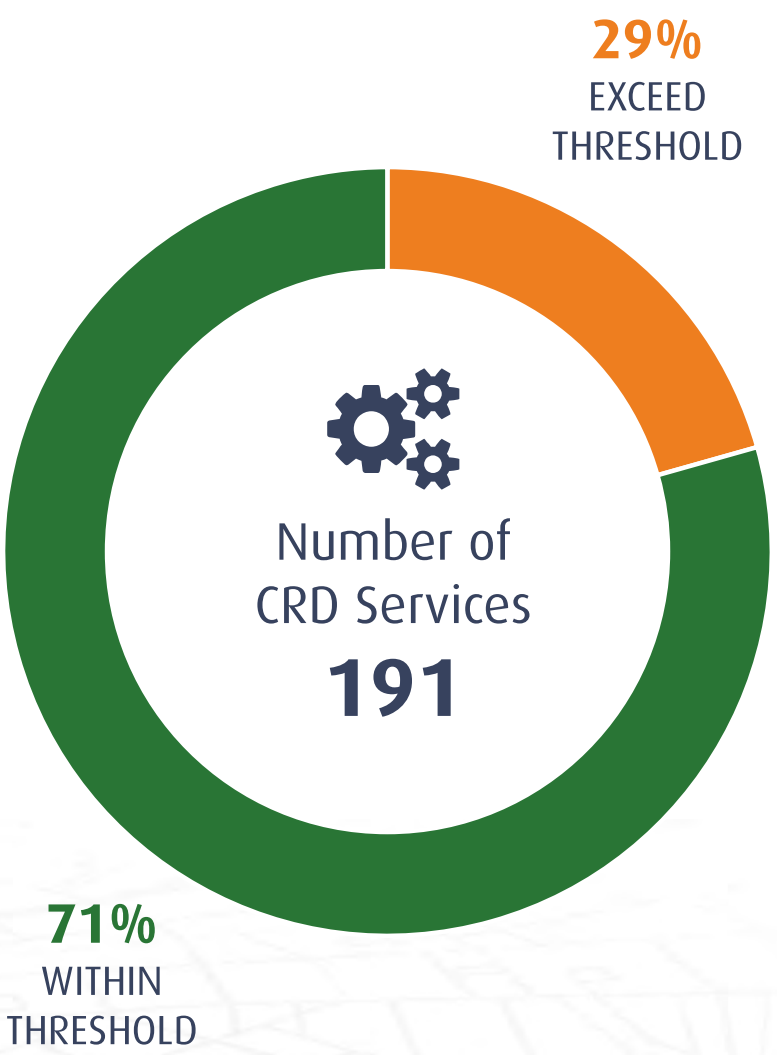


## Materiality Threshold

**3.0%**
**FORECASTED CPI**

**and $50,000**

all service budgets are included in Appendix G of the agenda package



## 2) EXECUTIVE SERVICES

| | $000's | % |
|---|---|---|
| **2.1) CAO & Executive Office** (Appendix G, Part A, PDF pg 4, Print pg 3) | $111 | 9.9% |

- Annualization of 2024 position, base salary and step increases for existing staff, and SharePoint Upgrade contribution.

| Req | Fees | Other | Alloc |
|---|---|---|---|
| 100% | - | - | - |

| | $000's | % |
|---|---|---|
| **2.2) Human Resources** (Appendix G, Part A, PDF pg 12, Print pg 11) | $353 | 9.3% |

- New Manager of Safety (1.0 FTE), new Term Support for SAP S4 upgrade (0.5 FTE), annualization of 2024 positions, and base salary and step increases for existing staff. These costs are partially offset from a reduction in one-time 2024 contract for services costs and other costs.

| Req | Fees | Other | Alloc |
|---|---|---|---|
| 8% | - | - | 92% |

| | $000's | % |
|---|---|---|
| **2.3) Corporate Communications** (Appendix G, Part A, PDF pg 20, Print pg 19) | ($114) | (7.4%) |

- Reduction in auxiliary wages and decreased contract for services costs related to 2024 initiatives.

| Req | Fees | Other | Alloc |
|---|---|---|---|
| - | - | - | 100% |

| | $000's | % |
|---|---|---|
| **2.4) GM – Electoral Area** (Appendix G, Part A, PDF pg 28, Print pg 27) | $250 | 100% |

- New Electoral Area General Manager (1.0 FTE), new Administrative Staff (1.0 FTE), and operating costs related to establishing the service.

| Req | Fees | Other | Alloc |
|---|---|---|---|
| 100% | - | - | - |

| 3) CORPORATE SERVICES | $000's | | | | % |
|---|---|---|---|---|---|
| **3.1) Corporate Services** (Appendix G, Part A, PDF pg 34, Print pg 3) | $448 | | | | 14.1% |
| • New Senior Analyst (1.0 FTE), new auxiliary support, annualization of 2024 position, base salary and step increases for existing staff, and net increase for contract for services costs from SharePoint Upgrade contribution, partially offset from reduction in one-time 2024 costs. | Req | Fees | Other | Alloc | |
| | 99% | - | - | 1% | |
| **3.4) First Nations Relations** (Appendix G, Part A, PDF pg 56, Print pg 25) | $106 | | | | 7.3% |
| • New First Nations Relations Advisor (1.0 FTE), annualization of 2024 position, and base salary and step increases for existing staff. These costs are partially offset from a reduction in one-time 2024 contract for services costs. | Req | Fees | Other | Alloc | |
| | 100% | - | - | - | |

| 4) FINANCE AND TECHNOLOGY | $000's | % |
|---|---|---|
| **4.2.1) Information Technology** (Appendix G, Part A, PDF pg 83, Print pg 11) | $2,007 | 15.0% |
| • New Technical Analyst (1.0 FTE), new User Experience Designer (1.0 FTE), new Senior Administrative Coordinator (1.0 FTE), new Cyber Security Analyst (1.0 FTE), new Application Developer (1.0 FTE), new Senior System Programmer Analyst (0.5 FTE), increased operating costs for various 2025 initiatives and S4 conversion costs. These costs are partially offset from a reduction in costs from 2023 initiatives. | Req: 10% / Fees: - / Other: - / Alloc: 90% | |
| **4.3.4) Feasibility Study Reserve Fund** (Appendix G, Part A, PDF pg 132, Print pg 60) | ($218) | (62.3%) |
| • Reduction in one-time costs from a 2024 Transportation Service Study, partially offset from a New Regional Arts Facility Study. | Req: 35% / Fees: - / Other: 65% / Alloc: - | |
| **4.3.5) Regional Grant in Aid** (Appendix G, Part A, PDF pg 136, Print pg 64) | $60 | 3.7% |
| • Increased grant contributions. | Req: - / Fees: - / Other: 100% / Alloc: - | |

| 5) PARKS AND RECREATION | $000's | % |
|---|---|---|
| **5.1) Regional Parks** (Appendix G, Part B, PDF pg 4, Print pg 3) | $1,552 | 7.9% |
| • Base salary and step increases for existing staff, one-time transfer to Capital Reserve, increased transfer to Equipment Replacement Fund, additional debt servicing costs, increased allocations for Standard Overhead, Human Resources and Insurance, and increased vehicle usage and operating costs. | Req: 93% / Fees: 3% / Other: 4% / Alloc: - | |
| **5.2) Panorama** (Appendix G, Part B, PDF pg 40, Print pg 39) | $646 | 6.0% |
| • New Aquatic Program Assistant (0.5 FTE), new staffing costs to maintain recreation staffing levels (1.5 FTE), base salary and step increases for existing staff, increased auxiliary wages, increased allocations for Standard Overhead, Human Resources and Insurance, additional debt servicing costs, and other operating costs. | Req: 61% / Fees: 20% / Other: 19% / Alloc: - | |
| **5.3) SEAPARC** (Appendix G, Part B, PDF pg 69, Print pg 68) | $442 | 8.4% |
| • Base salary and step increases for existing staff, increased auxiliary wages, increased contribution to Equipment Replacement Fund Reserve, and increased allocations for Standard Overhead, Human Resources and Insurance. | Req: 44% / Fees: 55% / Other: 1% / Alloc: - | |

| 6) ENVIRONMENTAL SERVICES | $000's | | | | % | | | |
|---|---|---|---|---|---|---|---|---|
| **6.2.2) Environmental Protection and Water Quality** (Appendix G, Part B, PDF pg 114, Print pg 19) | $390 | | | | 4.2% | | | |
| • Base salary and step increases for existing staff, New Lab Assistant (1.0 FTE), new Water Quality Sampling Technician (0.6 FTE), increased transfer to Operating Reserve Fund, and increased allocations for Human Resources, Building Occupancy, SharePoint Upgrade and Field Operations Centre. These costs are partially offset from a 2024 initiative not implemented and a reduction in transfer to Equipment Replacement Fund. | Req | Fees | Other | Alloc | - | - | - | 100% |
| **6.2.3) Regional Source Control** (Appendix G, Part B, PDF pg 131, Print pg 36) | $80 | | | | 4.8% | | | |
| • Increased contract for services for lab expenses and additional labour allocation, partially offset from a reduction in consultant and engineering expenses. | Req | Fees | Other | Alloc | 59% | 2% | 39% | - |
| **6.2.10) Climate Action & Adaption** (Appendix G, Part B, PDF pg 169, Print pg 74) | $320 | | | | 11.2% | | | |
| • Funding for Benchmarking program, additional funding for electric vehicle work, and increased allocations for Bylaw Enforcement, Standard Overhead and Human Resources. These costs are partially offset from a decrease in salaries from a term position concluding in 2025. | Req | Fees | Other | Alloc | 17% | 8% | 75% | - |

| 6) ENVIRONMENTAL SERVICES (Continued) | $000's | % |
|---|---|---|
| **6.2.11) Regional Goose Management** (Appendix G, Part B, PDF pg 179, Print pg 84) | $50 | 20.6% |
| • Increased labor allocation partially offset by a reduction in contracts for services. | Req: 17% / Fees: - / Other: 83% / Alloc: - | |
| **6.2.13) Core and West Shore Stormwater Quality Management** (Appendix G, Part B, PDF pg 188, Print pg 93) | ($69) | (8.0%) |
| • Reduction in lab services costs partially offset by increased labor allocations. | Req: 100% / Fees: - / Other: - / Alloc: - | |
| **6.3.1) Environmental Resource Management** (Appendix G, Part B, PDF pg 202, Print pg 107) | $15,394 | 38.5% |
| • Increased contributions to Capital and Operating Reserves, new program development costs, additional waste diversion costs, RNG operating, maintenance and landfilling initiatives, additional Standard Overhead, increased electricity for the RNG facility. New Environmental Analyst & Attendant (3.0 FTE), new managers for Innovative Projects Work Unit (2.0 FTE), additional debt servicing costs, and inflation and other costs. These costs are partially offset from a reduction in auxiliary wages and base salary and step increases. | Req: - / Fees: 15% / Other: 84% / Alloc: 1% | |

| 6) ENVIRONMENTAL SERVICES (Continued) | $000's | | | | % |
|---|---|---|---|---|---|
| **6.4.1) Environmental Engineering Services** (Appendix G, Part B, PDF pg 222, Print pg 127) | $831 | | | | 27.6% |
| • New Regional Trestles Renewal Trails Widening & Lighting Project Team (3.0 FTE), base salary and step increases for existing staff, increased allocations for Standard Overhead, Human Resources, Building Occupancy and Manager of Contract Coordination, and a vehicle purchase. | Req | Fees | Other | Alloc | |
| | - | - | - | 100% | |
| **6.4.3) CRD HQ Building** (Appendix G, Part B, PDF pg 243, Print pg 148) | $474 | | | | 21.5% |
| • Additional office space at 1675 Douglas, increased transfers to Capital Reserve and Equipment Replacement Fund, increased allocations for Standard Overhead and Insurance, and a net increase in operating costs. | Req | Fees | Other | Alloc | |
| | - | - | - | 100% | |

## 7) PLANNING & PROTECTIVE SERVICES

| | $000's | % |
|---|---|---|
| **7.2.1) Land Banking & Housing** (Appendix G, Part C, PDF pg 13, Print pg 11) | $1,891 | 51.4% |

- Increased debt servicing costs for planned Regional Housing First Program capital work, increased consulting costs, new Administrator (1.0 FTE), base salary and step increases for existing staff, annualization of 2024 positions, and increased allocations for Standard Overhead, Human Resources and Building Occupancy. These costs are partially offset from a reduction in one-time consulting costs in 2024 and the Southern Gulf Islands Admin allocation.

| Req | Fees | Other | Alloc |
|---|---|---|---|
| 78% | - | 20% | 2% |

| | $000's | % |
|---|---|---|
| **7.2.2) Regional Housing Trust Fund** (Appendix G, Part C, PDF pg 23, Print pg 21) | $144 | 3.4% |

- Prior year carry-forward from capital grants offset by a decrease in disbursement of new capital grants.

| Req | Fees | Other | Alloc |
|---|---|---|---|
| - | - | 100% | - |

| | ($000's) | (%) |
|---|---|---|
| **7.3.2) Community Health** (Appendix G, Part C, PDF pg 33, Print pg 31) | ($118) | (11.8%) |

- Reduction of one-time contribution in 2024 to the Alliance to End Homelessness and one-time increase to Community Safety Plan, partially offset by increased grant funded initiatives.

| Req | Fees | Other | Alloc |
|---|---|---|---|
| - | - | 100% | - |

## 7) PLANNING & PROTECTIVE SERVICES (Continued)

| | $000's | % |
|---|---|---|
| **7.4.1) Corporate Emergency** (Appendix G, Part C, PDF pg 38, Print pg 36) | $110 | 25.9% |

- New Resiliency and Recovery Coordinator (1.0 FTE) partially offset from a decrease in salary costs from staff turnover, net decrease in contract for services from a reduction in one-time 2024 costs related to Emergency Management Climate Readiness Grant, increased allocations for Standard Overhead, Building Occupancy and SharePoint Upgrade and net increase in other costs.

| Req | Fees | Other | Alloc |
|---|---|---|---|
| 100% | - | - | - |

| | $000's | % |
|---|---|---|
| **7.4.3) Hazardous Material Incident Response** (Appendix G, Part C, PDF pg 51, Print pg 49) | $101 | 24.8% |

- Increase to contract for services and training and development for the hazmat team readiness and preparedness initiative.

| Req | Fees | Other | Alloc |
|---|---|---|---|
| 100% | - | - | - |

| | $000's | % |
|---|---|---|
| **7.4.7) Regional CREST Contribution** (Appendix G, Part C, PDF pg 80, Print pg 78) | $72 | 3.7% |

- Increase in CREST contribution per new agreement, partially offset by reduced deficit carried forward.

| Req | Fees | Other | Alloc |
|---|---|---|---|
| 96% | - | 4% | - |

| 7) PLANNING & PROTECTIVE SERVICES (Continued) | $000's | % |
|---|---|---|
| **7.4.8) Animal Care Services** (Appendix G, Part C, PDF pg 84, Print pg 82) | $151 | 8.7% |
| • Base salary and step increases for existing staff; position transferred from Bylaw (0.4 FTE), increased dog license costs, and increased allocations for Standard Overhead and Human Resources. | Req: 44% / Fees: 17% / Other: 39% / Alloc: - | |
| **7.4.9) By-law Enforcement** (Appendix G, Part C, PDF pg 96, Print pg 94) | $194 | 30.3% |
| • New Senior Bylaw Enforcement Officer (1.0 FTE) and new Administrative Clerk (0.5), base salary and step increases for existing staff, net decrease in auxiliary wages and benefits, increased transfer to Equipment Replacement Fund reserve, one-time setup costs for new staff, and increased vehicle operating costs. | Req: - / Fees: - / Other: 4% / Alloc: 96% | |
| **7.5.2) Regional Planning Services** (Appendix G, Part C, PDF pg 108, Print pg 106) | $372 | 16.7% |
| • Transportation Model Update implementation, building occupancy charges, base salary and step increases for existing staff, contribution to the SharePoint online upgrade. These costs were partially offset by a reduction in travel expenses. | Req: 10% / Fees: - / Other: 90% / Alloc: - | |
| **7.5.3) Regional Growth Strategy** (Appendix G, Part C, PDF pg 119, Print pg 117) | $461 | 138.9% |
| • Increased contract for services from Regional Growth Strategy Review, Foodlands Access Service Study, and UMBC Growth and Mobility Study. | Req: 2% / Fees: - / Other: 98% / Alloc: - | |

| 8) INTEGRATED WATER SERVICES | $000's | % |
|---|---|---|
| **8.1.1) Regional Water Supply** (Appendix G, Part C, PDF pg 127, Print pg 4) | $2,845 | 6.8% |
| • Increased transfer to Capital Fund, New Dam Safety Engineers (2.0 FTE), new Utility Operator (1.0 FTE), new Capital Project Engineer (1.0 FTE), Seasonal Watershed Operations (1.5 FTE), net base salary and step increases for existing staffing cost, and additional cost of chemicals. These costs are partially offset by a reduction in debt serving costs from debt retiring in 2024, decreased vehicle recovery, decrease in other costs. | Req: - / Fees: 100% / Other: - / Alloc: - | |
| **8.1.2) JDF Water Distribution** (Appendix G, Part C, PDF pg 163, Print pg 40) | $3,287 | 12.6% |
| • Increased bulk water purchase, increased transfer to Capital Fund, New Utility Operator Team Lead (1.0 FTE), base salary and step increases for existing staff, additional debt servicing costs, and Asset and Maintenance Management costs. | Req: - / Fees: 100% / Other: - / Alloc: - | |
| **8.2.1) Core Area Wastewater Operations** (Appendix G, Part C, PDF pg 197, Print pg 74) | $3,004 | 8.8% |
| • Increase in labour costs for operations and support, backwash tank cleaning, increased chemical costs, cyclical repairs and maintenance costs, growing insurance premiums, Standard Overhead increase, other costs and inflation. These costs are partially offset from a reduction in Residuals Treatment Facility Biotreatment and disposal costs. | Req: 85% / Fees: - / Other: 15% / Alloc: - | |

| 8) INTEGRATED WATER SERVICES (continued) | $000's | % |
|---|---|---|
| **8.2.2) Debt – Core Sewage Integrated Treatment Program** (Appendix G, Part C, PDF pg 216, Print pg 101) | $2,422 | 11.5% |
| • Additional debt servicing costs and increased transfer to Capital Reserve. | Req: 30% / Fees: - / Other: 70% / Alloc: - | |
| **8.2.4) Wastewater Operations** (Appendix G, Part C, PDF pg 230, Print pg 107) | $1,133 | 7.8% |
| • New Systems Maintenance Electronics Technologist (1.0 FTE), new Systems Maintenance Electrician (1.0 FTE), base salary and step increases for existing staff, net new vehicle purchase, additional transfer to Operating Reserve Fund, and increased staff training costs. | Req: - / Fees: - / Other: 20% / Alloc: 80% | |
| **8.3.1) Saanich Peninsula Water Supply** (Appendix G, Part C, PDF pg 251, Print pg 128) | $433 | 5.5% |
| • Increased bulk water purchase, additional debt servicing costs, increase in salaries, increased transfer to Equipment Replacement Fund. These costs are partially offset from decreased transfer to Capital Reserve. | Req: - / Fees: 84% / Other: 16% / Alloc: - | |
| **Debt – Core Sewage Integrated Treatment Facilities** | ($80) | (9.8%) |
| • Reduction in debt servicing costs from debt retiring in Spring 2025 for MFA Issue 110. | Req: 27% / Fees: - / Other: 73% / Alloc: - | |

| LOCAL SERVICES – JOINT EA | $000's | | | | % | | | |
|---|---|---|---|---|---|---|---|---|
| **Joint EA - Building Inspection** (Appendix A-4, PDF pg 13) | $171 | | | | 7.6% | | | |
| • Additional staffing costs to maintain operations (0.4 FTE), increased allocations for Standard Overhead, Building Occupancy, Bylaw Enforcement, Juan de Fuca Building Inspection, SharePoint Upgrade and Field Operations Centre (FOC), and increased transfer to Equipment Replacement Fund. | Req | Fees | Other | Alloc | | | | |
| | 75% | - | 25% | - | | | | |
| **Joint EA - Electoral Area Emergency Planning Coordination** (Appendix A-4 , PDF pg 32) | $193 | | | | 20.9% | | | |
| • One-time Fire Smart contributions, base salary and step increases for existing staff, and other minor net changes. | Req | Fees | Other | Alloc | | | | |
| | 7% | - | 85% | 8% | | | | |
| **Joint EA - Electoral Area Administration** (Appendix A-4 , PDF pg 9) | $175 | | | | 100% | | | |
| • New Electoral Area General Manager (1.0 FTE). | Req | Fees | Other | Alloc | | | | |
| | 100% | - | - | - | | | | |

| SALT SPRING ISLAND | $000's | | | | % |
|---|---|---|---|---|---|
| **SSI – Administration** (Appendix C-5, PDF pg 3) | $194 | | | | 13.9% |
| • One-time net salary costs from administration changes and the Local Community Commission secondment, base salary and step increases for existing staff, estimated net deficit carry forward, increased transfer to operating reserve, increased allocations for Human Resources and SharePoint Upgrade. These costs are partially offset by one-time lease improvements and a one-time 2024 contingency. | Req | Fees | Other | Alloc | |
| | 84% | - | - | 16% | |
| **SSI – Economic Development Commission** (Appendix C-5, PDF pg 144) | ($61) | | | | (47.1%) |
| • Reduction of one-time contribution in 2024 for the Integrated Housing Strategy program development. | Req | Fees | Other | Alloc | |
| | 100% | - | - | - | |
| **SSI – Community Transit** (Appendix C-5, PDF pg 170) | $80 | | | | 12.7% |
| • Increased transfers to reserves, additional Transit operating costs, and increased Standard Overhead allocation. | Req | Fees | Other | Alloc | |
| | 100% | - | - | - | |

| SALT SPRING ISLAND (Continued) | $000's | % |
|---|---|---|
| **SSI – Pool & Park Land** (Appendix C-5, PDF pg 233) | $283 | 11.6% |

| Req | Fees | Other | Alloc |
|---|---|---|---|
| 75% | 1% | 23% | 1% |

- Pool: New auxiliary Senior Aquatic Position (0.3 FTE), base salary and step increases for existing staff, increased transfer to Capital Reserve Fund and Operating Reserve Fund, and one-time pool repair and maintenance. These costs are partially offset from a one-time deficit carryforward from 2024.

- Park: Increased transfer to Capital Reserve Fund, temporary parks maintenance costs, increased allocations, base salary and step increases for existing staff, and other minor costs. These costs are partially offset reduction in fuel and electricity costs.

| SOUTHERN GOLF ISLANDS | $000's | % |
|---|---|---|
| **SGI – Administration** (Appendix D-5, PDF pg 3) | ($107) | (18.6%) |
| • Reduction for one-time secondment costs from Housing, reduction in one-time costs for new service referendum and share in regional projects, slightly offset from SharePoint Upgrade allocation and other minor costs. | Req: 100% / Fees: - / Other: - / Alloc: - | |
| **SGI – Economic Development Commission** (Appendix D-5, PDF pg 19) | $472 | 302.6% |
| • One-time grant contribution for SGI Diversification project, partially offset by decrease in one-time contract for services from 2024. | Req: 1% / Fees: - / Other: 99% / Alloc: - | |
| **SGI – Emergency Program** (Appendix D-5, PDF pg 102) | $57 | 20.9% |
| • One-time expense for assessment and servicing of generators $50k and increase in office rent and other minor costs, partially offset by a reduction in transfers to reserves. | Req: 13% / Fees: - / Other: 87% / Alloc: - | |
| **SGI – Pender Fire Protection** (Appendix D-5, PDF pg 71) | $80 | 5.7% |
| • Increased third party contributions to the society, increased transfers to Equipment Replacement Fund and Capital Reserve Fund, additional allocations for Standard Overhead and Insurance Premiums, and other minor costs. | Req: 100% / Fees: - / Other: % / Alloc: % | |

| SOUTHERN GOLF ISLANDS (Continued) | $000's | | % | |
|---|---|---|---|---|
| **SGI – Magic Lakes Estate Water System** (Appendix D-5, PDF pg 174) | $95 | | 9.4% | |
| • One-time maintenance costs planned in 2025 and increased IWS operating costs. | Req | Fees | Other | Alloc |
| | 18% | 34% | 48% | - |
| **SGI & JDF - Electoral Area Fire Services** (Appendix D-5 , PDF pg 97) | $68 | | 18.1% | |
| • New Administrative Clerk (0.5 FTE), base salary and step increases for existing staff and additional allocations. These costs are partially offset from a reduction of one-time 2024 costs. | Req | Fees | Other | Alloc |
| | 100% | - | - | - |

| JUAN de FUCA | $000's | | | | % | | | |
|---|---|---|---|---|---|---|---|---|
| **JDF – EA Planning** (Appendix B-5, PDF pg 34) | $98 | | | | 11.1% | | | |
| • Base salary and step increases for existing staff, increased bylaw and building allocations, additional Orthophotos program cost. These costs are partially offset by a reduced transfer to Equipment Replacement Fund. | Req | Fees | Other | Alloc | Req | Fees | Other | Alloc |
| | 75% | 1% | 23% | 1% | 75% | 1% | 23% | 1% |
| **JDF - Otter Point Fire Protection** (Appendix B-5, PDF pg 58) | $57 | | | | 8.4% | | | |
| • Increased transfers to Equipment Replacement Fund and Capital Reserves, base salary and step increases for existing staff, and additional Standard Overhead and Insurance allocations. | Req | Fees | Other | Alloc | Req | Fees | Other | Alloc |
| | 100% | - | - | - | 100% | - | - | - |
| **JDF - East Sooke Fire Protection** (Appendix B-5, PDF pg 77) | $135 | | | | 23.0% | | | |
| • Increase service level costs, additional debt servicing costs, increased operating costs, and increased transfer to reserve. | Req | Fees | Other | Alloc | Req | Fees | Other | Alloc |
| | 98% | 2% | - | - | 98% | 2% | - | - |
| **JDF - Port Renfrew Refuse Disposal** (Appendix B-5, PDF pg 148) | $54 | | | | 48.9% | | | |
| • Increase in auxiliary staffing and increased hauling and tipping fees, partially offset by reduction in contracted staffing costs. | Req | Fees | Other | Alloc | Req | Fees | Other | Alloc |
| | 42% | 4% | 52% | 1% | 42% | 4% | 52% | 1% |
| **JDF & SGI - Electoral Area Fire Services** (Appendix B-5 , PDF pg 111) | $68 | | | | 18.1% | | | |
| • New Administrative Clerk (0.5 FTE), base salary and step increases for existing staff and additional allocations. These costs are partially offset from a reduction of one-time 2024 costs. | Req | Fees | Other | Alloc | Req | Fees | Other | Alloc |
| | 100% | - | - | - | 100% | - | - | - |

## Capital Regional District

## Initiative Business Cases - 2025 Budget Impact

2025 Preliminary Budget

| Initiative | Community Need | Initiative Name | Incremental Requisition $ | Incremental Sales of Service $ | Incremental Allocation/Other $ | Total Incremental Cost $ |
|---|---|---|---|---|---|---|
| 1b-4.2 | Wastewater | Innovative Projects Work Unit | - | 209,531 | 209,531 | 419,062 |
| 2a-5.1 | Water | Seasonal Watershed Operator 2s | - | 46,879 | - | 46,879 |
| 2a-8.2 | Water | Water Quality Sampling Technician | - | - | 54,956 | 54,956 |
| 2a-8.3 | Water | Laboratory Assistant | - | - | 64,782 | 64,782 |
| 2b-1.1 (2024) | Water | Dam Safety Program | - | 230,000 | - | 230,000 |
| 2b-2.1 | Water | Utility Operator (Water Operations) | - | 190,300 | - | 190,300 |
| 2b-2.2 | Water | Capital Projects Resource | - | - | - | - |
| 2b-2.3 | Water | Systems Maintenance Electronics Technologist | - | - | 126,485 | 126,485 |
| 2b-2.4 | Water | Systems Maintenance Electrician | - | - | 65,752 | 65,752 |
| 3a-1.3 | Solid Waste + Recycling | Hartland 2100 | - | 604,539 | - | 604,539 |
| 3a-1.3 | Solid Waste + Recycling | Hartland 2100 | - | - | 48,615 | 48,615 |
| 4b-4.1 | Transportation | Regional Trestles Renewal, Trails Widening & Lighting Project Team | - | - | 559,369 | 559,369 |
| 5a-1.3 | Housing + Health | Increasing Housing Supply & Rural Pilot Program | 5,000 | - | - | 5,000 |
| 5a-1.6 | Housing + Health | Manager Finance Regional Housing | - | - | 162,077 | 162,077 |
| 5d-1.1 | Housing + Health | Regional Data System & HIFIS | - | - | 113,805 | 113,805 |
| 5e-1.2 | Housing + Health | Health Capital Planning (Term) | - | - | 93,943 | 93,943 |
| 6a-1.1 | Climate Action | Implement Climate Action Strategy | 245,000 | - | - | 245,000 |
| 6b-2.1 | Climate Action | Corporate Fleet Mechanic | - | - | - | - |
| 7c-4.1 | Regional Parks | Regional Parks Maintenance Workers | - | - | - | - |
| 8a-2.1 | Planning | Regional Growth Strategy Studies | - | - | 295,000 | 295,000 |
| 9a-2.1 | Safety + Emergency Management | Resiliency and Recovery Coordinator | 153,308 | - | - | 153,308 |
| 9a-2.3 | Safety + Emergency Management | Emergency Hazmat Team Readiness and Preparedness | 115,000 | - | - | 115,000 |
| 10b-2.1 | Arts + Recreation | Feasibility Fund for Performing Arts Facilities Select Committee | 132,000 | - | - | 132,000 |
| 10c-1.3 | Arts + Recreation | Aquatic Program Assistant | 2,000 | - | - | 2,000 |

## Capital Regional District

## Initiative Business Cases - 2025 Budget Impact

2025 Preliminary Budget

| Initiative | Community Need | Initiative Name | Incremental Requisition $ | Incremental Sales of Service $ | Incremental Allocation/Other $ | Total Incremental Cost $ |
|---|---|---|---|---|---|---|
| 10c-1.4 | Arts + Recreation | Maintain Recreation Staffing Levels | 25,000 | - | - | 25,000 |
| 10c-2.1 | Arts + Recreation | Maintain SEAPARC Reception Staffing | 22,000 | - | - | 22,000 |
| 11b-1.2 | People | Manager, Safety | - | - | 80,759 | 80,759 |
| 11b-1.5 | People | Corporate Recruiting - LinkedIn Talent Licensing | - | - | 29,000 | 29,000 |
| 13a-1.2 | Business Systems + Processes | Manager of Procurement | 163,087 | - | - | 163,087 |
| 13a-1.3 | Business Systems + Processes | Contract and Procurement Modernization | 50,350 | - | 214,650 | 265,000 |
| 13a-3.1 | Business Systems + Processes | M365 SharePoint Online Transition to IM | 147,695 | - | 582,300 | 729,995 |
| 13a-3.2 | Business Systems + Processes | SAP S4/HANA Ehancements | - | - | 882,500 | 882,500 |
| 13a-5.1 | Business Systems + Processes | New Corporate Project and Service Management Platform | 56,045 | - | 238,930 | 294,975 |
| 13a-5.2 | Business Systems + Processes | MyCRD and Supporting Platforms | 44,743 | - | 190,744 | 235,487 |
| 13a-6.2 | Business Systems + Processes | Cybersecurity Risk Specialist | - | - | - | - |
| 13a-6.3 | Business Systems + Processes | Senior IT Administrative Coordinator (Conversion) | 4,113 | - | 17,534 | 21,647 |
| 13b-2.1 | Business Systems + Processes | Enterprise Asset Management System | - | - | 73,500 | 73,500 |
| 13c-1.3 | Business Systems + Processes | Senior Financial Advisor | - | - | 96,291 | 96,291 |
| 13d-1.1 | Business Systems + Processes | Support Division IBC - Financial Services | - | - | 187,885 | 187,885 |
| 13d-1.2 | Business Systems + Processes | Support Division IBC - ITG&IS | 33,543 | - | 143,001 | 176,544 |
| 15a-1.2 (2024) | First Nations | First Nations Relations Staffing | 191,487 | - | - | 191,487 |
| 16b-1.2 | Local Government | SSI Parks & Recreation Staffing | 9,149 | - | - | 9,149 |
| 16e-5.1 | Local Government | EA Services Department Oversight | 57,599 | - | - | 57,599 |
| 16e-5.1 | Local Government | EA Services Department Oversight | 134,397 | - | - | 134,397 |
| 16f-1.1 | Local Government | Maintaining Building Inspection Operations | 33,539 | - | - | 33,539 |
| 16g-3.2 | Local Government | EA Fire Services Compliance and Coordination | 64,433 | - | - | 64,433 |
| 16g-3.3 | Local Government | EA Fire Chief Conversion to CRD Staff | - | - | - | - |
| 16g-3.4 | Local Government | Bylaw Enforcement Staffing | - | - | 119,795 | 119,795 |
| | | | **1,689,487** | **1,281,249** | **4,651,204** | **7,621,940** |

# Capital Regional District

## Initiative Business Cases - Subject to Approval

Not Included in 2025 Preliminary Budget

Board Directed Initiatives

| Initiative | Community Need | Initiative Name | Incremental Requisition $ | Incremental Sales of Service $ | Incremental Allocation/Other $ | Total Cost Budget $ |
|---|---|---|---|---|---|---|
| 4a-1.2 | Transportation | Transportation Service Implementation | 635,000 | - | - | 635,000 |
| n/a | Regional Housing | Supportive Housing for the Region Assessment | 100,000 | - | - | 100,000 |
| | | | **735,000** | **-** | **-** | **735,000** |

Corporate Plan Priorities (Subject to public consent)

| Initiative | Community Need | Initiative Name | Incremental Requisition $ | Incremental Sales of Service $ | Incremental Allocation/Other $ | Total Cost Budget $ |
|---|---|---|---|---|---|---|
| 8b-1.1 (2024) | Planning | Foodlands Access - Service Creation & Activation | 320,000 | - | - | 320,000 |
| | | | | | | - |
| | | | **320,000** | **-** | **-** | **320,000** |

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# 2025 Staff Establishment Chart - DRAFT for Provisional Budget

| REGULAR POSITIONS - ONGOING | Approved | | Proposed | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Department/Division | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Community Need | IBC Reference |
| **Executive Services** | | | | | | | | | |
| *Executive Operations* | 5.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | | |
| *Corporate Communications* | 8.00 | 8.00 | 11.50 | 12.50 | 12.50 | 12.50 | 12.50 | Open Government | 12c-1.1 Support Division IBC (2026:1) |
| *Human Resources & Corporate Safety* | 14.00 | 17.00 | 18.00 | 21.00 | 23.00 | 23.00 | 23.00 | People | 11b-1.2 Manager, Safety (2025:1)<br>11b-1.1 HRIS Talent Suite (2027:1)<br>11b-1.4 Corporate Recruiting (2026:2, 2027:1)<br>11b-3.1 Benefits, Wellness & Abilities Management (2026:1) |
| TOTAL EXECUTIVE SERVICES | 27.00 | 31.00 | 35.50 | 39.50 | 41.50 | 41.50 | 41.50 | | |
| **SSI Administration (Executive Svcs)** | | | | | | | | | |
| *SSI Administration* | 6.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | | |
| *SSI Parks & Recreation* | 12.33 | 11.93 | 12.23 | 12.23 | 12.23 | 12.23 | 12.23 | Local Government | 16b-1.2 SSI Parks & Recreation Staffing (2025:0.3) |
| TOTAL SSI ADMINISTRATION | 18.33 | 18.93 | 19.23 | 19.23 | 19.23 | 19.23 | 19.23 | | |
| **Electoral Area Services** | | | | | | | | | |
| *Electoral Area Services* | | | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | Local Government | 16e-5.1 Electoral Area Services Department Oversight (2025:2) |
| TOTAL ELECTORAL AREA SERVICES | 0.00 | 0.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | | |
| **Corporate Services** | | | | | | | | | |
| *Administration, Legal and Risk Management* | 9.00 | 10.00 | 10.00 | 11.00 | 11.00 | 11.00 | 11.00 | Business Systems & Processes | 13a-1.4 Departmental Administrator - Paralegal & Legal Assistant (2026:1) |
| *Privacy and Information Services* | 4.60 | 5.60 | 6.60 | 7.60 | 8.60 | 8.60 | 8.60 | Business Systems & Processes | 13a-3.1 M365 SharePoint Online Transition to IM (2025;1, 2026:1, 2027:1) |
| *Legislative Services* | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | |
| *First Nations Relations* | 4.00 | 5.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | First Nations | (2024 Approval) 15a-1.2 First Nations Relations Staffing (2025:1) |
| *Real Estate and SGI Administration* | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | | |
| TOTAL CORPORATE SERVICES | 25.60 | 28.60 | 30.60 | 32.60 | 33.60 | 33.60 | 33.60 | | |
| **Finance & Technology** | | | | | | | | | |
| *Administration and Corporate Finance* | 7.50 | 7.50 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | | |
| *Financial Services* | 47.50 | 48.50 | 49.00 | 51.00 | 51.00 | 51.00 | 51.00 | Business Systems & Processes | 13c-1.3 Senior Financial Advisor (2025:1)<br>13d-1.1 Support Division IBC - Financial Services (2025:2, 2026:2)<br>13a-1.2 Manager of Procurement (2025:1) |
| *Technology & Digital Transformation* | 48.27 | 49.27 | 54.77 | 56.27 | 56.77 | 56.77 | 56.77 | Business Systems & Processes | 13a-4.1 Data Architect (2026:1)<br>13a-4.5 Alternate Data Centre (2027:0.5)<br>13a-5.1 JIRA/Confluence Project (2025:0.5)<br>13a-5.2 MyCRD and Supporting Platforms (2025:1)<br>13a-6.2 Cybersecurity Risk Specialist (2025:1)<br>13a-6.3 Senior IT Administrative Coordinator - Conversion (2025:1)<br>13d-1.2 Support Division IBC - IT&GIS (2025:2, 2026:0.5) |
| *Arts & Culture* | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | | |
| TOTAL FINANCE & TECHNOLOGY | 106.27 | 108.27 | 113.77 | 117.27 | 117.77 | 117.77 | 117.77 | | |
| **Integrated Water Services** | | | | | | | | | |
| *Administration* | 8.29 | 9.29 | 7.29 | 7.29 | 7.29 | 7.29 | 7.29 | | |
| *Corporate Asset & Maintenance Management* | 17.00 | 17.00 | 22.00 | 22.00 | 22.00 | 22.00 | 22.00 | Business Systems & Processes<br>Climate Action | 13b-2.1 Enterprise Asset Management System (2025:1)<br>6b-2.1 Corporate Fleet Mechanic (2025:1) |
| *Infrastructure Engineering* | 27.00 | 28.00 | 31.00 | 34.00 | 34.00 | 34.00 | 34.00 | Climate Action | (2024 Approval) 2b-1.1 Dam Safety Program (2025:2, 2026:3)<br>2b-2.2 Capital Projects Resource (2025:1) |
| *Wastewater Infrastructure Operations* | 74.50 | 74.50 | 76.50 | 76.50 | 76.50 | 76.50 | 76.50 | Water | 2b-2.3 Systems Maintenance Electronics Technologist (2025:1)<br>2b-2.4 Systems Maintenance Electrician (2025:1) |
| *Water Infrastructure Operations* | 50.00 | 51.00 | 54.00 | 54.00 | 54.00 | 54.00 | 54.00 | Water | (2024 Approval) 2b-1.1 Dam Safety Program (2025:1)<br>2b-2.1 Utility Operator - Water Operations (2025:1) |
| *Watershed Protection* | 27.00 | 27.00 | 28.50 | 28.50 | 28.50 | 28.50 | 28.50 | Water | 2a-5.1 Seasonal Watershed Operators (2025:1.5) |
| TOTAL INTEGRATED WATER SERVICES | 203.79 | 206.79 | 219.29 | 222.29 | 222.29 | 222.29 | 222.29 | | |
| **Parks, Recreation & Environmental Services** | | | | | | | | | |
| *Administration* | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | | |
| *Climate Action Programs* | 5.00 | 5.00 | 5.00 | 6.00 | 6.00 | 6.00 | 6.00 | Climate Action | 6a-1.1 Implement Climate Action Strategy 2026 (2026:1) |
| *Environmental Protection* | 54.30 | 54.30 | 52.40 | 52.40 | 52.40 | 52.40 | 52.40 | Water | 2a-8.2 Water Quality Sampling Technician (2025:0.6)<br>2a-8.3 Laboratory Assistant (2025:1) |
| *Environmental Resource Mgmt.* | 25.70 | 28.70 | 34.70 | 35.20 | 35.20 | 35.20 | 35.20 | Solid Waste & Recycling<br>Wastewater | 3a-1.3 Hartland 2100 (2025:3, 2026:0.5)<br>1b-4.2 - Innovative Projects Work Unit (2025:2) |
| *Facility Mgmt. & Engineering* | 25.00 | 26.00 | 27.00 | 27.00 | 27.00 | 27.00 | 27.00 | | |
| *Panorama Recreation* | 36.85 | 37.75 | 39.75 | 39.75 | 39.75 | 39.75 | 39.75 | Arts & Recreation | 10c-1.3 Aquatic Program Assistant (2025:0.5)<br>10c-1.4 Maintain Recreation Staffing Levels (2025:1.5) |
| *Regional Parks* | 77.00 | 77.00 | 83.40 | 83.40 | 83.40 | 83.40 | 83.40 | Regional Parks | 7c-4.1 Regional Parks Maintenance Workers (2025:6.4) |
| *SEAPARC* | 19.10 | 20.10 | 20.60 | 20.60 | 20.60 | 20.60 | 20.60 | Arts & Recreation | 10c-2.1 Maintain SEAPARC Reception Staffing (2025:0.5) |
| TOTAL PARKS & ENVIRONMENTAL SERVICES | 245.95 | 251.85 | 265.85 | 267.35 | 267.35 | 267.35 | 267.35 | | |
| **Planning & Protective Services** | | | | | | | | | |
| *Administration* | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | | |
| *Building Inspection* | 11.20 | 11.20 | 11.60 | 11.60 | 11.60 | 11.60 | 11.60 | Local Government | 16f-1.1 Maintaining Building Inspection Operations (2025:0.4) |
| *Health & Capital Planning* | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | | |
| *JDFEA Services* | 4.30 | 4.30 | 4.30 | 4.30 | 4.30 | 4.30 | 4.30 | | |
| *Protective Services* | 19.50 | 21.00 | 24.00 | 25.00 | 25.00 | 26.00 | 26.00 | Local Government<br>Solid Waste & Recycling<br>Safety & Emergency Management | 16g-3.2 Electoral Area Fire Services Compliance (2025:0.5)<br>16g-3.4 Bylaw Enforcement Staffing (2025:1, 2028:1)<br>3a-1.3 Hartland 2100 (2025:0.5, 2026:1)<br>9a-2.1 Resiliency and Recovery Coordinator (2025:1) |
| *Regional Planning* | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | Transportation | 4a-1.2 Transportation Service Implementation (2025:1*) |
| *Regional Housing* | 57.00 | 62.00 | 71.00 | 71.00 | 75.00 | 75.00 | 75.00 | Housing & Health | 5a-1.4 Maintaining CRHC Operations (2025:9, 2027:4) |
| TOTAL PLANNING & PROTECTIVE SERVICES | 105.00 | 111.50 | 123.90 | 124.90 | 128.90 | 129.90 | 129.90 | | |
| TOTAL CRD REGULAR POSITIONS (ONGOING) | 731.94 | 756.94 | 810.14 | 825.14 | 832.64 | 833.64 | 833.64 | | |

| REGULAR POSITIONS - FIXED DURATION | Approved | | Proposed | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Department/Division | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Community Need | IBC Reference |
| **Executive Services** | | | | | | | | | |
| *Corporate Communications* | | | 1.00 | 1.00 | 1.00 | 1.00 | | Transportation | 4b-4.1 Regional Trestles Renewal, Trails Widening Project (2025:1) |
| *Human Resources & Corporate Safety* | | | 0.50 | 2.50 | 2.00 | | | People | 11b-1.1 HRIS Talent Suite (2026:2)<br>13a-3.2 SAP S4/HANA Enhancements (2025:0.5) |
| **Finance & Technology** | | | | | | | | | |
| *Financial Services* | 2.50 | 3.50 | 4.00 | 3.50 | 1.50 | 1.50 | 1.00 | Housing & Health | 5a-1.6 Manager Finance Regional Housing (2025:1) |
| *Technology & Digital Transformation* | 4.00 | 4.00 | 3.00 | 3.00 | | | | | |
| **Parks, Recreation & Environmental Services** | | | | | | | | | |
| *Climate Action Programs* | 1.00 | 1.00 | 1.00 | 0.00 | | | | | 6a-1.1 Implement Climate Action Strategy 2026 (-1 FTE) |
| *Environmental Protection* | 3.50 | 3.50 | 3.50 | 3.50 | | | | | |
| *Environmental Resource Mgmt.* | 1.00 | 1.00 | 0.00 | | | | | | 3a-1.3 Hartland 2100 2025 (-1 FTE) |
| *Facility Mgmt. & Engineering* | 1.00 | 1.00 | 3.00 | 3.00 | 3.00 | 3.00 | | Transportation | 4b-4.1 Regional Trestles Renewal, Trails Widening Project (2025:2) |
| **Planning & Protective Services** | | | | | | | | | |
| *Health & Capital Planning* | 2.00 | 2.00 | 2.00 | 2.00 | 1.00 | | | Housing & Health | 5e-1.2 Health Capital Planning (2025:1) |
| *Regional Housing* | 12.00 | 14.00 | 20.00 | 15.00 | 13.00 | 13.00 | 5.00 | Housing & Health | 5a-1.3 Increasing Housing Supply & Rural Pilot Program (2026:1)<br>5a-1.5 Capital Project Delivery (2025:5)<br>5d-1.1 Regional Data System & HIFIS (2025:1) |
| *Regional Planning* | | | | | 0.00 | 0.00 | 0.00 | Planning | 8b-1.1 Foodlands Access - Service Creation & Activation (2027: 0.5*) |
| TOTAL CRD REGULAR POSITIONS (FIXED DURATION) | 27.00 | 30.00 | 38.00 | 33.50 | 21.50 | 18.50 | 6.00 | | |
| TOTAL CRD REGULAR POSITIONS (ALL) | 758.94 | 786.94 | 848.14 | 858.64 | 854.14 | 852.14 | 839.64 | | |

**Reserve Forecasts**
Tables 1 and 3 provide the 2025 budgeted and 2024 forecasted reserve amounts. Tables 2 and 4 provide a summary of significant reserve balances at the start of 2024.

**Table 1 - Estimated Operating Reserves Activity (in $ millions)**

| Reserve Activity | 2025 Financial Plan $ | 2024 Forecast $ |
|---|---|---|
| **Opening Reserve Balance** | 38.5 | 52.9 |
| Transfers from Operating | 4.5 | 3.7 |
| Interest Income | 1.2 | 1.6 |
| Transfer to Operating | (12.3) | (19.7) |
| **Closing Reserve Balance** | **$31.9** | **$38.5** |

Consolidated operating reserves through the end of 2024 are forecasted to be $38.5 million. Net budgeted transfers, interest income, and funding of operating costs result in a budgeted closing balance of $31.9 million at the end of 2025. Operating reserves reflect funds retained and segregated by service to fund future operating activities. The CRD currently manages 79 operating reserve funds.

Table 2 summarizes the significant operating reserve balances by service. A detailed listing of reserve balances is included in the audited financial statements.

**Table 2: January 1, 2024 Operating Reserve Balances by Service (>$1M)**

| Description | Amount ($M) |
|---|---|
| Solid Waste | 22.7 |
| Core Area Wastewater | 10.8 |
| Regional Planning | 2.4 |
| Legislative & General | 2.0 |
| Regional Growth Strategy | 1.8 |
| Climate Action | 1.1 |
| S.P.W.W.S. Sewer Debt Reserve Fund | 1.1 |
| IW Environmental Operations | 1.0 |
| Environmental Services Protection | 1.0 |
| Various (<$1M) | 9.0 |
| **Total** | **$52.9** |

**Table 3 - Estimated Capital Reserves Activity (in $ millions)**

| Capital Reserve Activity | 2025 Financial Plan $ | 2024 Forecast $ |
|---|---|---|
| **Opening balance**[1] | 126.5 | 147.7 |
| Transfers from operating | 26.2 | 22.0 |
| Interest income | 3.8 | 4.4 |
| Transfers out (Capital Plan) | (46.1) | (47.6) |
| **Ending balance** | **$110.4** | **$126.5** |

[1]Reserve balances restated to include specified purpose funds for Landfill Closure and Post Closure, and Development Cost Charges

Capital reserves at the end of 2024 are forecasted to be $126.5 million. Net of budgeted transfers, interest income, and funding to capital projects result in a budgeted closing balance of $110.4 million at the end of 2025. Capital reserves reflect funds retained and segregated by service to fund future capital activities. The CRD currently manages 63 capital reserve funds.

Table 4 summarizes the significant capital reserve balances by service and includes the consolidated balance for the Equipment Replacement Fund (ERF). The ERF is one fund established by bylaw but covers all CRD services. Specified purpose funds for Landfill Closure and Post Closure, and Development Cost Charges have been shown separately. A detailed listing of reserve balances will be included in the unaudited financial statements.

**Table 4: January 1, 2024 Capital Reserve Balances by Service, Including ERF (>$1M)**

| Description | Amount ($M) |
|---|---|
| Core Area Wastewater | 32.6 |
| Equipment Replacement Fund (All Services) | 31.4 |
| Solid Waste | 12.2 |
| Regional Parks | 11.2 |
| Saanich Peninsula Water Supply | 5.8 |
| Office Facilities & Equipment | 5.2 |
| Saanich Peninsula Ice Arena Facility | 4.8 |
| McPherson Theatre | 2.6 |
| Royal Theatre | 1.3 |
| Magic Lake Estates Water System | 1.2 |
| Regional Parks Land | 1.2 |
| Sidney Treatment Plant | 1.1 |
| Sooke and Electoral Area Recreation & Facilities | 1.0 |
| Various (<$1M) | 9.2 |
| **Subtotal** | **$120.8** |
| Landfill Closure and Post-Closure | 13.7 |
| Development Cost Charges | 13.2 |
| **Total** | **$147.7** |

## Service Listing for Budgets Direct to Board

| Service Number | Service Name | 2025 Expenditure | 2024 Expenditure | Var $ | Var % |
|---|---|---|---|---|---|
| 1.101 | G.I.S. | 682,011 | 653,615 | 28,396 | 4.3% |
| 1.112 | Regional Grant in Aid | 1,669,336 | 1,609,336 | 60,000 | 3.7% |
| 1.123 | Prov. Court of B.C. (Family Court) | 149,360 | 149,360 | - | 0.0% |
| 1.126 | Victoria Family Court Committee | 51,693 | 58,597 | (6,904) | -11.8% |
| 1.128 | Greater Victoria Police Victim Services | 329,354 | 323,215 | 6,139 | 1.9% |
| 1.224 | Community Health | 884,465 | 1,002,468 | (118,003) | -11.8% |
| 1.226 | Health Facilities - VIHA | 1,811,746 | 1,776,222 | 35,524 | 2.0% |
| 1.309 | Climate Action and Adaptation | 3,184,145 | 2,864,096 | 320,049 | 11.2% |
| 1.311 | Regional Housing Trust Fund | 4,322,614 | 4,178,799 | 143,815 | 3.4% |
| 1.312 | Regional Goose Management | 293,651 | 243,486 | 50,165 | 20.6% |
| 1.313 | Animal Care Services | 1,888,210 | 1,737,305 | 150,905 | 8.7% |
| 1.324 | Regional Planning Services | 2,599,833 | 2,227,436 | 372,397 | 16.7% |
| 1.330 | Regional Growth Strategy | 792,714 | 331,880 | 460,834 | 138.9% |
| 1.335 | Geo-Spatial Referencing System | 188,729 | 183,406 | 5,323 | 2.9% |
| 1.374 | Regional Emergency Program Support | 150,075 | 148,016 | 2,059 | 1.4% |
| 1.375 | Hazardous Material Incident Response | 506,360 | 405,611 | 100,749 | 24.8% |
| 1.531 | Stormwater Quality Management - Sooke | 41,742 | 90,599 | (48,857) | -53.9% |
| 1.536 | LWMP-Stormwater Quality Management-Core | 788,909 | 857,441 | (68,532) | -8.0% |
| 1.575 | Env. Ser. - Administration | 221,376 | 206,947 | 14,429 | 7.0% |
| 1.576 | Env. Engineering Services | 3,838,818 | 3,007,695 | 831,123 | 27.6% |
| 1.577 | Env. Ser. - Operations | 15,682,076 | 14,549,517 | 1,132,559 | 7.8% |
| 1.578 | Env. Protection and Water Quality | 9,728,043 | 9,337,895 | 390,148 | 4.2% |
| 1.911 | 911 Systems | 2,624,400 | 2,606,719 | 17,681 | 0.7% |
| 1.912B | 911 Call Answer - Municipalities | 27,032 | 20,030 | 7,002 | 35.0% |
| 1.913 | 913 Fire Dispatch | 387,396 | 372,559 | 14,837 | 4.0% |
| 1.921 | Regional CREST Contribution | 2,004,530 | 1,932,993 | 71,537 | 3.7% |
| 2.681 | Florence Lake Water System Debt | 19,038 | 19,038 | - | 0.0% |
| 2.682 | Seagirt Water System Debt | 114,767 | 114,767 | - | 0.0% |
| 21.ALL | Feasibility Study Reserve Fund - All | 132,000 | 350,000 | (218,000) | -62.3% |
| 3.700 | Septage Disposal | 165,773 | 161,082 | 4,691 | 2.9% |
| 3.701 | Millstream Remediation Service | 19,732 | 19,812 | (80) | -0.4% |
| 3.707 | On Site System Management Program - LWMP | 201,727 | 183,866 | 17,861 | 9.7% |
| 3.709 | I & I Enhanced Program | 430,633 | 417,843 | 12,790 | 3.1% |
| 3.750 | LWMP - Core & Westshore | 612,583 | 584,072 | 28,511 | 4.9% |
| 3.752 | Harbours Program | 374,495 | 362,174 | 12,321 | 3.4% |
| 3.755 | Regional Source Control | 1,755,201 | 1,674,718 | 80,483 | 4.8% |
| 3.798B | Debt - Core Sewage Integrated Treatment Facilities | 734,686 | 814,559 | (79,873) | -9.8% |
| | | **$ 59,409,253** | **$ 55,577,174** | **$ 3,832,079** | **6.9%** |

Operating Budgets with increases/(decreases) over 3.0% and $50,000 in 2025

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**REPORT TO ELECTORAL AREAS COMMITTEE**
**MEETING OF MONDAY, OCTOBER 28, 2024**

---

**SUBJECT** **2025 Preliminary Electoral Area Budget Review**

## ISSUE SUMMARY

To present 2025 Electoral Area (EA) Budgets for recommended approval to the Capital Regional District Board.

## BACKGROUND

The Capital Regional District (CRD) provides a range of regional, sub-regional and local services. Regional services are provided to the entire region, sub-regional services to groups of participating Municipalities and EAs, and local services to single Municipalities, an EA or to groups of residents within a defined service area. The CRD provides services to approximately 23,300 EA residents.[1]

Budgets for review are specific to services in the Juan de Fuca (JDF) EA, the Salt Spring Island (SSI) EA, and the Southern Gulf Islands (SGI) EA. EA services are established through the *Local Government Act and* Service Establishment Bylaws and are guided by the Board Strategic and Corporate Plans.

### Budget Approval Process

Through the Electoral Areas Committee (EAC) Terms of Reference, review and recommendation for approval of EA service budgets, is delegated to the EAC with an exception that fourteen (14) SSI services were delegated to SSI Local Community Commission (LCC).

In 2023, the SSI LCC was established. The LCC delegated authority includes review and recommendation of select SSI service budgets to the CRD Board directly.

On September 12, 2024, the LCC met to review preliminary budgets. Budget direction was provided at the meeting and these impacts have been incorporated into the preliminary SSI budgets presented in this report.

All EA budgets will be included in the preliminary 2025 CRD Financial Plan to be presented on October 30, 2024 to the Committee of the Whole. As in previous years and in alignment with the Commission Handbook Guidelines, where applicable, review and approval of local EA commission budgets will take place annually through the fall. Budget changes following commission review will be forwarded to the Board and considered at final budget approval in March 2025.

[1] 2021 Census Data

**Service Planning and Budget Development**

The CRD Board approved the 2023-2026 Board Priorities and CRD Corporate Plan in 2023. The plan includes a number of community needs with outcome statements for staff to advance through the four-year election term. The service planning process is designed to ensure alignment and implementation of strategic objectives during the term. Any initiatives and/or changes to service levels will be advanced through the annual service and financial planning cycle.

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

Budget development is based on resources required for delivery of core services, impacts of new initiatives, proposed capital expenditures and other cost pressures such as inflation and contractual agreements. Service budgets include operating and capital plans in addition to any changes in reserve funds. A summary of the changes to budgets for Joint EA Services and each EA is included in this report and supported by Appendix A (Joint EA), Appendix B (JDF), Appendix C (SSI) and Appendix D (SGI).

## ALTERNATIVES

*Alternative 1*
The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:
1. That the 2025 Electoral Area Services Budgets be given provisional approval as presented; and
2. That the new initiatives for January 1, 2025 implementation identified in Appendix E, be approved for expenditure.

*Alternative 2*
The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:
1. That the 2025 Electoral Area Services Budgets be given provisional approval with specific direction on amendments; and
2. That the new initiatives for January 1, 2025 implementation identified in Appendix E, be approved with specific direction on amendments.

## IMPLICATIONS

*Financial Implications*

**Joint Electoral Area Services Overview**

Joint Electoral Area Services provide services to the three unincorporated areas within the CRD: JDF EA, SSI EA and SGI EA.

Table 1 summarizes the change in tax requisition, operating budget, and capital plan from 2024 final budget to 2025 provisional budget.

**Table 1: Summary of Joint Electoral Area Services 2025 Provisional vs 2024 Final (in $ millions)**

| | 2025 Provisional Plan $M | 2024 Financial Plan $M | $M Change | % Change |
|---|---|---|---|---|
| **Requisition** | 1.28 | 0.90 | 0.38 | 42.6% |
| **Operating Budget** | 3.91 | 3.34 | 0.57 | 17.0% |
| **Capital Plan** | 0.09 | 0.19 | (0.10) | -53.1% |

The requisition for joint EA services is cost apportioned to each EA on the basis of converted assessments. Detailed requisition summary by service before cost apportionment is included in Appendix A-1.

The provisional 2025 operating budget is $3.91 million, an increase of $0.57 million or 17.0% from 2024. One primary driver of this increase is the establishment of a new Joint EA Administration Service through IBC 16e-5.1 Electoral Area Services Department Oversight. Additionally, a large Fire Smart grant was received by the EA Emergency Program service for one-time program contribution costs. Other increases in operating expenses are primarily related to inflationary adjustments, contractual agreements and reserve transfers in support of capital programs. The Operating Budget Overview summary of changes by service and by expenditure type is included in Appendix A-2.

The provisional 2025 capital plan is $0.09 million, a decrease of ($0.10) million or (53.1%). The reduction in capital spending in 2025 is primarily due to the completion of furniture and shelving replacement and partial procurement of a vehicle replacement by the Building Inspection Service in 2024. The 2025 Capital Plan Summary overview is included in Appendix A-3.

The detailed budget packages for joint EA services are included in Appendix A-4.

## Requisition Overview by EA

Table 2 summarizes the change in tax requisition from 2024 final to 2025 provisional for each EA.

**Table 2: 2025 Provisional vs 2024 Final Requisition**

| | 2025 Provisional Requisition | | 2024 Final Requisition | | $ Change | | % Change |
|---|---|---|---|---|---|---|---|
| | $M | $ Per HH | $M | $ Per HH | $M | $ Per HH | Per HH |
| **JDF** | 3.15 | 775.25 | 2.85 | 702.73 | 0.30 | 72.52 | 10.3% |
| **SSI** | 9.22 | 1,399.72 | 8.15 | 1,237.73 | 1.07 | 161.99 | 13.1% |
| **SGI** | 4.17 | 613.79 | 3.87 | 569.34 | 0.30 | 44.46 | 7.8% |

Requisition increases are inclusive of all regional, sub-regional, joint EA and individual EA services in addition to the Capital Regional Hospital District (CRHD). However, Table 2 excludes changes in specified and defined area services within each EA. It should also be noted that regional and sub-regional service budgets may change as service plans and budgets are deliberated at Committee of the Whole and the Board on October 30, 2024.

The actual tax rates impact to EA residents will vary depending on the specified and defined service areas in which they reside in addition to their individual 2025 property assessment values. The 2025 preliminary requisition impact shown in Table 2 (above) reflects the 2024 assessment values from BC Assessments. New assessment information will be incorporated in the final budget when revised data is released by BC Assessments in early February 2025.

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

**Operating Budget Overview by EA**

Table 3 summarizes the change in gross expenditures for each EA in the 2025 provisional budget compared to the 2024 final budget, for individual EA budgets only (excludes Regional, Sub-Regional, Joint EA and CRHD services).

**Table 3: Summary of Operating Budget (in $ millions) by EA**

| | 2025 Provisional Plan $M | 2024 Financial Plan $M* | $M Change | % Change |
|---|---|---|---|---|
| **JDF** | 5.83 | 5.28 | 0.55 | 10.3% |
| **SSI** | 12.22 | 11.53 | 0.69 | 6.0% |
| **SGI** | 9.75 | 8.93 | 0.82 | 9.1% |
| **Total** | **27.80** | **25.74** | **2.06** | **8.0%** |

*Based on Amendment Financial Plan (Bylaw No. 4644)

- JDF: The provisional 2025 operating budget is $5.83 million, an increase of $0.55 million or 10.3% from 2024. The primary driver of this increase is due to an increase in salaries and wages, including additional auxiliary staff, in the JDF EA Planning Service and Port Renfrew Refuse Disposal Service. Fire Protection services had increases in staffing costs, honorariums, and potential service level increases. Transfer to reserves have increased in multiple services in support of asset management plans and capital programs. Other minor increases in operating expenses are primarily related to inflationary adjustments.
- SSI: The provisional 2025 operating budget is $12.22 million, an increase of $0.69 million or 6.0% from 2024, inclusive of fourteen services delegated to LCC. The primary driver of this increase is due to an increase in salaries and wages, in the SSI Administration Service and SSI Pool and Park Land Service. Additional pressures are related to addition of a temporary maintenance facility for the SSI Pool and Park Land Service, increased contributions through the SSI Public Library service and a higher municipal obligation to SSI Community Transit. Transfers to reserves have increased in support of asset management plans and capital programs. Increases have been partially offset by discontinued one-time expenses from 2024.

  IBC16b-1.3 SSI Administration Staffing was proposed by staff to add a regular full-time position under the SSI Administration Budget in 2025. This initiative is aiming to meet the increased service level demand and provide the needed support for LCC. LCC was consulted on this initiative per the SSI EA Director's request and recommended proceeding with the initiative. The SSI EA Director, who has the delegated authority over SSI Administration Service budget, has directed staff to remove this IBC from consideration for 2025 provisional budget.

- SGI: The provisional 2025 operating budget is $9.75 million, an increase of $0.82 million or 9.1% from 2024. The primary driver of this increase is the one-time Last-mile Connectivity and Economic Diversification Project grant awarded to the SGI Economic Development Service. Transfer to reserves have increased in multiple services in support of asset management plans and capital programs. Other minor increases in operating expense are due to inflationary adjustments.

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

**Capital Budget Overview by EA**

Capital plans are developed through a process of reviewing:

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

The following table summarizes the capital plan by EA.

**Table 4 - Summary of Capital Plan by Electoral Area (in $ millions)**

| | 2025 Capital Plan $M | 2024 Capital Plan $M* | $M Change | % Change |
|---|---|---|---|---|
| **JDF EA** | 2.08 | 2.64 | (0.56) | -21.2% |
| **SSI EA** | 8.50 | 7.66 | 0.84 | 11.0% |
| **SGI EA** | 4.71 | 7.33 | (2.62) | -35.8% |
| **Total** | **15.29** | **17.63** | **(2.34)** | **-13.3%** |

*Based on Amendment Financial Plan (Bylaw No. 4644)

- JDF: The provisional 2025 capital plan is $2.08 million, a decrease of ($0.56) million or (21.2%). Although there are some new projects planned in 2025, such as the *Otter Point Community Hall Development* in JDF EA Community Recreation and the *Consolidated JDF Official Community Plan Review* in JDF Planning, the capital reduction is primarily due to completion or partial completion of projects in 2024, such as the *Master Plan Studies* in Port Renfrew Water/Sewer, a *Truck Replacement* in JDF EA Parks and a *Squad Car Replacement* in East Sooke Fire Protection.
- SSI: The provisional 2025 capital plan is $8.50 million, an increase of $0.84 million or 11.0%. This increase in mainly due to new capital projects required to maintain or expand service levels or new capital added to existing projects in 2025, such as *Collection System Renewal* and the *Wastewater Treatment Plant Upgrades* in the Maliview Sewer service, *Design and Construction of Rainbow Road Pathway* in the SSI Community Transportation, and *Repair Works* as a result of inspection performed at the SSI Fernwood Dock. Part of the increases in capital are offset by projects completing in 2024, such as the *Centennial Parks Upgrades* in SSI Community Parks, or deferral of projects to the years beyond 2025, such as deferral of the *Electrical and Instrumentation Replacement of Wastewater Treatment Plant* from 2024 to 2026 in Ganges Sewer.

- SGI: The provisional 2025 capital plan is $4.71 million, a decrease of ($2.62) million or (35.8%). The reduction in capital spending in 2025 is primarily due to substantive completion of the *Magic Lakes Estates Wastewater Treatment Plant Upgrades* and completion of the *Firetruck Replacement* in South Galiano Fire Protection in 2024. Reductions in capital are offset by new projects in 2025, such as the *New Ground water well assessment* in Lyall Harbour Water, and/or 2025 budget increase in existing projects, such as the *Schooner Way Trail Development* in Pender Parks and the *Dam Improvement and Safety Review* in Lyall Harbour Water.

The 2025 Capital Plan Summary overview by service are included in Appendix B-3 (JDF), Appendix C-3 (SSI) and Appendix D-3 (SGI). Capital plan highlights for capital projects over $100,000 for each EA, are summarized in Appendix B-4 (JDF), Appendix C-4 (SSI) and Appendix D-4 (SGI).

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

**Advanced Approvals**

Advanced approval is requested in situations where the commencement or continuity of work before March 2025 is required to address operational needs. These are often related to items that have regulatory compliance implications, grant deadlines and capital projects for which tenders must be issued and where a delay can have negative impacts on service delivery. Items identified as required activities in advance of final budget approval are listed in Appendix E.

**Summary**

The attached 2025 EA budget packages in Appendix A (Joint EA), Appendix B (JDF), Appendix C (SSI) and Appendix D (SGI), which include operating and capital, are provided for provisional approval. Appendix E contains items that, because of business requirements, require early approval in advance of final budget approval in March.

The provisional budget is subject to change as a result of the final 2024 surplus/deficits, receipt of revised assessment and any adjustments recommended by respective commissions prior to final approval of the financial plan in March 2025.

## CONCLUSION

The EA service budgets have been delegated to the EAC by the CRD Board for review and provisional approval. Overall, the 2025 EA preliminary budgets have been prepared in alignment with service plans and direction received by the respective EA director.

## RECOMMENDATION

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

1. That the 2025 Electoral Area Services Budgets be given provisional approval as presented; and
2. That the new initiatives for January 1, 2025 implementation identified in Appendix E, be approved for expenditure.

| | |
|---|---|
| Submitted by: | Varinia Somosan, CPA, CGA, Sr. Mgr., Financial Services / Deputy CFO |
| Concurrence: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT |
| Concurrence: | Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services |
| Concurrence: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence: | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer |

## ATTACHMENTS

Appendix A: 2025 Preliminary Electoral Area Budget Review – Joint EA Services
Appendix B: 2025 Preliminary Electoral Area Budget Review – JDF
Appendix C: 2025 Preliminary Electoral Area Budget Review – SSI
Appendix D: 2025 Preliminary Electoral Area Budget Review – SGI
Appendix E: 2025 Preliminary Electoral Area Budget Review - January 2025 Approvals

**Electoral Areas Committee - October 28, 2024**
**2025 Preliminary Electoral Area Budget Review**
**Appendix A-1: Requisition Summary (Joint EA Services)**

| | Joint EA<br>Electoral Area | 2025 | 2024 | Difference Increase/(Decrease)<br>$ | <br>% |
|---|---|---|---|---|---|
| 1.103 | Elections | 41,520 | 40,309 | 1,211 | 3.00% |
| 1.104 | U.B.C.M. | 12,915 | 12,478 | 437 | 3.50% |
| 1.108 | Joint Electoral Area Admin | 174,997 | - | 174,997 | 100.00% |
| 1.318 | Building Inspection | 729,262 | 565,156 | 164,106 | 29.04% |
| 1.320 | Noise Control | 89,568 | 65,053 | 24,515 | 37.68% |
| 1.322 | Nuisances & Unsightly Premises | 56,210 | 51,570 | 4,640 | 9.00% |
| 1.372 | Electoral Area Emergency Program | 179,380 | 166,090 | 13,290 | 8.00% |
| | **Total Joint Electoral Area** | **$1,283,852** | **$900,656** | **$383,196** | **42.55%** |

# Appendix A-2

## Joint EA Services - Operating Budget Highlights - Gross Expenditure (+/- 3% and +/- $20,000)

| Joint EA Services +/- 3% and +/- $20,000 | Gross Expenditure 2025 | Gross Expenditure 2024 | Changes $ | Changes % | Main Budget Driver |
|---|---|---|---|---|---|
| 1.108 - Joint Electoral Area Admin (New in 2025) | 174,997 | - | 174,997 | 100.0% | • New - 2025 IBC 16e-5.1 Electoral Area Services Department Oversight (2FTEs - 6 months) $175k |
| 1.318 - Building Inspection | 2,413,246 | 2,241,973 | 171,273 | 7.6% | • Increased salaries & wages $80k, including $34k due to addition of 0.4 FTE (2025 IBC 16f-1.1)<br>• Increased Standard OH, HR, Bylaw Enforcement, Building Occupancy, JDF Building Inspection, SharePoint Upgrade $63k<br>• Increased transfers to reserves $19k |
| 1.320 Noise Control | 89,838 | 65,371 | 24,467 | 37.4% | • Ongoing increase in bylaw enforcement costs $24k |
| 1.372 - Electoral Area Emergency Program | 1,117,270 | 923,997 | 193,273 | 20.9% | • Increased salaries & wages $23k<br>• Increased in one-time grant funded Fire Smart Contribution costs $175k |
| **Total Joint EA Services meeting criteria** | **3,795,351** | **3,231,341** | **564,010** | **17.5%** | |
| Other (Services not meeting criteria above) | 114,932 | 111,035 | 3,897 | 3.5% | |
| **Total Joint EA Services** | **3,910,283** | **3,342,376** | **567,907** | **17.0%** | |

## Joint EA Services - Operating Budget by Expenditure Type (in $ millions)

| Expenditure Type | Provisional Plan $M 2025 | Financial Plan $M* 2024 | Changes $M | Changes % |
|---|---|---|---|---|
| Operations | 3.79 | 3.24 | 0.55 | 16.9% |
| Capital Funding | 0.01 | 0.01 | 0.00 | 3.0% |
| Debt Servicing | - | - | - | 0.0% |
| Transfer to Reserves | 0.11 | 0.09 | 0.02 | 22.6% |
| **Total Southern Gulf Islands** | **3.91** | **3.34** | **0.57** | **17.0%** |

*Based on Amendment Financial Plan (Bylaw No. 4644)

# Appendix A-3

**CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JOINTLY FUNDED**
**2025**

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Capital Reserves | Other | TOTAL |
| 1.318 | Building Inspection | 27,000 | 60,000 | | | | 87,000 | | | 87,000 | | | | 87,000 |
| | **TOTAL** | **27,000** | **60,000** | | | | **87,000** | | | **87,000** | | | | **87,000** |

# Appendix A-4: Jointly Funded Budgets

## 1.103 Elections

## 1.104 UBCM

## 1.108 Joint EA Admin

## 1.318 Building Inspection

## 1.320 Noise Control

## 1.322 Nuisance & Unsightly Premises

## 1.372 EA Emergency Coordination

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Elections

### EAC REVIEW

OCTOBER 2024

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

**DEFINITION:**

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 52 and 75 of the Local Government Act).

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition and recovery from Islands Trust and school districts 61, 62, 63, 64

| 1.103 - Elections | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Electoral Area Elections | - | - | - | - | - | - | 177,620 | 500 | - | - |
| Islands Trust | - | - | - | - | - | - | 81,870 | - | - | - |
| Allocations and Insurance | 90 | 90 | 50 | - | - | 50 | 13,736 | 61 | 67 | 74 |
| **TOTAL OPERATING COSTS** | **90** | **90** | **50** | **-** | **-** | **50** | **273,226** | **561** | **67** | **74** |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 40,490 | 40,530 | 41,560 | - | - | 41,560 | - | 43,240 | 44,105 | 44,985 |
| **TOTAL COSTS** | **40,580** | **40,620** | **41,610** | **-** | **-** | **41,610** | **273,226** | **43,801** | **44,172** | **45,059** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | - | - | (148,915) | (500) | - | - |
| Recovery from Islands Trust | - | - | - | - | - | - | (81,870) | - | - | - |
| Other Income | (271) | (311) | (90) | - | - | (90) | (90) | (101) | (107) | (114) |
| **TOTAL REVENUE** | **(271)** | **(311)** | **(90)** | **-** | **-** | **(90)** | **(230,875)** | **(601)** | **(107)** | **(114)** |
| **REQUISITION** | **(40,309)** | **(40,309)** | **(41,520)** | **-** | **-** | **(41,520)** | **(42,351)** | **(43,200)** | **(44,065)** | **(44,945)** |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |

# Reserve Schedule

**Reserve Fund: 1.103 Elections - Operating Reserve Fund**

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

## Reserve Cash Flow

| **Fund:** | **1500** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **105515** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 197,091 | 246,371 | 287,931 | 139,016 | 181,756 | 225,861 |
| **Transfer from Op Budget** | | 40,490 | 41,560 | - | 43,240 | 44,105 | 44,985 |
| **Transfer to Op Budget** | | - | - | (148,915) | (500) | - | - |
| **Interest Income*** | | 8,790 | | | | | |
| **Ending Balance $** | | **246,371** | **287,931** | **139,016** | **181,756** | **225,861** | **270,846** |

**Assumptions/Background:**

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

* Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## UBCM

### EAC REVIEW

OCTOBER 2024

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

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition

**GENERAL INFORMATION:**

Association of Vancouver Island and Coastal Communities (AVICC)

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

| 1.104 - UBCM | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Membership Fee | 12,328 | 11,913 | 12,700 | - | - | 12,700 | 12,950 | 13,210 | 13,470 | 13,740 |
| Allocations & Other Expenses | 708 | 708 | 722 | - | - | 722 | 771 | 785 | 798 | 812 |
| **TOTAL COSTS** | **13,036** | **12,621** | **13,422** | **-** | **-** | **13,422** | **13,721** | **13,995** | **14,268** | **14,552** |
| *Percentage Increase over prior year | | | | | | 3.0% | 2.2% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 407 | (407) | - | - | (407) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (468) | (468) | - | - | - | - | - | - | - | - |
| Other Revenue | (90) | (82) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| **TOTAL REVENUE** | **(558)** | **(143)** | **(507)** | **-** | **-** | **(507)** | **(100)** | **(100)** | **(100)** | **(100)** |
| **REQUISITION** | **(12,478)** | **(12,478)** | **(12,915)** | **-** | **-** | **(12,915)** | **(13,621)** | **(13,895)** | **(14,168)** | **(14,452)** |
| *Percentage increase over prior year Requisition | | | | | | 3.5% | 5.5% | 2.0% | 2.0% | 2.0% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Joint EA Admin

**EAC REVIEW**

OCTOBER 2024

**Service:** 1.108 **Joint EA Admin** **Committee: Electoral Area**

**DEFINITION:**

The oversight of Electoral Area Services for the Capital Regional District Board

**SERVICE DESCRIPTION:**

The General Manager provides overall direction and supporting administrative oversight for all Electoral Area Services excluding fire protection and emergency management services.

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

N/A

**FUNDING:**

Requisition

| Change in Budget 2024 to 2025<br>Service: 1.108 Joint Electoral Area Admin | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **-** | |
| **Other Changes:** | | |
| Electoral Area GM Allocation | 174,997 | 2025 IBC 16e-5.1 Electoral Area Services Department Oversight (6 months) |
| Total Other Changes | 174,997 | |
| **2025 Budget** | **174,997** | |
| Summary of % Expense Change | | |
| *% expense increase from 2024:* | *100.0%* | |
| *% Requisition increase from 2024 (if applicable):* | *100.0%* | *Requisition funding is (100)% of service revenue* |

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*This function is new in the 2025 fiscal year.*

| 1.108 - Joint EA Admin | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Allocations | - | - | - | 160,997 | 14,000 | 174,997 | 320,863 | 329,753 | 338,886 | 348,267 |
| **TOTAL COSTS** | **-** | **-** | **-** | **160,997** | **14,000** | **174,997** | **320,863** | **329,753** | **338,886** | **348,267** |
| *Percentage Increase over prior year | | | | | | NA | 83.4% | 2.8% | 2.8% | 2.8% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Other Revenue | - | - | - | - | - | - | - | - | - | - |
| **TOTAL REVENUE** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **REQUISITION** | **-** | **-** | **-** | **(160,997)** | **(14,000)** | **(174,997)** | **(320,863)** | **(329,753)** | **(338,886)** | **(348,267)** |
| *Percentage increase over prior year Requisition | | | | | | NA | 83.4% | 2.8% | 2.8% | 2.8% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Building Inspection

**EAC REVIEW**

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010), Amendment 3780 (2011), and Amendment 4403 (2021). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

**PARTICIPATION:**

All Electoral Areas on the basis of their value of converted hospital assessments.

**MAXIMUM LEVY:**

Not stated.

**FUNDING:**

Fees and charges and requisition to all Electoral Areas

**Change in Budget 2024 to 2025**
**Service: 1.318 Building Inspection**

| | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **2,241,973** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 41,808 | Inclusive of estimated collective agreement changes |
| Addition of 0.4 FTE | 33,539 | 2025 IBC16f-1.1: Maintaining Building Inspection Operations |
| Other | 4,923 | |
| Total Change in Salaries | 80,270 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 17,117 | Increase in 2024 operating costs |
| Building Occupancy | 16,585 | Allocations from facilities management services (HQ) |
| Bylaw Enforcement Allocation | 9,930 | Increase due to 2025 IBC 16g-3.4: Bylaw Enforcement staffing |
| Human Resources Allocation | 4,572 | Increase in 2024 salary budget; corporate safety resourcing |
| JDF Building Inspection Allocation | 7,829 | Allocations from facilities management services |
| SharePoint Online Upgrade | 3,604 | Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM |
| Field Operations Centre (HQ2) Allocation | 3,560 | Development of HQ2/FOC building - to cover estimated new debt and operating costs for the new building |
| Reserve transfer | 19,180 | Increase in transfers to ERF |
| Other Costs | 8,626 | Expenses such as rent, phone, legal services, etc. |
| Total Other Changes | 91,003 | |
| | **2,413,246** | |
| **2024 Budget** | | |

Summary of % Expense Increase

| | |
|---|---|
| Base salary | 1.9% |
| 0.4 FTE; 2025 IBC | 1.5% |
| Internal Allocations | 2.7% |
| Reserve transfers | 0.9% |
| Balance of increase | 0.8% |
| *% expense increase from 2024:* | ***7.6%*** |
| *% Requisition increase from 2024 (if applicable):* | ***29.0%*** |

*Requisition funding is 30.2% of service revenue*

**Overall 2024 Budget Performance**

(expected variance to budget and surplus treatment)

*Revenues are projected at $49,200 (3.1%) lower than budget primarily due to lower permit fee revenues driven by decreased construction activity in 2024. Operating expenditures are projected at $84,660 (-3.8%) lower than budget primarily due to staff vacancies and lower travel costs, partially offset by higher legal expenses. The $35,460 favourable variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of $553,188 before this transfer.*

| 1.318 - Building Inspection | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 1,457,133 | 1,376,931 | 1,503,864 | 33,539 | - | 1,537,403 | 1,580,427 | 1,624,659 | 1,670,097 | 1,716,807 |
| Telecommunications | 41,530 | 41,530 | 42,780 | - | - | 42,780 | 43,640 | 44,510 | 45,400 | 46,300 |
| Legal Expenses | 18,630 | 30,000 | 19,190 | - | - | 19,190 | 19,570 | 19,960 | 20,360 | 20,770 |
| Building Rent | 36,720 | 36,720 | 40,420 | - | - | 40,420 | 41,300 | 42,210 | 43,130 | 44,170 |
| Supplies | 24,062 | 24,062 | 24,780 | - | - | 24,780 | 25,270 | 25,780 | 26,300 | 26,840 |
| Allocations | 367,722 | 377,727 | 419,339 | 9,620 | 3,604 | 432,563 | 459,599 | 474,193 | 489,263 | 499,250 |
| Other Operating Expenses | 252,056 | 151,223 | 177,810 | - | 75,000 | 252,810 | 256,613 | 185,498 | 189,467 | 193,554 |
| **TOTAL OPERATING COSTS** | **2,197,853** | **2,038,193** | **2,228,183** | **43,159** | **78,604** | **2,349,946** | **2,426,419** | **2,416,810** | **2,484,017** | **2,547,691** |
| *Percentage Increase over prior year | | | 1.4% | 2.0% | 3.6% | 6.9% | 3.3% | -0.4% | 2.8% | 2.6% |
| CAPITAL / RESERVES | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 20,820 | 20,820 | 40,000 | - | - | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Transfer to Operating Reserve Fund | - | 35,460 | - | - | - | - | - | - | 1,235 | 71,060 |
| **TOTAL CAPITAL / RESERVES** | **20,820** | **56,280** | **40,000** | **-** | **-** | **40,000** | **40,000** | **40,000** | **41,235** | **111,060** |
| Building Borrowing Repayment to Facilities Reserve | 23,300 | 23,300 | 23,300 | - | - | 23,300 | 23,300 | 23,300 | 23,300 | 23,300 |
| **TOTAL COSTS** | **2,241,973** | **2,117,773** | **2,291,483** | **43,159** | **78,604** | **2,413,246** | **2,489,719** | **2,480,110** | **2,548,552** | **2,682,051** |
| *Percentage Increase over prior year | | | 2.2% | 1.9% | 3.5% | 7.6% | 3.2% | -0.4% | 2.8% | 5.2% |
| Internal Recoveries | (32,060) | (32,060) | (33,020) | - | - | (33,020) | (33,680) | (34,350) | (35,040) | (35,740) |
| **TOTAL COSTS LESS INTERNAL RECOVERIES** | **2,209,913** | **2,085,713** | **2,258,463** | **43,159** | **78,604** | **2,380,226** | **2,456,039** | **2,445,760** | **2,513,512** | **2,646,311** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (200,183) | (125,183) | (176,450) | - | (78,604) | (255,054) | (179,092) | (55,091) | - | - |
| Permit Fees Revenue | (1,400,000) | (1,350,000) | (1,350,000) | - | - | (1,350,000) | (1,377,000) | (1,404,530) | (1,432,620) | (1,461,270) |
| Contract Revenue | (39,990) | (40,790) | (41,190) | - | - | (41,190) | (42,020) | (42,850) | (43,710) | (44,580) |
| Grants in Lieu of Taxes | (1,924) | (1,924) | (1,980) | - | - | (1,980) | (2,030) | (2,070) | (2,110) | (2,150) |
| Revenue - Other | (2,660) | (2,660) | (2,740) | - | - | (2,740) | (2,660) | (2,660) | (2,660) | (2,660) |
| **TOTAL REVENUE** | **(1,644,757)** | **(1,520,557)** | **(1,572,360)** | **-** | **(78,604)** | **(1,650,964)** | **(1,602,802)** | **(1,507,201)** | **(1,481,100)** | **(1,510,660)** |
| **REQUISITION** | **(565,156)** | **(565,156)** | **(686,103)** | **(43,159)** | **-** | **(729,262)** | **(853,237)** | **(938,559)** | **(1,032,412)** | **(1,135,651)** |
| *Percentage increase over prior year | | | | | | | | | | |
| Requisition | | | 21.4% | 7.6% | | **29.0%** | **17.0%** | **10.0%** | **10.0%** | **10.0%** |
| Per Fees Revenue | | | -3.6% | 0.0% | | **-3.6%** | **2.0%** | **2.0%** | **2.0%** | **2.0%** |
| AUTHORIZED POSITIONS | | | | | | | | | | |
| Salaried FTE | 11.2 | | 11.2 | 0.4 | | 11.6 | 11.6 | 11.6 | 11.6 | 11.6 |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. 1.318 Building Inspection | Carry Forward from 2023 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $27,000 | $21,000 | $6,000 | $0 | $6,000 | $60,000 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $60,000 | $60,000 | $60,000 | $60,000 | $0 | $0 | $180,000 |
| | **$60,000** | **$87,000** | **$81,000** | **$66,000** | **$0** | **$6,000** | **$240,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $60,000 | $87,000 | $81,000 | $66,000 | $0 | $6,000 | $240,000 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$60,000** | **$87,000** | **$81,000** | **$66,000** | **$0** | **$6,000** | **$240,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.318

Service Name: Building Inspection

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 18-01 | Replacement | Vehicle Replacement | Vehicle Replacement | $ 245,000 | V | ERF | $ 60,000 | $ 60,000 | $ 60,000 | $ 60,000 | $ - | $ - | $ 180,000 |
| 19-01 | Replacement | Computer Replacement | Replacement of Computer equipment | $ 30,600 | E | ERF | $ - | $ 5,000 | $ 6,000 | $ 6,000 | $ - | $ 6,000 | $ 23,000 |
| 25-01 | New | New Inspector Workstation at JDF | Add new workstation at JDF for Building Inspector | $ 7,000 | E | ERF | $ - | $ 7,000 | $ - | $ - | $ - | $ - | $ 7,000 |
| 25-02 | Replacement | Furniture Replacement | Salt Spring Island desks replacement | $ 30,000 | E | ERF | $ - | $ 15,000 | $ 15,000 | $ - | $ - | $ - | $ 30,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 312,600** | | | | **$ 87,000** | **$ 81,000** | **$ 66,000** | **$ -** | **$ 6,000** | **$ 240,000** |

| Service: | 1.318 | Building Inspection |
|---|---|---|

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

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

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | New Inspector Workstation at JDF | **Capital Project Description** | Add new workstation at JDF for Building Inspector |
| **Project Rationale** | Add workstation for new Building Inspector added in budget. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-02 | **Capital Project Title** | Furniture Replacement | **Capital Project Description** | Salt Spring Island desks replacement |
| **Project Rationale** | Replace old deks at SSI office with Steelcase. | | | | |

**Building Inspection**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 553,188 | 298,134 | 119,042 | 63,951 | 65,186 | 136,246 |
| Equipment Replacement Fund | 143,481 | 96,481 | 55,481 | 29,481 | 69,481 | 103,481 |
| **Total** | **696,668** | **394,614** | **174,522** | **93,431** | **134,666** | **239,726** |

## Reserve Schedule

**Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund**

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

### Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105544 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 656,471 | 553,188 | 298,134 | 119,042 | 63,951 | 65,186 |
| Transfer from Ops Budget | | - | - | - | - | 1,235 | 71,060 |
| Transfer to Ops Budget | | (125,183) | (255,054) | (179,092) | (55,091) | - | - |
| Interest Income* | | 21,900 | | | | | |
| **Ending Balance $** | | **553,188** | **298,134** | **119,042** | **63,951** | **65,186** | **136,246** |

**Assumptions/Background:**

* Interest in planning years nets against inflation which is not included.

# Reserve Schedule

**Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund**

ERF Group: BLDINS.ERF

## Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101425 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 248,161 | 143,481 | 96,481 | 55,481 | 29,481 | 69,481 |
| Transfer from Ops Budget | | 20,820 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Planned Purchase | | (125,500) | (87,000) | (81,000) | (66,000) | - | (6,000) |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **143,481** | **96,481** | **55,481** | **29,481** | **69,481** | **103,481** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Noise Control

## EAC REVIEW

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

$ 0.50 / $1,000

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

**MAXIMUM CAPITAL DEBT:**

Nil

**FUNDING:**

Requisition

| 1.320 - Noise Control | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Legal | 7,360 | 8,896 | 7,580 | - | - | 7,580 | 7,730 | 7,880 | 8,040 | 8,200 |
| Allocations | 2,761 | 2,761 | 2,898 | - | - | 2,898 | 2,990 | 3,060 | 3,128 | 3,196 |
| Bylaw Enforcement Charges | 33,000 | 60,612 | 33,990 | 22,570 | - | 56,560 | 57,690 | 58,840 | 60,020 | 61,220 |
| Other Operating Expenses | 250 | 972 | 580 | - | - | 580 | 598 | 617 | 637 | 658 |
| **TOTAL OPERATING COSTS** | **43,371** | **73,241** | **45,048** | **22,570** | **-** | **67,618** | **69,008** | **70,397** | **71,825** | **73,274** |
| *Percentage Increase over prior year | | | 3.9% | 52.0% | | 55.9% | 2.1% | 2.0% | 2.0% | 2.0% |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | 22,670 | 23,130 | 23,590 | 24,060 |
| **TOTAL COSTS** | **43,371** | **73,241** | **45,048** | **22,570** | **-** | **67,618** | **91,678** | **93,527** | **95,415** | **97,334** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fw from 2024 to 2025 | - | (22,220) | - | - | 22,220 | 22,220 | - | - | - | - |
| Balance c/fw from 2023 to 2024 | 22,000 | 22,000 | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve Fund | - | (7,640) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (168) | (168) | (170) | - | - | (170) | (200) | (200) | (200) | (200) |
| Revenue - Other | (150) | (150) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| **TOTAL REVENUE** | **21,682** | **(8,178)** | **(270)** | **-** | **22,220** | **21,950** | **(300)** | **(300)** | **(300)** | **(300)** |
| **REQUISITION** | **(65,053)** | **(65,063)** | **(44,778)** | **(22,570)** | **(22,220)** | **(89,568)** | **(91,378)** | **(93,227)** | **(95,115)** | **(97,034)** |
| *Percentage increase over prior year Requisition | | | -31.2% | 34.7% | 34.2% | 37.7% | 2.0% | 2.0% | 2.0% | 2.0% |

## Reserve Schedule

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

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

### Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105406 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 12,471 | 5,387 | 5,387 | 28,057 | 51,187 | 74,777 |
| Transfer from Ops Budget | | - | - | 22,670 | 23,130 | 23,590 | 24,060 |
| Deficit Recovery | | (7,640) | - | - | - | - | - |
| Interest Income* | | 556 | | | | | |
| **Ending Balance $** | | **5,387** | **5,387** | **28,057** | **51,187** | **74,777** | **98,837** |

**Assumptions/Background:**

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

*Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Nuisance & Unsightly Premises

## EAC REVIEW

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

$ 0.50 / $1,000

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

**FUNDING:**

Requisition

| 1.322 - Nuisance & Unsightly Premises | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Legal | 2,000 | 2,000 | 2,000 | - | - | 2,000 | 2,040 | 2,080 | 2,120 | 2,160 |
| Allocations | 3,449 | 3,449 | 3,600 | - | - | 3,600 | 3,713 | 3,798 | 3,881 | 3,964 |
| Bylaw Enforcement Charges | 51,650 | 51,000 | 51,650 | 2,320 | - | 53,970 | 59,804 | 61,000 | 62,220 | 63,460 |
| Other Operating Expenses | 320 | 320 | 330 | - | - | 330 | 347 | 365 | 384 | 403 |
| **TOTAL OPERATING COSTS** | **57,419** | **56,769** | **57,580** | **2,320** | **-** | **59,900** | **65,904** | **67,243** | **68,605** | **69,987** |
| *Percentage Increase over prior year | | | 0.3% | 4.0% | | 4.3% | 10.0% | 2.0% | 2.0% | 2.0% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 650 | - | - | - | - | - | - | 575 | 1,265 |
| **TOTAL CAPITAL / RESERVE** | **-** | **650** | **-** | **-** | **-** | **-** | **-** | **-** | **575** | **1,265** |
| **TOTAL COSTS** | **57,419** | **57,419** | **57,580** | **2,320** | **-** | **59,900** | **65,904** | **67,243** | **69,180** | **71,252** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (5,519) | (5,519) | (3,350) | - | - | (3,350) | (4,294) | (1,343) | - | - |
| Grants in Lieu of Taxes | (230) | (230) | (240) | - | - | (240) | (240) | (240) | (240) | (240) |
| Other Revenue | (100) | (100) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| **TOTAL REVENUE** | **(5,849)** | **(5,849)** | **(3,690)** | **-** | **-** | **(3,690)** | **(4,634)** | **(1,683)** | **(340)** | **(340)** |
| **REQUISITION** | **(51,570)** | **(51,570)** | **(53,890)** | **(2,320)** | **-** | **(56,210)** | **(61,270)** | **(65,560)** | **(68,840)** | **(70,912)** |
| *Percentage increase over prior year Requisition | | | 4.5% | 4.5% | | 9.0% | 9.0% | 7.0% | 5.0% | 3.0% |

## Reserve Schedule

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

For unforeseen expenses

### Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105403 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 20,855 | 16,136 | 12,786 | 8,492 | 7,149 | 7,724 |
| Transfer from Ops Budget | | - | - | - | - | 575 | 1,265 |
| Transfer to Ops Budget | | (5,519) | (3,350) | (4,294) | (1,343) | - | - |
| Interest Income* | | 800 | | | | | |
| **Ending Balance $** | | **16,136** | **12,786** | **8,492** | **7,149** | **7,724** | **8,989** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

# 2025 BUDGET

# Electoral Area Emergency Planning Coordination

## EAC REVIEW

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**FUNDING:**

Allocations from protection services and requisition.

**Change in Budget 2024 to 2025**

| **Service: 1.372 Emergency Planning Coordination** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **923,997** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 13,255 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 13,623 | |
| Decrease in standby pay | (4,060) | Realignment of budget with expected future expenses |
| Total Change in Salaries | 22,818 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 1,093 | Increase in 2024 operating costs |
| Human Resources Allocation | 1,360 | Increase in 2024 salary budget; corporate safety resourcing |
| Contract for Services | (5,000) | Net reduction in one-time expenses carried forward from 2024 for EDMA regulatory review. (Budgeted $55,000 in 2024; $50,000 in 2025) |
| Fire Smart Contribution Costs | 175,000 | Increase in one-time Fire Smart grant funded programming. $175,000 in 2024; $350,000 in 2025; $175k in 2026 |
| Other Costs | (1,998) | |
| Total Other Changes | 170,455 | |
| **2025 Budget** | **1,117,270** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and step change | 2.9% |
| Increase in Allocations | 0.3% |
| Net increase in contract and contribution costs | 18.4% |
| Balance of change | -0.7% |
| *% expense increase from 2024:* | ***20.9%*** |
| *% Requisition increase from 2024 (if applicable):* | ***8.0%*** |

*Requisition funding is (16.1)% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of $10,334 (1.1%) due mainly to lower than planned standby labour costs ($12,560). This variance will be moved to Operating Reserve, which has an expected year end balance of $92,985 before this transfer.*

| 1.372 - Electoral Area Emergency Planning Coordination | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries | 591,902 | 579,000 | 614,720 | - | - | 614,720 | 632,418 | 650,622 | 669,336 | 688,584 |
| Contract for Services | 55,000 | - | - | - | 50,000 | 50,000 | - | - | - | - |
| Travel Expenses | 1,990 | 1,500 | 2,050 | - | - | 2,050 | 2,090 | 2,130 | 2,170 | 2,210 |
| Telecommunications | 7,410 | 7,410 | 7,630 | - | - | 7,630 | 7,780 | 7,940 | 8,100 | 8,260 |
| Staff Training & Development | 5,000 | 5,000 | 1,810 | - | - | 1,810 | 1,850 | 1,890 | 1,930 | 1,970 |
| Supplies | 2,180 | 1,000 | 2,040 | - | - | 2,040 | 2,080 | 2,120 | 2,160 | 2,200 |
| Allocations | 70,935 | 70,935 | 74,080 | - | - | 74,080 | 78,536 | 82,053 | 83,914 | 85,862 |
| FireSmart Grant Funded Programming | 175,000 | 175,000 | - | - | 350,000 | 350,000 | 175,000 | - | - | - |
| Other Operating Expenses | 9,580 | 10,728 | 9,940 | - | - | 9,940 | 10,150 | 10,363 | 10,599 | 10,838 |
| **TOTAL OPERATING COSTS** | **918,997** | **850,573** | **712,270** | **-** | **400,000** | **1,112,270** | **909,904** | **757,118** | **778,209** | **799,924** |
| *Percentage Increase over prior year | | | -22.5% | | 43.5% | 21.0% | -18.2% | -16.8% | 2.8% | 2.8% |
| CAPITAL / RESERVES | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 10,344 | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | 5,000 | 5,000 | 5,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| **TOTAL CAPITAL / RESERVES** | **5,000** | **15,344** | **5,000** | **-** | **-** | **5,000** | **5,000** | **5,000** | **5,000** | **5,000** |
| **TOTAL COSTS** | **923,997** | **865,917** | **717,270** | **-** | **400,000** | **1,117,270** | **914,904** | **762,118** | **783,209** | **804,924** |
| Internal Recoveries | (509,530) | (509,530) | (524,820) | - | - | (524,820) | (535,320) | (546,030) | (556,950) | (568,090) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | **414,467** | **356,387** | **192,450** | **-** | **400,000** | **592,450** | **379,584** | **216,088** | **226,259** | **236,834** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (72,410) | (14,170) | (12,070) | - | (50,000) | (62,070) | (9,834) | (8,728) | (5,469) | (1,744) |
| Grants in Lieu of Taxes | (627) | (627) | (650) | - | - | (650) | (660) | (670) | (680) | (690) |
| Grants for FireSmart Programming | (175,000) | (175,000) | - | - | (350,000) | (350,000) | (175,000) | - | - | - |
| Revenue - Other | (340) | (500) | (350) | - | - | (350) | (360) | (370) | (380) | (390) |
| **TOTAL REVENUE** | **(248,377)** | **(190,297)** | **(13,070)** | **-** | **(400,000)** | **(413,070)** | **(185,854)** | **(9,768)** | **(6,529)** | **(2,824)** |
| **REQUISITION** | **(166,090)** | **(166,090)** | **(179,380)** | **-** | **-** | **(179,380)** | **(193,730)** | **(206,320)** | **(219,730)** | **(234,010)** |
| *Percentage increase over prior year Requisition | | | 8.0% | | | 8.0% | 8.0% | 6.5% | 6.5% | 6.5% |
| AUTHORIZED POSITIONS Salaried FTE | 4.0 | 4.0 | 4.0 | | | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. 1.372 Emergency Planning Coordination | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $0 | $2,500 | $0 | $0 | $0 | $2,500 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $70,000 | $0 | $0 | $70,000 |
| | **$0** | **$0** | **$2,500** | **$70,000** | **$0** | **$0** | **$72,500** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $2,500 | $70,000 | $0 | $0 | $72,500 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$0** | **$2,500** | **$70,000** | **$0** | **$0** | **$72,500** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.372

Service Name: Emergency Planning Coordination

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 20-01 | Replacement | Computer Equipment Replacement | Computer Equipment Replacement | $ 5,000 | E | ERF | $ - | $ - | $ 2,500 | $ - | $ - | $ - | $ 2,500 |
| 23-01 | Replacement | Vehicle Replacement | Vehicle replacement | $ 70,000 | V | ERF | $ - | $ - | $ - | $ 70,000 | $ - | $ - | $ 70,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 75,000** | | | | **$ -** | **$ 2,500** | **$ 70,000** | **$ -** | **$ -** | **$ 72,500** |

| Service: | 1.372 | Emergency Planning Coordination |
|---|---|---|

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

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 23-01 | Capital Project Title | Vehicle Replacement | Capital Project Description | Vehicle replacement |
| Project Rationale | | | | | |

**Electoral Area Emergency Planning Coordination**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 92,985 | 30,915 | 21,081 | 12,353 | 6,884 | 5,140 |
| Equipment Replacement Fund | 66,830 | 71,830 | 74,330 | 9,330 | 14,330 | 19,330 |
| **Total** | **159,815** | **102,745** | **95,411** | **21,683** | **21,214** | **24,470** |

# Reserve Schedule

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

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

## Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105545 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 102,929 | 92,985 | 30,915 | 21,081 | 12,353 | 6,884 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Transfer to Ops Budget | | (14,170) | (62,070) | (9,834) | (8,728) | (5,469) | (1,744) |
| Interest Income* | | 4,226 | | | | | |
| **Ending Balance $** | | **92,985** | **30,915** | **21,081** | **12,353** | **6,884** | **5,140** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

## Reserve Schedule

**Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund**

ERF Group: EMERGCOORD.ERF

### Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101985 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 64,330 | 66,830 | 71,830 | 74,330 | 9,330 | 14,330 |
| Transfer from Op Budget | | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Planned Purchase | | (2,500) | - | (2,500) | (70,000) | - | - |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **66,830** | **71,830** | **74,330** | **9,330** | **14,330** | **19,330** |

**Assumptions/Background:**

ERF to fund future replacement of vehicles and equipment.

**Electoral Areas Committee - October 28, 2024**
**2025 Preliminary Electoral Area Budget Review**
**Appendix B-1: Requisition Summary (JDF)**

| | JUAN DE FUCA<br>Electoral Area | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.010 | Legislative & General Government | 235,843 | 58.10 | 213,298 | 52.55 | 22,545 | 10.57% | 5.55 | 10.57% |
| 1.10X | Facilities Management | 2,964 | 0.73 | 3,025 | 0.75 | (60) | -1.99% | (0.01) | -1.99% |
| 1.101 | G.I.S. | 2,638 | 0.65 | 2,323 | 0.57 | 316 | 13.59% | 0.08 | 13.59% |
| 1.224 | Community Health | 11,070 | 2.73 | 14,095 | 3.47 | (3,025) | -21.46% | (0.75) | -21.46% |
| 1.280 | Regional Parks | 338,470 | 83.38 | 313,395 | 77.21 | 25,076 | 8.00% | 6.18 | 8.00% |
| 1.309 | Climate Action and Adaptation | 24,844 | 6.12 | 24,040 | 5.92 | 804 | 3.35% | 0.20 | 3.35% |
| 1.310 | Land Banking & Housing | 58,108 | 14.32 | 32,447 | 7.99 | 25,661 | 79.09% | 6.32 | 79.09% |
| 1.312 | Regional Goose Management | 3,810 | 0.94 | 3,678 | 0.91 | 132 | 3.59% | 0.03 | 3.59% |
| 1.324 | Regional Planning Services | 22,822 | 5.62 | 22,158 | 5.46 | 665 | 3.00% | 0.16 | 3.00% |
| 1.335 | Geo-Spatial Referencing System | 3,007 | 0.74 | 2,918 | 0.72 | 89 | 3.04% | 0.02 | 3.04% |
| 1.374 | Regional Emergency Program Support | 2,154 | 0.53 | 2,126 | 0.52 | 28 | 1.31% | 0.01 | 1.31% |
| 1.375 | Hazardous Material Incident Response | 7,266 | 1.79 | 5,382 | 1.33 | 1,885 | 35.02% | 0.46 | 35.02% |
| 1.911 | 911 Systems | 5,330 | 1.31 | 3,947 | 0.97 | 1,383 | 35.04% | 0.34 | 35.04% |
| 1.921 | Regional CREST Contribution | 24,527 | 6.04 | 23,643 | 5.82 | 884 | 3.74% | 0.22 | 3.74% |
| 21.ALL | Feasibility Study Reserve Fund - All | 2,310 | 0.57 | 3,660 | 0.90 | (1,350) | -36.88% | (0.33) | -36.88% |
| | **Total Regional** | **$745,165** | **$183.57** | **$670,134** | **$165.09** | **$75,031** | **11.20%** | **$18.48** | **11.20%** |
| 1.126 | Victoria Family Court Committee | 245 | 0.06 | 245 | 0.06 | - | 0.00% | - | 0.00% |
| 1.230 | Traffic Safety Commission | 1,330 | 0.33 | 1,330 | 0.33 | - | 0.00% | - | 0.00% |
| 1.313 | Animal Care Services | 78,497 | 19.34 | 68,829 | 16.96 | 9,668 | 14.05% | 2.38 | 14.05% |
| 1.330 | Regional Growth Strategy | 6,013 | 1.48 | 5,837 | 1.44 | 176 | 3.01% | 0.04 | 3.01% |
| 1.913 | 913 Fire Dispatch | 51,575 | 12.71 | 46,463 | 11.45 | 5,112 | 11.00% | 1.26 | 11.00% |
| 3.701 | Millstream Remediation Service | 151 | 0.04 | 255 | 0.06 | (104) | -40.66% | (0.03) | -40.66% |
| | **Total Sub-Regional** | **$137,811** | **$33.95** | **$122,960** | **$30.29** | **$14,852** | **12.08%** | **$3.66** | **12.08%** |
| 1.103 | Elections | 9,237 | 2.28 | 8,968 | 2.21 | 269 | 3.00% | 0.07 | 3.00% |
| 1.104 | U.B.C.M. | 2,955 | 0.73 | 2,855 | 0.70 | 100 | 3.50% | 0.02 | 3.50% |
| 1.108 | Joint Electoral Area Admin | 40,045 | 9.87 | - | - | 40,045 | 100.00% | 9.87 | 100.00% |
| 1.318 | Building Inspection | 166,881 | 41.11 | 129,328 | 31.86 | 37,553 | 29.04% | 9.25 | 29.04% |
| 1.320 | Noise Control | 20,496 | 5.05 | 14,886 | 3.67 | 5,610 | 37.68% | 1.38 | 37.68% |
| 1.322 | Nuisances & Unsightly Premises | 12,863 | 3.17 | 11,801 | 2.91 | 1,062 | 9.00% | 0.26 | 9.00% |
| 1.372 | Electoral Area Emergency Program | 41,048 | 10.11 | 38,007 | 9.36 | 3,041 | 8.00% | 0.75 | 8.00% |
| | **Total Joint Electoral Area** | **$293,526** | **$72.31** | **$205,845** | **$50.71** | **$87,681** | **42.60%** | **$21.60** | **42.60%** |
| 1.109 | Electoral Area Admin Exp - JDF | 76,744 | 18.91 | 72,399 | 17.84 | 4,345 | 6.00% | 1.07 | 6.00% |
| 1.114 | Grant-in-Aid - Juan de Fuca | 11,476 | 2.83 | - | - | 11,476 | 100.00% | 2.83 | 100.00% |
| 1.317 | JDF Building Numbering | 14,169 | 3.49 | 13,750 | 3.39 | 419 | 3.05% | 0.10 | 3.05% |
| 1.319 | Soil Deposit Removal | 11,069 | 2.73 | 6,060 | 1.49 | 5,009 | 82.66% | 1.23 | 82.66% |
| 1.325 | Electoral Area Services - Planning | 816,993 | 201.27 | 743,790 | 183.24 | 73,203 | 9.84% | 18.03 | 9.84% |
| 1.340 | JDF Livestock Injury Compensation | 13 | 0.00 | 13 | 0.00 | - | 0.00% | - | 0.00% |
| 1.370 | Juan de Fuca Emergency Program | 109,167 | 26.89 | 105,055 | 25.88 | 4,112 | 3.91% | 1.01 | 3.91% |
| 1.377 | JDF Search and Rescue | 72,050 | 17.75 | 69,952 | 17.23 | 2,098 | 3.00% | 0.52 | 3.00% |
| 1.405 | JDF EA - Community Parks | 255,439 | 62.93 | 232,973 | 57.39 | 22,466 | 9.64% | 5.53 | 9.64% |
| 1.924 | Emergency Comm - CREST - JDF | 141,957 | 34.97 | 148,289 | 36.53 | (6,332) | -4.27% | (1.56) | -4.27% |
| | **Total JDF Electoral Area** | **$1,509,077** | **$371.77** | **$1,392,281** | **$342.99** | **$116,796** | **8.39%** | **$28.77** | **8.39%** |
| | **Total Capital Regional District** | **$2,685,580** | **$661.60** | **$2,391,220** | **$589.09** | **$294,360** | **12.31%** | **$72.52** | **12.31%** |
| CRHD | Capital Regional Hospital District | 461,299 | 113.64 | 461,292 | 113.64 | 7 | 0.00% | 0.00 | 0.00% |
| | **Total CRD and CRHD** | **$3,146,878** | **$775.25** | **$2,852,511** | **$702.73** | **$294,367** | **10.32%** | **$72.52** | **10.32%** |
| | **Average residential assessment - 2024** | | | **$910,937** | | | | | |

| **Major Impacts (Changes in $/Avg HH >+/-$1.00)** | **Change in Requisition $** | **%** | **Change in Cost / Avg HH $** | **%** |
|---|---|---|---|---|
| **REGIONAL** | | | | |
| Legislative & General Government | 22,545 | 0.79% | 5.55 | 0.79% |
| Regional Parks | 25,076 | 0.88% | 6.18 | 0.88% |
| Land Banking & Housing | 25,661 | 0.90% | 6.32 | 0.90% |
| **JOINT EA** | | | | |
| Joint Electoral Area Admin | 40,045 | 1.40% | 9.87 | 1.40% |
| Building Inspection | 37,553 | 1.32% | 9.25 | 1.32% |
| Noise Control | 5,610 | 0.20% | 1.38 | 0.20% |
| **JDF EA** | | | | |
| Electoral Area Admin Exp - JDF | 4,345 | 0.15% | 1.07 | 0.15% |
| Grant-in-Aid - Juan de Fuca | 11,476 | 0.40% | 2.83 | 0.40% |
| Soil Deposit Removal | 5,009 | 0.18% | 1.23 | 0.18% |
| Electoral Area Services - Planning | 73,203 | 2.57% | 18.03 | 2.57% |
| Juan de Fuca Emergency Program | 4,112 | 0.14% | 1.01 | 0.14% |
| JDF EA - Community Parks | 22,466 | 0.79% | 5.53 | 0.79% |
| Emergency Comm - CREST - JDF | (6,332) | -0.22% | (1.56) | -0.22% |
| **Capital Regional Hospital District** | 7 | 0.00% | 0.00 | 0.00% |
| **Other** | 23,591 | 0.83% | 5.81 | 0.83% |
| **TOTAL CRD & CRHD** | **294,367** | **10.32%** | **$72.52** | **10.32%** |

| | JUAN DE FUCA<br>Local/Specified/Defined Services | 2025 | Cost per Avg. Residential Assessment | 2024 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) $ | % | Change in Cost per Avg. Household $ | % |
|---|---|---|---|---|---|---|---|---|---|
| 1.119 | Vancouver Island Regional Library | 415,989 | 116.73 | 403,818 | 113.31 | 12,171 | 3.01% | 3.42 | 3.01% |
| 1.121 | Sooke Regional Museum | 82,452 | 23.14 | 80,020 | 22.45 | 2,432 | 3.04% | 0.68 | 3.04% |
| 1.128 | Greater Victoria Police Victim Services | 906 | 1.88 | 888 | 1.84 | 18 | 1.99% | 0.04 | 1.99% |
| 1.133 | Langford E.A. - Greater Victoria Public Library | 34,268 | 71.17 | 33,256 | 69.06 | 1,012 | 3.04% | 2.10 | 3.04% |
| 1.232 | Port Renfrew Street Lighting | 4,148 | 47.14 | 3,722 | 42.30 | 426 | 11.45% | 4.84 | 11.45% |
| 1.350 | Willis Point Fire Protect & Recreation | 179,788 | 752.62 | 155,590 | 651.32 | 24,199 | 15.55% | 101.30 | 15.55% |
| 1.353 | Otter Point Fire Protection | 791,177 | 699.94 | 703,795 | 622.64 | 87,382 | 12.42% | 77.31 | 12.42% |
| 1.354 | Malahat Fire Protection | 70,374 | 704.87 | 73,055 | 731.72 | (2,681) | -3.67% | (26.85) | -3.67% |
| 1.355 | Durrance Road Fire Protection | 3,016 | 335.11 | 3,016 | 335.11 | - | 0.00% | - | 0.00% |
| 1.357 | East Sooke Fire Protection | 676,632 | 761.67 | 510,868 | 575.07 | 165,764 | 32.45% | 186.60 | 32.45% |
| 1.358 | Port Renfrew Fire Protection | 148,686 | 362.76 | 127,342 | 310.69 | 21,344 | 16.76% | 52.08 | 16.76% |
| 1.360 | Shirley Fire Protection | 243,189 | 705.48 | 212,393 | 616.14 | 30,796 | 14.50% | 89.34 | 14.50% |
| 1.40X | SEAPARC | 794,550 | 249.92 | 750,192 | 235.97 | 44,358 | 5.91% | 13.95 | 5.91% |
| 1.408 | JDF EA - Community Recreation | 72,750 | 20.41 | 70,632 | 19.82 | 2,118 | 3.00% | 0.59 | 3.00% |
| 1.523 | Port Renfrew Refuse Disposal | 62,346 | 151.80 | 39,376 | 95.87 | 22,970 | 58.34% | 55.93 | 58.34% |
| 2.650 | Port Renfrew Water | 87,350 | 345.26 | 72,248 | 285.57 | 15,102 | 20.90% | 59.69 | 20.90% |
| 2.682 | Seagirt Water System Debt | 114,767 | 1,334.50 | 114,767 | 1,334.50 | - | 0.00% | - | 0.00% |
| 2.691 | Wilderness Mountain Water Service | 78,970 | 974.94 | 67,495 | 833.27 | 11,475 | 17.00% | 141.67 | 17.00% |
| 3.755 | Regional Source Control | 688 | 7.59 | 666 | 7.34 | 22 | 3.36% | 0.25 | 3.36% |
| 3.850 | Port Renfrew Sewer | 70,369 | 799.65 | 67,019 | 761.58 | 3,350 | 5.00% | 38.07 | 5.00% |
| | **Total Local/Specified/Defined Services** | **3,932,416** | | **3,490,157** | | **$442,259** | | | |
| | **Average residential assessment - 2024** | | | **$910,937** | | | | | |

# Appendix B-2

### Juan De Fuca - Operating Budget Highlights - Gross Expenditure (+/- 3% and +/- $20,000)

| JDF Services +/- 3% and +/- $20,000 | Gross Expenditure 2025 | Gross Expenditure 2024 | Changes $ | Changes % | Main Budget Driver |
|---|---|---|---|---|---|
| 1.319 - Soil Deposit Removal | 26,294 | 6,180 | 20,114 | 325.5% | • Ongoing increase in Bylaw Enforcement allocation $20k |
| 1.325 - Electoral Area Services - Planning | 977,003 | 879,137 | 97,866 | 11.1% | • Ongoing increased salaries and wages, including auxiliary staff $45k<br>• One-time cyclical orthophotography costs $17k<br>• Ongoing increased allocations from Building Services and Bylaw Enforcement $33k |
| 1.405 - JDF EA Community Parks | 256,379 | 233,885 | 22,494 | 9.6% | • Ongoing increased salaries and wages, including auxiliary staff $13k<br>• Increase in allocations including one-time SharePoint migration $4k and ongoing Standard Overhead $2k |
| **Total Juan De Fuca Electoral Area** | **1,259,676** | **1,119,202** | **140,474** | **12.6%** | |
| 1.353 - Otter Point Fire Protection | 728,032 | 671,460 | 56,572 | 8.4% | • Increased staff contracts and honorariums $8k<br>• Increased transfer to reserves to support capital programs $38k<br>• Increased insurance and allocations $9k |
| 1.357 - East Sooke Fire Protection | 721,047 | 586,306 | 134,741 | 23.0% | • Increased transfers to reserves to support capital programs $13k<br>• Potential service level increase $67k<br>• MFA debt refinancing in 2025 $24k<br>• Increased operating costs to align with the expected future expenses $18k and other inflationary adjustments $12k |
| 1.358 - Port Renfrew Fire Protection | 228,171 | 202,438 | 25,733 | 12.7% | • Increased honorariums $2k and allocations $2<br>• Potential training level increase $20k |
| 1.369 - Electoral Area Fire Services (JDF & SGI) | 205,476 | 173,985 | 31,491 | 18.1% | • SGI & JDF Joint EA Fire Service Coordination Service - Cost apportioned among JDF and SGI Fire services based on assessment data<br>• Increase due to salary changes and addition of 0.5 FTE Admin Clerk (IBC 16g-3.2: EA Fire Services Compliance & Coordination) |
| 1.523 - Port Renfrew Refuse Disposal | 164,775 | 110,631 | 54,144 | 48.9% | • Ongoing increase in auxiliary staff costs $45k, partially offset by reduction in contracted operator costs ($14k)<br>• Ongoing increased hauling & disposal fees $21k |
| 2.650 - Port Renfrew Water | 182,040 | 144,180 | 37,860 | 26.3% | • Increased chemical supplies $6k and one-time cyclical maintenance $8k, funded by Operating Reserve Fund (ORF)<br>• Increased transfer to reserves $10k<br>• One-time estimated deficit carried over to 2025 for $7k |
| 2.691 - Wilderness Mountain Water Service | 205,500 | 171,071 | 34,429 | 20.1% | • Ongoing increase in labour charges $4k and one-time cyclical maintenance $6k funded by ORF<br>• Increased transfer to reserves $10k<br>• One-time estimated deficit carried over to 2025 for $15k |
| **Total Local/Specified/Defined Area** | **2,435,041** | **2,060,071** | **374,970** | **18.2%** | |
| Other (Services not meeting criteria above) | 2,131,820 | 2,102,516 | 29,304 | 1.4% | |
| **Total Juan De Fuca** | **5,826,537** | **5,281,789** | **544,748** | **10.3%** | |

### Juan De Fuca - Operating Budget by Expenditure Type (in $ millions)

| Expenditure Type | Provisional Plan $M 2025 | Financial Plan $M* 2024 | Changes $M | Changes % |
|---|---|---|---|---|
| Operations | 4.51 | 4.04 | 0.47 | 11.5% |
| Capital Funding | 0.03 | 0.04 | (0.01) | -19.0% |
| Debt Servicing | 0.64 | 0.62 | 0.02 | 3.3% |
| Transfer to Reserves | 0.65 | 0.59 | 0.07 | 11.2% |
| **Total Juan De Fuca** | **5.83** | **5.28** | **0.54** | **10.3%** |

*Based on Amendment Financial Plan (Bylaw No. 4644)

# Appendix B-3

**CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JDF**
**2025**

| | | CAPITAL EXPENDITURE | | | | | | SOURCE OF FUNDING | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service # | Service Name | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants | Capital Reserves | Other | TOTAL |
| 1.325 | Community Planning | 3,290 | | | 450,000 | | 453,290 | | | 3,290 | 450,000 | | | 453,290 |
| 1.350 | Willis Point Fire | 47,250 | | 20,000 | | | 67,250 | 15,250 | | 10,000 | | 42,000 | | 67,250 |
| 1.353 | Otter Point Fire | 15,000 | | 65,000 | | | 80,000 | 15,000 | | 15,000 | | 50,000 | | 80,000 |
| 1.357 | East Sooke Fire | 52,500 | 150,000 | | | | 202,500 | | | 202,500 | | | | 202,500 |
| 1.358 | Port Renfrew Fire | 16,000 | | 10,000 | | | 26,000 | | | 16,000 | | 10,000 | | 26,000 |
| 1.360 | Shirley Fire Department | 22,000 | | | | | 22,000 | | | 22,000 | | | | 22,000 |
| 1.370 | JDF Emergency Program | 4,100 | | | | | 4,100 | | | 4,100 | | | | 4,100 |
| 1.405 | JDF EA Community Parks & Recreation | 25,000 | | | 395,000 | 100,000 | 520,000 | 225,000 | | | 295,000 | | | 520,000 |
| 1.408 | JDF EA Community Recreation | | | 100,000 | 25,000 | | 125,000 | | | | 125,000 | | | 125,000 |
| 1.523 | Port Renfrew Refuse Disposal | | | | 334,500 | | 334,500 | 292,500 | | | | 42,000 | | 334,500 |
| 2.650 | Port Renfrew Water | | | | 110,000 | | 110,000 | 100,000 | | | | 10,000 | | 110,000 |
| 2.691 | Wilderness Mountain Water Service | 20,000 | | | | | 20,000 | | | | | 20,000 | | 20,000 |
| 3.850 | Port Renfrew Sewer | | | | 115,000 | | 115,000 | 100,000 | | | | 15,000 | | 115,000 |
| **TOTAL** | | **205,140** | **150,000** | **195,000** | **1,429,500** | **100,000** | **2,079,640** | **747,750** | | **272,890** | **870,000** | **189,000** | | **2,079,640** |

# Appendix B-4
# Juan de Fuca 2025 Major Capital Projects ≥ $100,000

| SERVICE AREA | $('000) | FUNDING SOURCE |
|---|---|---|
| **Protective Services** | | |
| **1.325 Community Planning** | | |
| Willis Point OCP | 150 | Grant |
| Malahat OCP | 150 | Grant |
| JdF OCP Consolidation | 150 | Grant |
| **1.357 East Sooke Fire** | | |
| Tender 2 | 150 | Reserve |
| **Recreation & Cultural Services** | | |
| **1.405 JDF EA Community Parks & Recreation** | | |
| Wieland Trail | 100 | Grant |
| Port Renfrew Playground Equipment | 140 | Capital on Hand |
| Fish Boat Bay Improvements | 125 | Grant |
| **1.408 JDF EA Community Recreation** | | |
| Otter Point Community Hall Development | 100 | Grant |
| **Water** | | |
| **2.650 Port Renfrew Water** | | |
| Water Master Plan Study | 100 | Capital on Hand |
| **Stormwater** | | |
| **1.523 Port Renfrew Refuse Disposal** | | |
| Site efficiency upgrades | 323 | Capital on Hand/Reserve |
| **Sewer** | | |
| **3.850 Port Renfrew Sewer** | | |
| Sewer Master Plan Study | 100 | Capital on Hand |

| | |
|---|---|
| Total Projects ≥ $100K | 1,588 |
| Total Projects < $100K | 492 |
| **Total 2025 Capital Projects** | 2,080 |

# Appendix B-5: JDF Service Budgets

## JUAN DE FUCA

1.109 Administration
1.114 Grants in Aid
1.119 Vancouver Island Regional Library
1.129 Vancouver Island Regional Library-Debt
1.133 Greater Victoria Public Library
1.232 Port Renfrew Street Lighting
1.317 JDF Building Numbering
1.319 Soil Deposit and Removal
1.325 Community Planning
1.340 Livestock Injury Compensation
1.350 Willis Point Fire
1.353 Otter Point Fire
1.354 Malahat Fire
1.355 Durrance Road Fire
1.357 East Sooke Fire
1.358 Port Renfrew Fire
1.360 Shirley Fire
1.369 EA Fire Services - JDF & SGI
1.370 JDF Emergency Program
1.377 JDF Search and Rescue

# Appendix B-5: JDF Service Budgets

## 1.405 JDF Community Parks

## 1.408 JDF Community Recreation

## 1.523 Port Renfrew Refuse Disposal

## 1.924 Emergency Communications – CREST

## 2.650 Port Renfrew Water

## 2.691 Wilderness Mountain Water

## 3.850 Port Renfrew Sewer

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Admin. Expenditures (JDF)

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Electoral Area of Juan de Fuca

**MAXIMUM LEVY:**

None Stated

**FUNDING:**

Requisition

| 1.109 - Admin. Expenditures (JDF) | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Director's Remuneration | 49,586 | 49,586 | 51,070 | - | - | 51,070 | 52,090 | 53,130 | 54,190 | 55,270 |
| Travel | 5,825 | 5,825 | 6,000 | - | - | 6,000 | 6,120 | 6,240 | 6,360 | 6,490 |
| Allocations | 13,674 | 13,674 | 14,292 | - | - | 14,292 | 14,614 | 14,906 | 15,204 | 15,508 |
| Other Operating Expenses | 3,560 | 4,542 | 3,660 | - | - | 3,660 | 3,741 | 3,822 | 3,903 | 3,984 |
| **TOTAL OPERATING COSTS** | **72,645** | **73,627** | **75,022** | **-** | **-** | **75,022** | **76,565** | **78,098** | **79,657** | **81,252** |
| *Percentage Increase over prior year | | | 3.3% | | | 3.3% | 2.1% | 2.0% | 2.0% | 2.0% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| Transfer to Operating Reserve Fund | - | - | - | 1,000 | - | 1,000 | 2,000 | 2,040 | 2,080 | 2,120 |
| **TOTAL CAPITAL / RESERVE** | **-** | **-** | **-** | **1,000** | **-** | **1,000** | **2,000** | **2,040** | **2,080** | **2,120** |
| **TOTAL COSTS** | **72,645** | **73,627** | **75,022** | **1,000** | **-** | **76,022** | **78,565** | **80,138** | **81,737** | **83,372** |
| *Percentage Increase over prior year | | | 3.3% | 1.4% | | 4.6% | 3.3% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | (982) | - | - | 982 | 982 | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | - | - | - | - | - | - | - | - | - | - |
| Revenue - Other | (246) | (246) | (260) | - | - | (260) | (260) | (260) | (260) | (260) |
| **TOTAL REVENUE** | **(246)** | **(1,228)** | **(260)** | **-** | **982** | **722** | **(260)** | **(260)** | **(260)** | **(260)** |
| **REQUISITION** | **(72,399)** | **(72,399)** | **(74,762)** | **(1,000)** | **(982)** | **(76,744)** | **(78,305)** | **(79,878)** | **(81,477)** | **(83,112)** |
| *Percentage increase over prior year Requisition | | | 3.3% | 1.4% | 1.4% | 6.0% | 2.0% | 2.0% | 2.0% | 2.0% |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 1.109<br>JDF Admin. Expenditures | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $0 | $2,000 | $0 | $0 | $0 | $2,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$0** | **$2,000** | **$0** | **$0** | **$0** | **$2,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $0 | $2,000 | $0 | $0 | $0 | $2,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$0** | **$2,000** | **$0** | **$0** | **$0** | **$2,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 1.109

**Service Name:** JDF Admin. Expenditures

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 26-01 | Replacement | Computer Replacement | Computer Replacement | $ 2,000 | E | ERF | $ - | $ - | $ 2,000 | $ - | $ - | | $ 2,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | Grand Total | $ 2,000 | | | | $ - | $ 2,000 | $ - | $ - | $ - | $ 2,000 |

| Service: | 1.109 | JDF Admin. Expenditures |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-01 | **Capital Project Title** | Computer Replacement | **Capital Project Description** | Computer Replacement |
| **Project Rationale** | Computer replacement in keeping with CRD corporate schedule. | | | | |

**Admin. Expenditures (JDF)**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Equipment Replacement Fund | 13,452 | 13,452 | 11,452 | 11,452 | 11,452 | 11,452 |
| Operating Reserve Fund | 77 | 1,077 | 3,077 | 5,117 | 7,197 | 9,317 |
| **Total** | **13,529** | **14,529** | **14,529** | **16,569** | **18,649** | **20,769** |

# Reserve Schedule

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

ERF Group: JDFADMIN.ERF

## Reserve Cash Flow

| **Fund:** | **1022** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **101839** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 15,452 | 13,452 | 13,452 | 11,452 | 11,452 | 11,452 |
| **Transfer from Ops Budget** | | - | - | - | - | - | - |
| **Planned Purchase** | | (2,000) | - | (2,000) | - | - | - |
| **Interest Income** | | - | | | | | |
| **Ending Balance $** | | **13,452** | **13,452** | **11,452** | **11,452** | **11,452** | **11,452** |

**Assumptions/Background:**

# Reserve Schedule

**Reserve Fund: 1.109 Admin Expenditures (JDF) - Operating Reserve Fund**

Bylaw No. 4584
Created in 2023

## Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105556 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 74 | 77 | 1,077 | 3,077 | 5,117 | 7,197 |
| Transfer from Ops Budget | | - | 1,000 | 2,000 | 2,040 | 2,080 | 2,120 |
| Transfer to Ops Budget | | - | - | - | - | - | - |
| Interest Income* | | 3 | | | | | |
| **Ending Balance $** | | **77** | **1,077** | **3,077** | **5,117** | **7,197** | **9,317** |

**Assumptions/Background:**

* Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## JDF Grants in Aid

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

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

**COMMITTEE:**

Electoral Areas Committee

**FUNDING:**

Requisition

| 1.114 - JDF Grants in Aid | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Grants in Aid | 27,822 | 15,000 | 10,290 | - | 13,632 | 23,922 | 20,000 | 20,000 | 20,000 | 20,000 |
| Allocations | 1,693 | 1,693 | 1,476 | - | - | 1,476 | 1,520 | 1,550 | 1,581 | 1,613 |
| **TOTAL OPERATING COSTS** | **29,515** | **16,693** | **11,766** | **-** | **13,632** | **25,398** | **21,520** | **21,550** | **21,581** | **21,613** |
| *Percentage Increase over prior year | | | -60.1% | | 46.2% | -13.9% | -15.3% | 0.1% | 0.1% | 0.1% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 13,632 | - | - | (13,632) | (13,632) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (29,225) | (29,225) | - | - | - | - | - | - | - | - |
| Other Income | (290) | (1,100) | (290) | - | - | (290) | (290) | (290) | (290) | (290) |
| **TOTAL REVENUE** | **(29,515)** | **(16,693)** | **(290)** | **-** | **(13,632)** | **(13,922)** | **(290)** | **(290)** | **(290)** | **(290)** |
| **REQUISITION** | **-** | **-** | **(11,476)** | **-** | **-** | **(11,476)** | **(21,230)** | **(21,260)** | **(21,291)** | **(21,323)** |
| *Requisition increase over prior year | | | | | | 100.0% | 85.0% | 0.1% | 0.1% | 0.2% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Vancouver Island Regional Library

**EAC Review**

OCTOBER 2024

**Service: 1.119 Vancouver Island Regional Library** **Committee: Electoral Area**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Westerly portion of Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| 1.119 - Vancouver Island Regional Library | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Payments to Vancouver Island Regional Library | 394,593 | 394,593 | 406,430 | - | - | 406,430 | 414,560 | 422,850 | 431,310 | 439,940 |
| Allocations | 6,835 | 6,835 | 8,054 | - | - | 8,054 | 8,295 | 8,461 | 8,630 | 8,803 |
| Other Operating Expenses | 1,250 | 2,600 | 1,290 | - | - | 1,290 | 1,320 | 1,350 | 1,380 | 1,410 |
| **TOTAL COSTS** | **402,678** | **404,028** | **415,774** | **-** | **-** | **415,774** | **424,175** | **432,661** | **441,320** | **450,153** |
| *Percentage Increase over prior year | | | 3.3% | | | 3.3% | 2.0% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | (865) | 865 | - | - | 865 | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 1,769 | 1,769 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (329) | (329) | (340) | - | - | (340) | (350) | (360) | (370) | (380) |
| Other Revenue | (300) | (785) | (310) | - | - | (310) | (320) | (330) | (340) | (350) |
| **TOTAL REVENUE** | **1,140** | **(210)** | **215** | **-** | **-** | **215** | **(670)** | **(690)** | **(710)** | **(730)** |
| **REQUISITION** | **(403,818)** | **(403,818)** | **(415,989)** | **-** | **-** | **(415,989)** | **(423,505)** | **(431,971)** | **(440,610)** | **(449,423)** |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 1.8% | 2.0% | 2.0% | 2.0% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Vancouver Island Regional Library-Debt

**EAC Review**

OCTOBER 2024

| 1.129 - Vancouver Island Regional Library-Debt | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| DEBT | | | | | | | | | | |
| MFA Debt Reserve Fund | 1,100 | 1,100 | 1,900 | - | - | 1,900 | 1,900 | 1,900 | 1,900 | 1,900 |
| MFA Debt Principal | 136,666 | 136,666 | 136,666 | - | - | 136,666 | 136,666 | 136,666 | 136,666 | 136,666 |
| MFA Debt Interest | 201,600 | 201,600 | 201,600 | - | - | 201,600 | 201,600 | 201,600 | 201,600 | 201,600 |
| **TOTAL DEBT** | **339,366** | **339,366** | **340,166** | **-** | **-** | **340,166** | **340,166** | **340,166** | **340,166** | **340,166** |
| *Percentage Increase over prior year | | | 0.2% | | | 0.2% | 0.0% | 0.0% | 0.0% | 0.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Payment from VIRL | (339,366) | (339,366) | (340,166) | - | - | (340,166) | (340,166) | (340,166) | (340,166) | (340,166) |
| **TOTAL REVENUE** | **(339,366)** | **(339,366)** | **(340,166)** | **-** | **-** | **(340,166)** | **(340,166)** | **(340,166)** | **(340,166)** | **(340,166)** |
| **REQUISITION** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Langford EA - GVPL

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

A portion of the Electoral Area of Juan de Fuca.

**MAXIMUM LEVY:**

Greater of $17,850 or $0.33 / $1,000 of actual assessed value of land and improvements.

**FUNDING:**

Requsition

| 1.133 - Langford EA - GVPL | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Payments to Greater Victoria Public Library | 33,010 | 33,010 | 34,000 | - | - | 34,000 | 34,680 | 35,370 | 36,080 | 36,800 |
| Allocations | 651 | 651 | 673 | - | - | 673 | 694 | 707 | 722 | 736 |
| Other Operating Expenses | 10 | 10 | 10 | - | - | 10 | 10 | 10 | 10 | 10 |
| **TOTAL OPERATING COSTS** | **33,671** | **33,671** | **34,683** | **-** | **-** | **34,683** | **35,384** | **36,087** | **36,812** | **37,546** |
| *Percentage Increase over prior year | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 315 | (315) | - | - | (315) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (315) | (315) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (100) | (100) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| Interest Income | - | (315) | - | - | - | - | - | - | - | - |
| **TOTAL REVENUE** | **(415)** | **(415)** | **(415)** | **-** | **-** | **(415)** | **(100)** | **(100)** | **(100)** | **(100)** |
| **REQUISITION** | **(33,256)** | **(33,256)** | **(34,268)** | **-** | **-** | **(34,268)** | **(35,284)** | **(35,987)** | **(36,712)** | **(37,446)** |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 3.0% | 2.0% | 2.0% | 2.0% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Port Renfrew Street Lighting

### EAC Review

OCTOBER 2024

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

**DEFINITION:**

To provide, operate and maintain street lighting for the Port Renfrew Street Lighting Local Service Area.
Bylaw No. 1746, November 8, 1989; Bylaw No. 1986, January 29, 1992; Bylaw No. 3861, January 9, 2013.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of $7,500 or $3.42 / $1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

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

**USER CHARGE:**

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

**PARCEL TAX:**

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

| 1.232 - Port Renfrew Street Lighting | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Electricity | 7,580 | 8,000 | 7,810 | - | - | 7,810 | 7,970 | 8,130 | 8,290 | 8,460 |
| Allocations | 457 | 457 | 460 | - | - | 460 | 474 | 483 | 493 | 503 |
| Contingency | 1,062 | - | 1,090 | - | - | 1,090 | 1,110 | 1,130 | 1,150 | 1,170 |
| Other Operating Expenses | 100 | 100 | 100 | - | - | 100 | 100 | 100 | 100 | 100 |
| **TOTAL COSTS** | **9,199** | **8,557** | **9,460** | **-** | **-** | **9,460** | **9,654** | **9,843** | **10,033** | **10,233** |
| *Percentage Increase over prior year | | | 2.8% | | | 2.8% | 2.1% | 2.0% | 1.9% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 642 | (642) | - | - | (642) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (1,233) | (1,233) | - | - | - | - | - | - | - | - |
| User Charges | (3,892) | (3,892) | (4,310) | - | - | (4,310) | (4,400) | (4,490) | (4,580) | (4,670) |
| Grants in Lieu of Taxes | (82) | (82) | (80) | - | - | (80) | (80) | (80) | (80) | (80) |
| Revenue - Other | (270) | (270) | (280) | - | - | (280) | (290) | (300) | (310) | (320) |
| **TOTAL REVENUE** | **(5,477)** | **(4,835)** | **(5,312)** | **-** | **-** | **(5,312)** | **(4,770)** | **(4,870)** | **(4,970)** | **(5,070)** |
| **REQUISITION - PARCEL TAX** | **(3,722)** | **(3,722)** | **(4,148)** | **-** | **-** | **(4,148)** | **(4,884)** | **(4,973)** | **(5,063)** | **(5,163)** |
| *Percentage increase over prior year | | | | | | | | | | |
| User Fee | | | 10.7% | | | 10.7% | 2.1% | 2.0% | 2.0% | 2.0% |
| Requisition | | | 11.4% | | | 11.4% | 17.7% | 1.8% | 1.8% | 2.0% |
| **Combined** | | | **11.1%** | | | **11.1%** | **9.8%** | **1.9%** | **1.9%** | **2.0%** |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## JDF Building Numbering

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| 1.317 - JDF Building Numbering | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Building Inspection | 12,830 | 12,830 | 13,211 | - | - | 13,211 | 13,480 | 13,740 | 14,010 | 14,300 |
| Allocations | 674 | 674 | 694 | - | - | 694 | 715 | 729 | 744 | 759 |
| Other Operating Expenses | 380 | 369 | 365 | - | - | 365 | 370 | 380 | 390 | 400 |
| **TOTAL COSTS** | **13,884** | **13,873** | **14,270** | **-** | **-** | **14,270** | **14,565** | **14,849** | **15,144** | **15,459** |
| *Percentage Increase over prior year | | | 2.8% | | | 2.8% | 2.1% | 1.9% | 2.0% | 2.1% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 31 | (31) | - | - | (31) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (84) | (84) | - | - | - | - | - | - | - | - |
| Other Income | (50) | (70) | (70) | - | - | (70) | (70) | (70) | (70) | (70) |
| **TOTAL REVENUE** | **(134)** | **(123)** | **(101)** | **-** | **-** | **(101)** | **(70)** | **(70)** | **(70)** | **(70)** |
| **REQUISITION** | **(13,750)** | **(13,750)** | **(14,169)** | **-** | **-** | **(14,169)** | **(14,495)** | **(14,779)** | **(15,074)** | **(15,389)** |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.3% | 2.0% | 2.0% | 2.1% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Soil Deposit and Removal

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

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

**FUNDING:**

Requisition

| 1.319 - Soil Deposit and Removal | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Allocations | 1,290 | 1,290 | 1,347 | - | - | 1,347 | 1,393 | 1,431 | 1,466 | 1,502 |
| Bylaw Enforcement Charges | 4,860 | 22,380 | 5,010 | 19,827 | - | 24,837 | 27,521 | 25,820 | 29,710 | 30,300 |
| Other Operating Expenses | 30 | 160 | 110 | - | - | 110 | 111 | 112 | 113 | 114 |
| **TOTAL OPERATING COSTS** | **6,180** | **23,830** | **6,467** | **19,827** | **-** | **26,294** | **29,025** | **27,363** | **31,289** | **31,916** |
| *Percentage Increase over prior year | | | 4.6% | 321% | | 325.5% | 10.4% | -5.7% | 14.3% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (80) | (17,730) | (185) | (15,000) | - | (15,185) | (13,485) | (7,170) | (7,065) | (2,856) |
| Interest Income | (40) | (40) | (40) | - | - | (40) | (40) | (40) | (40) | (40) |
| **TOTAL REVENUE** | **(120)** | **(17,770)** | **(225)** | **(15,000)** | **-** | **(15,225)** | **(13,525)** | **(7,210)** | **(7,105)** | **(2,896)** |
| **REQUISITION** | **(6,060)** | **(6,060)** | **(6,242)** | **(4,827)** | **-** | **(11,069)** | **(15,500)** | **(20,153)** | **(24,184)** | **(29,020)** |
| *Percentage increase over prior year Requisition | | | 3.0% | 79.7% | | 82.7% | 40.0% | 30.0% | 20.0% | 20.0% |

## Reserve Schedule

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

### Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105405 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 70,862 | 56,132 | 40,947 | 27,462 | 20,292 | 13,227 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Deficit Recovery | | (17,650) | | | | | |
| Transfer to Ops Budget | | (80) | (15,185) | (13,485) | (7,170) | (7,065) | (2,856) |
| Interest Income* | | 3,000 | | | | | |
| **Ending Balance $** | | **56,132** | **40,947** | **27,462** | **20,292** | **13,227** | **10,371** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Community Planning (JDF)

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

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

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

**PARTICIPATION:**

JDF Electoral Area on the basis of converted hospital assessments.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition and user fees.

| Change in Budget 2024 to 2025<br>Service: 1.325 Community Planning | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **879,137** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 19,627 | Inclusive of estimated collective agreement changes |
| Other (Auxiliary) | 25,455 | Additional auxiliary planning assistant level 1 |
| Total Change in Salaries | 45,082 | |
| **Other Changes:** | | |
| Bylaw Enforcement Allocation | 8,910 | Increase due to 2025 IBC 16g-3.4 Bylaw Enforcement staffing |
| JDF Local Service Building Allocation | 23,264 | Allocations from facilities management services |
| SharePoint Online Upgrade | 3,604 | Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM |
| Program Development | 17,000 | Orthophotos in every odd year |
| Transfer to Equipment Replacement Fund | (5,000) | Decrease transfer to equipment replacement fund in 2025 |
| Other Costs | 5,006 | |
| Total Other Changes | 52,784 | |
| **2025 Budget** | **977,003** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and benefit change | 2.2% |
| Other (Auxiliary) | 2.9% |
| Bylaw Enforcement Allocation | 1.0% |
| JDF Local Service Building Allocation | 2.6% |
| Migration to SharePoint | 0.4% |
| Program Development | 1.9% |
| Transfer to Equipment Replacement Fund | -0.6% |
| Balance of increase | 0.6% |
| *% expense increase from 2024:* | ***11.1%*** |
| *% Requisition increase from 2024 (if applicable):* | ***9.8%*** |

*Requisition funding is 83.6% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*Operating costs are projected at $15,978 (1.8%) higher than budget mainly due to 2023 orthophotos being invoiced in 2024. This variance will be recovered by a higher transfer from Operating Reserve, which has an expected year end balance of $360,715 before this transfer.*

| 1.325 - Community Planning (JDF) | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 520,818 | 526,008 | 540,445 | 25,455 | - | 565,900 | 582,085 | 598,720 | 615,824 | 633,408 |
| Consultants | 5,520 | 11,260 | 5,590 | - | - | 5,590 | 5,710 | 5,830 | 5,950 | 6,070 |
| Legal Expenses | 8,000 | 8,000 | 8,000 | - | - | 8,000 | 8,160 | 8,320 | 8,490 | 8,660 |
| LIDAR Photography | - | 16,688 | - | - | 17,000 | 17,000 | - | 18,000 | - | 20,000 |
| Supplies | 6,250 | 4,500 | 6,000 | - | - | 6,000 | 6,120 | 6,240 | 6,360 | 6,480 |
| Land Use and Advisory Planning Cttees | 16,710 | 13,180 | 17,160 | - | - | 17,160 | 17,500 | 17,860 | 18,220 | 18,590 |
| Allocations | 150,139 | 150,139 | 177,169 | - | 3,604 | 180,773 | 187,475 | 189,624 | 193,907 | 198,311 |
| Bylaw & Real Estate Labour Charges | 34,530 | 34,530 | 35,560 | 8,910 | - | 44,470 | 48,061 | 46,230 | 51,320 | 52,340 |
| Other Operating Expenses | 61,400 | 55,040 | 61,340 | - | - | 61,340 | 62,673 | 64,049 | 65,449 | 66,917 |
| **TOTAL OPERATING COSTS** | **803,367** | **819,345** | **851,264** | **34,365** | **20,604** | **906,233** | **917,784** | **954,873** | **965,520** | **1,010,776** |
| *Percentage Increase over prior year | | | 6.0% | 4.3% | 2.6% | 12.8% | 1.3% | 4.0% | 1.1% | 4.7% |
| CAPITAL / RESERVES | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 5,000 | 5,000 | - | - | - | - | - | - | - | - |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVES** | **5,000** | **5,000** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| Building Borrowing Repayment to Facilities Reserve | 70,770 | 70,770 | 70,770 | - | - | 70,770 | 70,770 | 70,770 | 70,770 | 70,770 |
| **TOTAL COSTS** | **879,137** | **895,115** | **922,034** | **34,365** | **20,604** | **977,003** | **988,554** | **1,025,643** | **1,036,290** | **1,081,546** |
| Internal Recoveries | (33,180) | (33,180) | (34,176) | - | - | (34,176) | (34,860) | (35,557) | (36,269) | (36,994) |
| **OPERATING COSTS LESS INTERNAL RECOVERIES** | **845,957** | **861,935** | **887,858** | **34,365** | **20,604** | **942,827** | **953,694** | **990,086** | **1,000,021** | **1,044,552** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (55,016) | (70,994) | (56,670) | - | (20,604) | (77,274) | (57,514) | (62,366) | (39,831) | (50,932) |
| Processing Fee Revenue | (45,000) | (45,000) | (46,350) | - | - | (46,350) | (47,280) | (48,230) | (49,190) | (50,170) |
| Grants in Lieu of Taxes | (1,091) | (1,091) | (1,120) | - | - | (1,120) | (1,140) | (1,160) | (1,180) | (1,200) |
| Revenue - Other | (1,060) | (1,060) | (1,090) | - | - | (1,090) | (1,110) | (1,130) | (1,150) | (1,170) |
| **TOTAL REVENUE** | **(102,167)** | **(118,145)** | **(105,230)** | **-** | **(20,604)** | **(125,834)** | **(107,044)** | **(112,886)** | **(91,351)** | **(103,472)** |
| **REQUISITION** | **(743,790)** | **(743,790)** | **(782,628)** | **(34,365)** | **-** | **(816,993)** | **(846,650)** | **(877,200)** | **(908,670)** | **(941,080)** |
| *Percentage increase over prior year Requisition | | | 5.2% | 4.6% | 0.0% | 9.8% | 3.6% | 3.6% | 3.6% | 3.6% |
| AUTHORIZED POSITIONS Salaried | 3.7 | 3.7 | 3.7 | | | 3.7 | 3.7 | 3.7 | 3.7 | 3.7 |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. 1.325 Community Planning | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $3,290 | $0 | $2,700 | $0 | $0 | $5,990 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $75,000 | $450,000 | $0 | $0 | $0 | $0 | $450,000 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$75,000** | **$453,290** | **$0** | **$2,700** | **$0** | **$0** | **$455,990** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $3,290 | $0 | $2,700 | $0 | $0 | $5,990 |
| Grants (Federal, Provincial) | $75,000 | $450,000 | $0 | $0 | $0 | $0 | $450,000 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$75,000** | **$453,290** | **$0** | **$2,700** | **$0** | **$0** | **$455,990** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.325

Service Nar Community Planning

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 20-01 | Replacement | Computer Equipment | Computer Replacement | $ 10,845 | E | ERF | $ - | $ 3,290 | $ - | $ 2,700 | $ - | $ - | $ 5,990 |
| 24-01 | Study | Willis Point OCP | Willis Point Official Community Plan Review and Update | $ 150,000 | S | Grant | $ 75,000 | $ 150,000 | $ - | $ - | $ - | $ - | $ 150,000 |
| 25-01 | Study | Malahat OCP | Malahat Official Community Plan Review and Update | $ 150,000 | S | Grant | $ - | $ 150,000 | $ - | $ - | $ - | $ - | $ 150,000 |
| 25-02 | Study | JdF OCP Consolidation | Consolidate JdF EA OCPs | $ 150,000 | S | Grant | $ - | $ 150,000 | $ - | $ - | $ - | $ - | $ 150,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 460,845** | | | | **$ 453,290** | **$ -** | **$ 2,700** | **$ -** | **$ -** | **$ 455,990** |

| Service: | 1.325 | Community Planning |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 20-01 | Capital Project Title | Computer Equipment | Capital Project Description | Computer Replacement |
| Project Rationale | Computer replacement in keeping with CRD corporate schedule. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 24-01 | Capital Project Title | Willis Point OCP | Capital Project Description | Willis Point Official Community Plan Review and Update |
| Project Rationale | Vehicle replacement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 25-01 | Capital Project Title | Malahat OCP | Capital Project Description | Malahat Official Community Plan Review and Update |
| Project Rationale | Public comments received in response to a number of recent development proposals have raised concern that there is insuffient ground water resources to support both existing development and new development. The OCP supports development in rural areas where there are sufficient ground water resources and the development will not put resources at risk of contamination or depletion. The study will provide information to help determine this. The study may lead to further studies and monitoring. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 25-02 | Capital Project Title | JdF OCP Consolidation | Capital Project Description | Consolidate JdF EA OCPs |
| Project Rationale | Port Renfrew Official Community Plan requires review and update to address emerging community needs. | | | | |

**Community Planning (JDF)**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 344,737 | 267,463 | 209,949 | 147,583 | 107,752 | 56,820 |
| Equipment Replacement Fund | 156,375 | 153,085 | 153,085 | 150,385 | 150,385 | 150,385 |
| **Total** | **501,112** | **420,548** | **363,034** | **297,968** | **258,137** | **207,205** |

## Reserve Schedule

**Reserve Fund: 1.325 Community Planning - Operating Reserve Fund**

### Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105408 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 399,333 | 344,737 | 267,463 | 209,949 | 147,583 | 107,752 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Transfer to Ops Budget - Core | | (54,306) | (60,274) | (57,514) | (44,366) | (39,831) | (30,932) |
| Transfer to Ops Budget - Orthophotos | | (16,688) | (17,000) | - | (18,000) | - | (20,000) |
| Interest Income* | | 16,398 | | | | | |
| **Ending Balance $** | | **344,737** | **267,463** | **209,949** | **147,583** | **107,752** | **56,820** |

**Assumptions/Background:**

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

*Interest in planning years nets against inlfation which is not included.

# Reserve Schedule

**Reserve Fund: 1.325 Community Planning - Equipment Replacement Fund**

ERF Group: CMPLAN.ERF

## Reserve Cash Flow

| **Fund:** | **1022** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **101428** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 200,730 | 156,375 | 153,085 | 153,085 | 150,385 | 150,385 |
| **Transfer from Ops Budget** | | 5,000 | - | - | - | - | - |
| **Planned Purchase** | | (49,355) | (3,290) | - | (2,700) | - | - |
| **Interest Income** | | - | | | | | |
| **Ending Balance $** | | **156,375** | **153,085** | **153,085** | **150,385** | **150,385** | **150,385** |

**Assumptions/Background:**

Maintain balance sufficient to fund required asset replacements

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

# JDF Livestock Injury Compensation

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

The service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act.*
(Livestock Injury Compensation Service (Juan de Fuca) Bylaw 4417, No. 1, 2021)

**PARTICIPATION:**

Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| 1.340 - JDF Livestock Injury Compensation | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Allocations | 158 | 158 | 158 | - | - | 158 | 163 | 166 | 169 | 173 |
| Compensation Claim Payments | 3,000 | - | 3,000 | - | - | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| **TOTAL COSTS** | **3,158** | **158** | **3,158** | **-** | **-** | **3,158** | **3,163** | **3,166** | **3,169** | **3,173** |
| *Percentage Increase over prior year | | | | | | 0.0% | 0.2% | 0.1% | 0.1% | 0.1% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 3,120 | (3,120) | - | - | (3,120) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (3,145) | (3,145) | - | - | - | - | - | - | - | - |
| Other Income | - | (120) | (25) | - | - | (25) | (30) | (30) | (30) | (30) |
| **TOTAL REVENUE** | **(3,145)** | **(145)** | **(3,145)** | **-** | **-** | **(3,145)** | **(30)** | **(30)** | **(30)** | **(30)** |
| **REQUISITION** | **(13)** | **(13)** | **(13)** | **-** | **-** | **(13)** | **(3,133)** | **(3,136)** | **(3,139)** | **(3,143)** |
| *Percentage increase over prior year Requisition | | | | | | 0.0% | 24000.0% | 0.1% | 0.1% | 0.1% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

# Willis Point Fire Protection & Recreation

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**PARTICIPATION:**

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

**COMMISSION:**

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

**MAXIMUM LEVY:**

Greater of $41,000 or $1.71 / $1,000.

**FUNDING:**

Requisition

| 1.350 - Willis Point Fire Protection & Recreation | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| **Fire Protection Costs** | | | | | | | | | | |
| Travel - Vehicles | 14,700 | 14,700 | 15,140 | - | - | 15,140 | 15,590 | 16,060 | 16,540 | 16,870 |
| Insurance | 8,547 | 8,547 | 10,582 | - | - | 10,582 | 11,337 | 12,155 | 13,052 | 13,975 |
| Utilities | 12,890 | 12,890 | 8,680 | - | - | 8,680 | 8,850 | 9,030 | 9,210 | 9,390 |
| Staff Development | 25,190 | 25,190 | 25,950 | - | - | 25,950 | 26,730 | 27,530 | 28,360 | 28,920 |
| Allocations | 5,464 | 6,736 | 6,982 | - | - | 6,982 | 7,191 | 7,335 | 7,482 | 7,631 |
| Operating - Other | 41,840 | 41,840 | 43,100 | - | - | 43,100 | 44,390 | 45,720 | 47,080 | 48,030 |
| **TOTAL FIRE PROTECTION COSTS** | **108,631** | **109,903** | **110,434** | **-** | **-** | **110,434** | **114,088** | **117,830** | **121,724** | **124,816** |
| **Recreation Costs** | | | | | | | | | | |
| Recreation Expenses | 31,006 | 43,126 | 19,298 | - | - | 19,298 | 19,870 | 20,460 | 21,070 | 21,500 |
| **TOTAL OPERATING COSTS** | **139,637** | **153,029** | **129,732** | **-** | **-** | **129,732** | **133,958** | **138,290** | **142,794** | **146,316** |
| *Percentage Increase over prior year | | | -7.1% | | | -7.1% | 3.3% | 3.3% | 3.3% | 2.5% |
| CAPITAL / RESERVES / DEBT | | | | | | | | | | |
| Capital Equipment Purchases | 6,520 | 6,520 | 6,720 | - | - | 6,720 | 6,920 | 7,130 | 7,340 | 7,490 |
| Transfer to Equipment Replacement Fund | 57,639 | 44,247 | 59,177 | - | - | 59,177 | 60,950 | 62,780 | 64,660 | 65,950 |
| Transfer to Capital Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVES / DEBT** | **64,159** | **50,767** | **65,897** | **-** | **-** | **65,897** | **67,870** | **69,910** | **72,000** | **73,440** |
| **TOTAL COSTS** | **203,796** | **203,796** | **195,629** | **-** | **-** | **195,629** | **201,828** | **208,200** | **214,794** | **219,756** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | (16,086) | (16,086) | - | - | - | - | - | - | - | - |
| Rental Revenue | (37,000) | (37,000) | (35,000) | - | - | (35,000) | (36,030) | (37,090) | (38,180) | (38,940) |
| Other Revenue | (4,980) | (4,980) | - | - | - | - | - | - | - | - |
| **TOTAL REVENUE** | **(58,066)** | **(58,066)** | **(35,000)** | **-** | **-** | **(35,000)** | **(36,030)** | **(37,090)** | **(38,180)** | **(38,940)** |
| **REQUISITION** | **(145,730)** | **(145,730)** | **(160,629)** | **-** | **-** | **(160,629)** | **(165,798)** | **(171,110)** | **(176,614)** | **(180,816)** |
| *Percentage increase over prior year Requisition | | | 10.2% | | | 10.2% | 3.2% | 3.2% | 3.2% | 2.4% |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 1.350<br>Willis Point Fire | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $15,000 | $20,000 | $0 | $0 | $0 | $0 | $20,000 |
| Equipment | | $19,250 | $47,250 | $6,000 | $6,000 | $6,000 | $10,000 | $75,250 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$34,250** | **$67,250** | **$6,000** | **$6,000** | **$6,000** | **$10,000** | **$95,250** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $15,250 | $15,250 | $0 | $0 | $0 | $0 | $15,250 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $4,000 | $10,000 | $6,000 | $6,000 | $6,000 | $10,000 | $38,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $15,000 | $42,000 | $0 | $0 | $0 | $0 | $42,000 |
| | | **$34,250** | **$67,250** | **$6,000** | **$6,000** | **$6,000** | **$10,000** | **$95,250** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.350

Service Name: Willis Point Fire

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 21-01 | Replacement | Turn Out Gear | Replace 10 sets every 5 years. Life span of 10 years. Total 20 sets budgeted for. | $ 36,000 | E | ERF | $ - | $ 6,000 | $ 6,000 | $ 6,000 | $ 6,000 | $ 6,000 | $ 30,000 |
| 22-03 | Renewal | Paving entrance for hall | Paving apron in front of hall | $ 40,000 | E | Res | $ - | $ 22,000 | $ - | $ - | $ - | $ - | $ 22,000 |
| 22-03 | Renewal | Paving entrance for hall | Paving apron in front of hall | | E | Cap | $ 15,250 | $ 15,250 | $ - | $ - | $ - | $ - | $ 15,250 |
| 24-01 | Renewal | Washroom refresh | Washroom refresh | $ 20,000 | B | Res | $ 15,000 | $ 20,000 | $ - | $ - | $ - | $ - | $ 20,000 |
| 24-04 | Replacement | Computer | Replace 2 computers | $ 8,000 | E | ERF | $ 4,000 | $ 4,000 | $ - | $ - | $ - | $ 4,000 | $ 8,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
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| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **GRAND TOTAL** | **$ 104,000** | | | | **$ 67,250** | **$ 6,000** | **$ 6,000** | **$ 6,000** | **$ 10,000** | **$ 95,250** |

| Service: | 1.350 | Willis Point Fire |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 21-01 | Capital Project Title | Turn Out Gear | Capital Project Description | Replace 10 sets every 5 years. Life span of 10 years. Total 20 sets budgeted for. |
| Project Rationale | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 22-03 | Capital Project Title | Paving entrance for hall | Capital Project Description | Paving apron in front of hall |
| Project Rationale | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 24-01 | Capital Project Title | Washroom refresh | Capital Project Description | Washroom refresh |
| Project Rationale | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 24-04 | Capital Project Title | Computer | Capital Project Description | Replace 2 computers |
| Project Rationale | | | | | |

**Willis Point Fire Protection & Recreation**
**Reserves Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 124,110 | 82,110 | 82,110 | 82,110 | 82,110 | 82,110 |
| Equipment Replacement Fund | 88,885 | 138,062 | 193,012 | 249,792 | 308,452 | 364,402 |
| **Total** | **212,995** | **220,172** | **275,122** | **331,902** | **390,562** | **446,512** |

## Reserve Schedule

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

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

### Reserve Cash Flow

| **Fund:** | **1014** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **101358** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 154,158 | 124,110 | 82,110 | 82,110 | 82,110 | 82,110 |
| **Transfer from Ops Budget** | | - | - | - | - | - | - |
| **Transfer from Cap Fund** | | - | | | | | |
| **Transfer to Cap Fund** | | (36,000) | (42,000) | - | - | - | - |
| **Interest Income*** | | 5,952 | | | | | |
| **Ending Balance $** | | **124,110** | **82,110** | **82,110** | **82,110** | **82,110** | **82,110** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

## Reserve Schedule

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

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

### Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101429 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 52,138 | 88,885 | 138,062 | 193,012 | 249,792 | 308,452 |
| Transfer from Ops Budget | | 44,247 | 59,177 | 60,950 | 62,780 | 64,660 | 65,950 |
| Expenditures | | (7,500) | (10,000) | (6,000) | (6,000) | (6,000) | (10,000) |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **88,885** | **138,062** | **193,012** | **249,792** | **308,452** | **364,402** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Otter Point Fire

### EAC Review

OCTOBER 2024

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

**DEFINITION:**

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

**PARTICIPATION:**

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act.
Local Service Area #17 - G (762).

**COMMISION:**

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

**MAXIMUM LEVY:**

Greater of $125,000 or $2.50 / $1,000.

**FUNDING:**

Requisition

| Change in Budget 2024 to 2025<br>Service: 1.353 Otter Point Fire | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **671,460** | |
| **Change in Salaries:** | | |
| Fire Chief Salary and Honorariums | 8,330 | Inclusive of estimated agreement changes |
| Total Change in Salaries | 8,330 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 6,097 | Increase in 2024 operating costs |
| Insurance Costs | 2,635 | Recognize growing insurance premiums |
| Transfer to reserves | 37,520 | Increase in transfers to CRF $1,260 and transfers to ERF $36,260 |
| Other Costs | 1,990 | |
| Total Other Changes | 48,242 | |
| **2025 Budget** | **728,032** | |

| Summary of % Expense Increase | |
|---|---|
| 2025 Base salary and benefit change | 1.2% |
| Standard Overhead Allocation | 0.9% |
| Insurance Costs | 0.4% |
| Transfer to reserves | 5.6% |
| Balance of increase | 0.3% |
| *% expense increase from 2024:* | ***8.4%*** |
| *% Requisition increase from 2024 (if applicable):* | ***8.4%*** |

*Requisition funding is 100% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*Overall operating expenses are on plan with no notable surplus or deficit expected*

| 1.353 - Otter Point Fire | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Fire Chief Salary and Honorariums | 296,230 | 296,230 | 304,560 | - | - | 304,560 | 310,650 | 316,860 | 323,190 | 329,660 |
| Travel & Vehicles | 25,570 | 25,570 | 26,340 | - | - | 26,340 | 26,860 | 27,390 | 27,940 | 28,500 |
| Contract for Services | 23,000 | 23,000 | 23,690 | - | - | 23,690 | 24,160 | 24,640 | 25,130 | 25,630 |
| Insurance | 11,817 | 11,817 | 14,452 | - | - | 14,452 | 15,412 | 16,456 | 17,602 | 18,851 |
| Staff Training & Program Development | 35,840 | 35,840 | 33,620 | - | - | 33,620 | 34,290 | 34,970 | 35,670 | 36,380 |
| Recruiting and Retention | 16,160 | 16,160 | 16,640 | - | - | 16,640 | 16,970 | 17,310 | 17,660 | 18,010 |
| Maintenance | 21,140 | 21,140 | 21,770 | - | - | 21,770 | 22,210 | 22,660 | 23,110 | 23,570 |
| Internal Allocations | 18,823 | 18,823 | 24,920 | - | - | 24,920 | 25,667 | 26,180 | 26,704 | 27,238 |
| Operating - Supplies | 20,240 | 20,240 | 20,840 | - | - | 20,840 | 21,250 | 21,670 | 22,100 | 22,540 |
| Operating - Other | 29,570 | 29,570 | 30,430 | - | - | 30,430 | 31,040 | 31,670 | 32,300 | 32,950 |
| **TOTAL OPERATING COSTS** | **498,390** | **498,390** | **517,262** | **-** | **-** | **517,262** | **528,509** | **539,806** | **551,406** | **563,329** |
| *Percentage Increase over prior year | | | 3.8% | 0.0% | | 3.8% | 2.2% | 2.1% | 2.1% | 2.2% |
| CAPITAL / RESERVES | | | | | | | | | | |
| Capital Equipment Purchases | 5,870 | 5,870 | 6,050 | - | - | 6,050 | 6,170 | 6,290 | 6,420 | 6,550 |
| Transfer to Capital Reserve Fund | 42,000 | 42,000 | 43,260 | - | - | 43,260 | 44,130 | 45,010 | 45,910 | 46,830 |
| Transfer to Equipment Replacement Fund | 125,200 | 125,200 | 131,460 | 30,000 | - | 161,460 | 164,690 | 167,980 | 171,340 | 174,770 |
| **TOTAL CAPITAL / RESERVES** | **173,070** | **173,070** | **180,770** | **30,000** | **-** | **210,770** | **214,990** | **219,280** | **223,670** | **228,150** |
| **TOTAL COSTS** | **671,460** | **671,460** | **698,032** | **30,000** | **-** | **728,032** | **743,499** | **759,086** | **775,076** | **791,479** |
| *Percentage Increase over prior year | | | 4.0% | 4.5% | | 8.4% | 2.1% | 2.1% | 2.1% | 2.1% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Revenue - Other | (340) | (340) | (350) | - | - | (350) | (360) | (370) | (380) | (390) |
| **TOTAL REVENUE** | **(340)** | **(340)** | **(350)** | **-** | **-** | **(350)** | **(360)** | **(370)** | **(380)** | **(390)** |
| **REQUISITION** | **(671,120)** | **(671,120)** | **(697,682)** | **(30,000)** | **-** | **(727,682)** | **(743,139)** | **(758,716)** | **(774,696)** | **(791,089)** |
| *Percentage increase over prior year Requisition | | | 4.0% | 4.5% | | 8.4% | 2.1% | 2.1% | 2.1% | 2.1% |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 1.353<br>Otter Point Fire | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $15,000 | $65,000 | $50,000 | $50,000 | $0 | $0 | $165,000 |
| Equipment | | $0 | $15,000 | $20,000 | $20,000 | $20,000 | $20,000 | $95,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $900,000 | $0 | $900,000 |
| | | **$15,000** | **$80,000** | **$70,000** | **$70,000** | **$920,000** | **$20,000** | **$1,160,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $15,000 | $15,000 | $0 | $0 | $0 | $0 | $15,000 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $15,000 | $20,000 | $20,000 | $920,000 | $20,000 | $995,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $50,000 | $50,000 | $50,000 | $0 | $0 | $150,000 |
| | | **$15,000** | **$80,000** | **$70,000** | **$70,000** | **$920,000** | **$20,000** | **$1,160,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.353

Service Name: Otter Point Fire

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 17-02 | Replacement | Turnout Gear/Pagers/Hose | Turnout Gear/Pagers/Hose | $ 95,000 | E | ERF | $ - | $ 15,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 95,000 |
| 20-01 | Replacement | Replace roof | Replace roof | $ 50,000 | B | Res | $ - | | $ 50,000 | $ - | $ - | $ - | $ 50,000 |
| 22-02 | Renewal | Building expansion | Building expansion for the back office | $ 50,000 | B | Res | $ - | $ 50,000 | $ - | $ - | $ - | $ - | $ 50,000 |
| 22-03 | Replacement | Building and Siding | Building Expansion and Siding | $ 40,000 | B | Cap | $ 15,000 | $ 15,000 | $ - | $ - | $ - | $ - | $ 15,000 |
| 26-01 | Replacement | Replace driveway pavement | Replace driveway pavement | $ 50,000 | B | Res | $ - | $ - | $ - | $ 50,000 | $ - | $ - | $ 50,000 |
| 28-01 | Replacement | Replace E23 | Replace E23 - triple combination engine pumper truck | $ 900,000 | V | ERF | $ - | $ - | $ - | $ - | $ 900,000 | $ - | $ 900,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 1,185,000** | | | | **$ 80,000** | **$ 70,000** | **$ 70,000** | **$ 920,000** | **$ 20,000** | **$ 1,160,000** |

| Service: | 1.353 | Otter Point Fire |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 17-02 | Capital Project Title | Turnout Gear/Pagers/Hose | Capital Project Description | Turnout Gear/Pagers/Hose |
| Project Rationale | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 20-01 | Capital Project Title | Replace roof | Capital Project Description | Replace roof |
| Project Rationale | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 22-03 | Capital Project Title | Building and Siding | Capital Project Description | Building Expansion and Siding |
| Project Rationale | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 28-01 | Capital Project Title | Replace E23 | Capital Project Description | Replace E23 - triple combination engine pumper truck |
| Project Rationale | | | | | |

| Service: | 1.353 | Otter Point Fire |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 22-02 | Capital Project Title | Building expansion | Capital Project Description | Building expansion for the back office |
| Project Rationale | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 26-01 | Capital Project Title | Replace driveway pavement | Capital Project Description | Replace driveway pavement |
| Project Rationale | | | | | |

**Otter Point Fire**
**Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 63,651 | 56,911 | 51,041 | 46,051 | 91,961 | 138,791 |
| Equipment Replacement Fund | 324,949 | 471,409 | 616,099 | 764,079 | 15,419 | 170,189 |
| **Total** | **388,600** | **528,320** | **667,140** | **810,130** | **107,380** | **308,980** |

## Reserve Schedule

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

For improvements, repairs and replacement of Firehall and training centre

### Reserve Cash Flow

| Fund: | 1090 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 102164 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 59,021 | 63,651 | 56,911 | 51,041 | 46,051 | 91,961 |
| Transfer from Ops Budget | | 42,000 | 43,260 | 44,130 | 45,010 | 45,910 | 46,830 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | (40,000) | (50,000) | (50,000) | (50,000) | - | - |
| Interest Income* | | 2,630 | | | | | |
| **Ending Balance $** | | **63,651** | **56,911** | **51,041** | **46,051** | **91,961** | **138,791** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# Reserve Schedule

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

ERF Group: OTTERFIRE.ERF

## Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101432 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 214,749 | 324,949 | 471,409 | 616,099 | 764,079 | 15,419 |
| Transfer from Ops Budget | | 125,200 | 161,460 | 164,690 | 167,980 | 171,340 | 174,770 |
| Expenditures | | (15,000) | (15,000) | (20,000) | (20,000) | (920,000) | (20,000) |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **324,949** | **471,409** | **616,099** | **764,079** | **15,419** | **170,189** |

**Assumptions/Background:**

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

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Malahat Fire Protection

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

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

**ANNUAL LEVY:**

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

**MAXIMUM LEVY:**

Greater of $22,400 or $1.28 / $1,000.

**FUNDING:**

Requisition

| 1.354 - Malahat Fire Protection | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Payment to Cowichan Valley Regional District | 65,315 | 65,315 | 67,270 | - | - | 67,270 | 68,620 | 69,990 | 71,390 | 72,820 |
| Other Operating Expenses | 8,357 | 8,367 | 3,694 | - | - | 3,694 | 3,804 | 3,880 | 3,957 | 4,036 |
| **TOTAL COSTS** | **73,672** | **73,682** | **70,964** | **-** | **-** | **70,964** | **72,424** | **73,870** | **75,347** | **76,856** |
| *Percentage Increase over prior year | | | -3.7% | | | -3.7% | 2.1% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 590 | (590) | - | - | (590) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (617) | (617) | - | - | - | - | - | - | - | - |
| Other Revenue | - | (600) | - | - | - | - | - | - | - | - |
| **TOTAL REVENUE** | **(617)** | **(627)** | **(590)** | **-** | **-** | **(590)** | **-** | **-** | **-** | **-** |
| **REQUISITION** | **(73,055)** | **(73,055)** | **(70,374)** | **-** | **-** | **(70,374)** | **(72,424)** | **(73,870)** | **(75,347)** | **(76,856)** |
| *Percentage increase over prior year Requisition | | | -3.7% | | | -3.7% | 2.9% | 2.0% | 2.0% | 2.0% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Durrance Road Fire Protection

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**MAXIMUM LEVY:**

Greater of $1,350 or $0.70 / $1,000.

**FUNDING:**

Parcel Tax

| 1.355 - Durrance Road Fire Protection | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Payment to District of Saanich | 2,500 | 2,500 | 2,500 | - | - | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Other Operating Expenses | 216 | 216 | 216 | - | - | 216 | 220 | 223 | 226 | 228 |
| **TOTAL OPERATING COSTS** | **2,716** | **2,716** | **2,716** | **-** | **-** | **2,716** | **2,720** | **2,723** | **2,726** | **2,728** |
| *Percentage Increase over prior year | | | 0.0% | | | 0.0% | 0.1% | 0.1% | 0.1% | 0.1% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve | 300 | 300 | 300 | - | - | 300 | 300 | 300 | 300 | 300 |
| **TOTAL COSTS** | **3,016** | **3,016** | **3,016** | **-** | **-** | **3,016** | **3,020** | **3,023** | **3,026** | **3,028** |
| *Percentage Increase over prior year | | | 0.0% | | | 0.0% | 0.1% | 0.1% | 0.1% | 0.1% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| **REQUISITION - PARCEL TAX** | **(3,016)** | **(3,016)** | **(3,016)** | **-** | **-** | **(3,016)** | **(3,020)** | **(3,023)** | **(3,026)** | **(3,028)** |
| *Percentage increase over prior year Requisition | | | 0.0% | | | 0.0% | 0.1% | 0.1% | 0.1% | 0.1% |

## Reserve Schedule

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

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

### Reserve Cash Flow

| **Fund:** | **1500** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **105400** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 3,453 | 3,907 | 4,207 | 4,507 | 4,807 | 5,107 |
| **Transfer from Op Budget** | | 300 | 300 | 300 | 300 | 300 | 300 |
| **Planned Payments** | | - | - | - | - | - | - |
| **Interest Income*** | | 154 | | | | | |
| **Ending Balance $** | | **3,907** | **4,207** | **4,507** | **4,807** | **5,107** | **5,407** |

**Assumptions/Background:**

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

*Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## East Sooke Fire Protection

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

A service area established by Bylaw No. 3390 (January 10, 2007) to provide fire protection and emergency response on a volunteer basis in the East Sooke district of the Juan de Fuca Electoral Area. Fire department is operated by a committee.
Amended by Bylaw No. 3862.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

"Greater of $550,000 or $1.310 / $1,000" of actual assessments.

**COMMISSION:**

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

**MAXIMUM CAPITAL DEBT:**

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

**Change in Budget 2024 to 2025**

| **Service: 1.357 East Sooke Fire Protection** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **586,306** | |
| **Change in Salaries:** | | |
| Other (Volunteers) | 11,916 | Increase volunteer honorariums |
| Total Change in Salaries | 11,916 | |
| **Other Changes:** | | |
| Purchase and Maintenance of Equipment | 3,778 | Realignment of budget with expected future expenses |
| Fuel-Propane | 4,825 | Realignment of budget with expected future expenses |
| Operating Supplies | 8,927 | Realignment of budget with expected future expenses |
| Contingency | 67,450 | Potential service level increases pending commission approval |
| Transfer to Equipment Replacement Fund | 12,879 | Ongoing increase in transfer to equipment replacement fund |
| Debt Servicing | 23,505 | 2025 MFA debt refinancing |
| Other Costs | 1,461 | |
| Total Other Changes | 122,825 | |
| **2025 Budget** | **721,047** | |

| Summary of % Expense Increase | |
|---|---|
| Other (Volunteers) | 2.0% |
| Purchase and Maintenance of Equipment | 0.6% |
| Fuel-Propane | 0.8% |
| Operating Supplies | 1.5% |
| Contingency | 11.5% |
| Transfer to Equipment Replacement Fund | 2.2% |
| Debt Servicing | 4.0% |
| Balance of Increase | 0.2% |
| *% expense increase from 2024:* | ***23.0%*** |
| *% Requisition increase from 2024 (if applicable):* | ***28.2%*** |

*Requisition funding is 84.9% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*Overall operating expenses are on plan with no notable surplus or deficit expected*

| 1.357 - East Sooke Fire Protection | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries and Wages | 80,614 | 80,614 | 92,530 | - | - | 92,530 | 94,380 | 96,270 | 98,200 | 100,160 |
| Travel - Vehicles | 37,996 | 37,996 | 39,140 | - | - | 39,140 | 39,920 | 40,720 | 41,540 | 42,370 |
| Insurance | 12,926 | 12,926 | 13,002 | - | - | 13,002 | 14,032 | 15,159 | 16,392 | 17,741 |
| Contract for Service/Legal Expenses | 12,399 | 12,399 | 12,770 | - | - | 12,770 | 13,030 | 13,290 | 13,560 | 13,830 |
| Maintenance | 12,926 | 12,926 | 17,500 | - | - | 17,500 | 17,850 | 18,200 | 18,570 | 18,940 |
| Staff Training | 26,750 | 26,750 | 28,620 | - | - | 28,620 | 29,190 | 29,770 | 30,370 | 30,980 |
| Internal Allocations | 15,367 | 15,367 | 16,504 | - | - | 16,504 | 16,999 | 17,339 | 17,686 | 18,039 |
| Operating - Supplies | 29,719 | 29,719 | 38,646 | - | - | 38,646 | 39,420 | 40,210 | 41,010 | 41,830 |
| Contingency | 15,000 | 15,000 | 82,450 | - | - | 82,450 | 84,100 | 85,780 | 87,500 | 89,250 |
| Operating - Other | 48,433 | 48,433 | 51,600 | - | - | 51,600 | 52,620 | 53,680 | 54,750 | 55,830 |
| **TOTAL FIRE DEP OPERATING COSTS** | **292,130** | **292,130** | **392,762** | **-** | **-** | **392,762** | **401,541** | **410,418** | **419,578** | **428,970** |
| *Percentage Increase over prior year | | | 34.4% | | | 34.4% | 2.2% | 2.2% | 2.2% | 2.2% |
| **TOTAL COMMUNITY HALL OPERATING COSTS** | 37,566 | 29,629 | 35,141 | - | - | 35,141 | 27,880 | 28,568 | 29,271 | 29,990 |
| **TOTAL OPERATING COSTS** | **329,696** | **321,759** | **427,903** | **-** | **-** | **427,903** | **429,421** | **438,986** | **448,849** | **458,960** |
| Percentage Increase over prior year | | | | | | | | | | |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 5,000 | 5,000 | 5,150 | - | - | 5,150 | 5,250 | 5,360 | 5,470 | 5,580 |
| Transfer to Equipment Replacement Fund | 96,121 | 104,737 | 99,000 | 10,000 | - | 109,000 | 111,180 | 113,400 | 115,670 | 117,980 |
| **TOTAL CAPITAL / RESERVES** | **101,121** | **109,737** | **104,150** | **10,000** | **-** | **114,150** | **116,430** | **118,760** | **121,140** | **123,560** |
| DEBT SERVICING | | | | | | | | | | |
| MFA Debt Reserve Fund | 380 | 380 | 720 | - | - | 720 | 720 | 720 | 720 | 720 |
| Principal Payment | 97,959 | 97,959 | 101,324 | - | - | 101,324 | 101,324 | 101,324 | 101,324 | 101,324 |
| Interest Payment | 57,150 | 57,150 | 76,950 | - | - | 76,950 | 76,950 | 76,950 | 76,950 | 76,950 |
| **TOTAL DEBT SERVICING** | **155,489** | **155,489** | **178,994** | **-** | **-** | **178,994** | **178,994** | **178,994** | **178,994** | **178,994** |
| **TOTAL COSTS** | **586,306** | **586,985** | **711,047** | **10,000** | **-** | **721,047** | **724,845** | **736,740** | **748,983** | **761,514** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 7,937 | (7,937) | - | - | (7,937) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (11,043) | (11,043) | - | - | - | - | - | - | - | - |
| District of Sooke (for Silver Spray) | (69,350) | (77,966) | (71,430) | - | - | (71,430) | (72,860) | (74,320) | (75,810) | (77,330) |
| MFA Debt Reserve Fund Earning | (380) | (380) | (720) | - | - | (720) | (720) | (720) | (720) | (720) |
| Rental Revenue | (26,323) | (26,323) | (26,994) | - | - | (26,994) | (27,670) | (28,358) | (29,061) | (29,780) |
| Other Income | (1,260) | (1,260) | (1,300) | - | - | (1,300) | (1,320) | (1,340) | (1,360) | (1,380) |
| **TOTAL REVENUE** | **(108,356)** | **(109,035)** | **(108,381)** | **-** | **-** | **(108,381)** | **(102,570)** | **(104,738)** | **(106,951)** | **(109,210)** |
| **REQUISITION** | **(477,950)** | **(477,950)** | **(602,666)** | **(10,000)** | **-** | **(612,666)** | **(622,275)** | **(632,002)** | **(642,032)** | **(652,304)** |
| *Percentage increase over prior year Requisition | | | 26.1% | 2.1% | | 28.2% | 1.6% | 1.6% | 1.6% | 1.6% |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. 1.357 East Sooke Fire | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $8,500 | $52,500 | $66,860 | $35,227 | $94,102 | $19,484 | $268,173 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $150,000 | $0 | $625,000 | $0 | $0 | $775,000 |
| | **$8,500** | **$202,500** | **$66,860** | **$660,227** | **$94,102** | **$19,484** | **$1,043,173** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $3,500 | $202,500 | $53,860 | $652,227 | $94,102 | $19,484 | $1,022,173 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $5,000 | $0 | $13,000 | $8,000 | $0 | $0 | $21,000 |
| | **$8,500** | **$202,500** | **$66,860** | **$660,227** | **$94,102** | **$19,484** | **$1,043,173** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

Service #: 1.357

Service Name: East Sooke Fire

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 17-05 | Replacement | Turn out Gear | Turn out Gear | $ 93,673 | E | ERF | $ - | $ 18,000 | $ 18,360 | $ 18,727 | $ 19,102 | $ 19,484 | $ 93,673 |
| 18-01 | Replacement | Tender 2 | Tender 2 Replacement | $ 775,000 | V | ERF | $ - | $ 150,000 | $ - | $ 625,000 | $ - | $ - | $ 775,000 |
| 21-03 | Replacement | Extrication gear | Replacement of extrication gear (jaws of life) | $ 75,000 | E | ERF | $ - | $ - | $ - | $ - | $ 75,000 | $ - | $ 75,000 |
| 21-05 | Replacement | Roof seal replacement | Roof seal replacement | $ 5,000 | E | ERF | $ - | $ - | | $ 6,000 | $ - | $ - | $ 6,000 |
| 22-01 | Replacement | Pagers | Replacement of old pagers | $ 3,500 | E | ERF | $ 3,500 | $ - | $ 3,500 | $ - | $ - | $ - | $ 3,500 |
| 22-02 | Replacement | Hoses | Replacement of structure fire hoses | $ 64,000 | E | ERF | $ - | $ 32,000 | $ 32,000 | $ - | $ - | $ - | $ 64,000 |
| 23-01 | New | Tablet trial | Equip trucks with tablets | $ 5,000 | E | Res | $ 5,000 | $ - | $ 5,000 | $ - | $ - | $ - | $ 5,000 |
| 24-02 | New | Training Centre | Finishing the training center | $ 26,000 | E | Res | $ - | $ - | $ 8,000 | $ 8,000 | $ - | $ - | $ 16,000 |
| 27-01 | Replacement | Rope for Rope Rescue | Replacement of Ropes and other Rope Rescue Equipment | $ 5,000 | E | ERF | $ - | $ 2,500 | $ - | $ 2,500 | $ - | $ - | $ 5,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 1,052,173** | | | **$ 8,500** | **$ 202,500** | **$ 66,860** | **$ 660,227** | **$ 94,102** | **$ 19,484** | **$ 1,043,173** |

| Service: | 1.357 | East Sooke Fire |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 17-05 | Turn out Gear | Turn out Gear |

**Project Rationale** Replacement of 4 sets of turnout gear. Turnout gear expires after 10 years.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 18-01 | Tender 2 | Tender 2 Replacement |

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

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

**Project Rationale** Replacement of extrication gear (jaws of life)

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 21-05 | Roof seal replacement | Roof seal replacement |

**Project Rationale** Replacement of Roof seals (recommended every 5 years)

| Service: | 1.357 | East Sooke Fire |
|---|---|---|

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

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

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-01 | **Capital Project Title** | Tablet trial | **Capital Project Description** | Equip trucks with tablets |
| **Project Rationale** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-02 | **Capital Project Title** | Training Centre | **Capital Project Description** | Finishing the training center |
| **Project Rationale** | | | | | |

| Service: | 1.357 | East Sooke Fire |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 27-01 | **Capital Project Title** | Rope for Rope Rescue | **Capital Project Description** | Replacement of Ropes and other Rope Rescue Equipment |
| **Project Rationale** | | | | | |

**East Sooke Fire Protection**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund-Fire Dep | 23,805 | 28,955 | 21,205 | 18,565 | 24,035 | 29,615 |
| Capital Reserve Fund-Comm Hall | 13,497 | 13,497 | 13,497 | 13,497 | 13,497 | 13,497 |
| Equipment Replacement Fund | 600,703 | 507,203 | 564,523 | 25,696 | 47,264 | 145,760 |
| **Total** | **638,005** | **549,655** | **599,225** | **57,758** | **84,796** | **188,872** |

# Reserve Schedule

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

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

## Reserve Cash Flow

| Fund: | 1079 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101309 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 44,125 | 23,805 | 28,955 | 21,205 | 18,565 | 24,035 |
| Transfer from Ops Budget | | 5,000 | 5,150 | 5,250 | 5,360 | 5,470 | 5,580 |
| Transfer from Cap Fund | | - | - | - | - | - | - |
| Transfer to Cap Fund | | (27,000) | - | (13,000) | (8,000) | - | - |
| Transfer from ERF | | - | - | - | - | - | - |
| Interest Income* | | 1,680 | | | | | |
| **Ending Balance $** | | **23,805** | **28,955** | **21,205** | **18,565** | **24,035** | **29,615** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

## Reserve Schedule

**Reserve Fund: 1.357 East Sooke Community Hall - Capital Reserve Fund - Bylaw 3400**

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

### Reserve Cash Flow

| Fund: | 1079 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 102246 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 12,921 | 13,497 | 13,497 | 13,497 | 13,497 | 13,497 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Planned Purchase | | - | | | | | |
| Interest Income* | | 576 | | | | | |
| **Ending Balance $** | | **13,497** | **13,497** | **13,497** | **13,497** | **13,497** | **13,497** |

**Assumptions/Background:**

Reserve intended for Capital projects in Community Hall

*Interest in planning years nets against inflation which is not included.

# Reserve Schedule

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

ERF Group: ESOOKFIRE.ERF

## Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101948 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 829,133 | 600,703 | 507,203 | 564,523 | 25,696 | 47,264 |
| Transfer from Ops Budget | | 96,121 | 109,000 | 111,180 | 113,400 | 115,670 | 117,980 |
| Planned Purchase | | (324,551) | (202,500) | (53,860) | (652,227) | (94,102) | (19,484) |
| Transfer to CRF | | - | - | - | - | - | - |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **600,703** | **507,203** | **564,523** | **25,696** | **47,264** | **145,760** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Port Renfrew Fire

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

Local Service Area #1 of Electoral Area of Juan de Fuca (A-762). Tax levy based on hospital assessments for land and improvements.

**MAXIMUM LEVY:**

Greater of $10,000 or $2.52 / $1,000 of actual assessment.

**COMMISSION:**

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

**MAXIMUM CAPITAL DEBT:**

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

| | | | |
|---|---|---|---|
| AUTHORIZED: | LA Bylaw No. 3456 (Nov. 2007) | $ | 40,000 |
| BORROWED: | Bylaw 3456 - 106 (2009 - 2.25%) | | (40,000) |
| REMAINING AUTHORIZATION | | $ | - |

**FUNDING:**

User fee and requisition.

| 1.358 - Port Renfrew Fire | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Salaries, Wages, Benefits | 73,360 | 73,360 | 75,560 | - | - | 75,560 | 77,070 | 78,610 | 80,180 | 81,780 |
| Materials and Supplies | 18,760 | 18,760 | 19,330 | - | - | 19,330 | 19,720 | 20,110 | 20,510 | 20,920 |
| Repairs and Maintenance | 2,520 | 2,520 | 2,600 | - | - | 2,600 | 2,650 | 2,700 | 2,760 | 2,820 |
| Utilities | 14,560 | 14,560 | 14,980 | - | - | 14,980 | 15,280 | 15,590 | 15,900 | 16,210 |
| Allocations | 6,729 | 6,729 | 8,709 | - | - | 8,709 | 8,971 | 9,150 | 9,333 | 9,520 |
| Other Operating Expense | 58,247 | 58,247 | 60,872 | 20,000 | - | 80,872 | 82,782 | 84,748 | 86,794 | 88,904 |
| **TOTAL OPERATING COSTS** | **174,176** | **174,176** | **182,051** | **20,000** | **-** | **202,051** | **206,473** | **210,908** | **215,477** | **220,154** |
| *Percentage Increase over prior year | | | 4.5% | 11.5% | | 16.0% | 2.2% | 2.1% | 2.2% | 2.2% |
| CAPITAL / RESERVES | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 1,854 | 1,854 | 1,910 | - | - | 1,910 | 1,950 | 1,990 | 2,030 | 2,070 |
| Transfer to Equipment Replacement Fund | 23,500 | 23,500 | 24,210 | - | - | 24,210 | 24,690 | 25,180 | 25,680 | 26,190 |
| **TOTAL CAPITAL / RESERVES** | **25,354** | **25,354** | **26,120** | **-** | **-** | **26,120** | **26,640** | **27,170** | **27,710** | **28,260** |
| **TOTAL FIRE OPERATING COSTS** | **199,530** | **199,530** | **208,171** | **20,000** | **-** | **228,171** | **233,113** | **238,078** | **243,187** | **248,414** |
| Debt Charges | 2,908 | 2,908 | - | - | - | - | - | - | - | - |
| **TOTAL COSTS** | **202,438** | **202,438** | **208,171** | **20,000** | **-** | **228,171** | **233,113** | **238,078** | **243,187** | **248,414** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Grants in Lieu of Taxes | (1,110) | (1,110) | (1,140) | - | - | (1,140) | (1,160) | (1,180) | (1,200) | (1,220) |
| User Charge | (80,698) | (80,698) | (83,604) | (8,000) | - | (91,604) | (93,508) | (94,760) | (96,833) | (99,072) |
| Other Revenue | (230) | (230) | (230) | - | - | (230) | (230) | (230) | (230) | (230) |
| **TOTAL REVENUE** | **(82,038)** | **(82,038)** | **(84,974)** | **(8,000)** | **-** | **(92,974)** | **(94,898)** | **(96,170)** | **(98,263)** | **(100,522)** |
| **REQUISITION** | **(120,400)** | **(120,400)** | **(123,197)** | **(12,000)** | **-** | **(135,197)** | **(138,215)** | **(141,908)** | **(144,924)** | **(147,892)** |
| *Percentage increase over prior year Requisition | | | 2.3% | 10.0% | | 12.3% | 2.2% | 2.7% | 2.1% | 2.0% |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 1.358<br>Port Renfrew Fire | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $10,000 | $0 | $0 | $0 | $0 | $10,000 |
| Equipment | | $0 | $16,000 | $16,000 | $16,000 | $16,000 | $0 | $64,000 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$26,000** | **$16,000** | **$16,000** | **$16,000** | **$0** | **$74,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $16,000 | $16,000 | $16,000 | $16,000 | $0 | $64,000 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $10,000 | $0 | $0 | $0 | $0 | $10,000 |
| | | **$0** | **$26,000** | **$16,000** | **$16,000** | **$16,000** | **$0** | **$74,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.358

Service Name: Port Renfrew Fire

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 24-05 | Renewal | Overhead Door Motors | Overhead Door Motors | $ 15,000 | B | Res | $ - | $ 10,000 | $ - | $ - | $ - | $ - | $ 10,000 |
| 24-06 | Replacement | Fire Hose | Replace Fire Hose | $ 25,000 | E | ERF | $ - | $ 5,000 | $ 5,000 | $ 5,000 | $ 5,000 | $ - | $ 20,000 |
| 25-01 | Replacement | SCBA Replacements | SCBA Replacements | $ 55,000 | E | ERF | $ - | $ 11,000 | $ 11,000 | $ 11,000 | $ 11,000 | $ - | $ 44,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **GRAND TOTAL** | **$ 95,000** | | | | **$ 26,000** | **$ 16,000** | **$ 16,000** | **$ 16,000** | **$ -** | **$ 74,000** |

| Service: | 1.358 | Port Renfrew Fire |
|---|---|---|

| Project Number | 24-05 | Capital Project Title | Overhead Door Motors | Capital Project Description | Overhead Door Motors |
|---|---|---|---|---|---|
| Project Rationale | | | | | |

| Project Number | 24-06 | Capital Project Title | Fire Hose | Capital Project Description | Replace Fire Hose |
|---|---|---|---|---|---|
| Project Rationale | | | | | |

| Project Number | 25-01 | Capital Project Title | SCBA Replacements | Capital Project Description | SCBA Replacements |
|---|---|---|---|---|---|
| Project Rationale | | | | | |

**Port Renfrew Fire**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 9,615 | 1,525 | 3,475 | 5,465 | 7,495 | 9,565 |
| Equipment Replacement Fund | 183,213 | 191,423 | 200,113 | 209,293 | 218,973 | 245,163 |
| **Total** | **192,828** | **192,948** | **203,588** | **214,758** | **226,468** | **254,728** |

# Reserve Schedule

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

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

## Reserve Cash Flow

| **Fund:** | **1089** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **102161** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 40,937 | 9,615 | 1,525 | 3,475 | 5,465 | 7,495 |
| **Transfer from Ops Budget** | | 1,854 | 1,910 | 1,950 | 1,990 | 2,030 | 2,070 |
| **Transfer to Cap Fund** | | (35,000) | (10,000) | - | - | - | - |
| **Interest Income*** | | 1,824 | | | | | |
| **Ending Balance $** | | **9,615** | **1,525** | **3,475** | **5,465** | **7,495** | **9,565** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# Reserve Schedule

**Reserve Fund: 1.358 Port Renfrew Fire - Equipment Replacement Fund**

ERF Group: PTRENFIRE.ERF

## Reserve Cash Flow

| **Fund:** | **1022** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **101434** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 210,713 | 183,213 | 191,423 | 200,113 | 209,293 | 218,973 |
| **Transfer from Ops Budget** | | 23,500 | 24,210 | 24,690 | 25,180 | 25,680 | 26,190 |
| **Planned Purchase** | | (51,000) | (16,000) | (16,000) | (16,000) | (16,000) | - |
| **Interest Income** | | - | | | | | |
| **Ending Balance $** | | **183,213** | **191,423** | **200,113** | **209,293** | **218,973** | **245,163** |

**Assumptions/Background:**

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

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Shirley Fire Protection

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**MAXIMUM LEVY:**

Greater of $18,200 or $1.31 / $1,000 of actual assessment.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.360 - Shirley Fire Protection | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Honoraria | 42,580 | 42,580 | 43,860 | 10,500 | - | 54,360 | 55,450 | 56,560 | 57,690 | 58,840 |
| Travel - Vehicles | 4,470 | 4,470 | 4,600 | - | - | 4,600 | 4,690 | 4,780 | 4,880 | 4,980 |
| Insurance | 7,887 | 7,887 | 9,272 | - | - | 9,272 | 9,817 | 10,419 | 11,070 | 11,777 |
| Maintenance | 12,620 | 12,620 | 13,000 | - | - | 13,000 | 13,250 | 13,520 | 13,790 | 14,060 |
| Staff Development | 8,000 | 8,000 | 8,240 | - | - | 8,240 | 8,400 | 8,570 | 8,740 | 8,910 |
| Internal Allocations | 6,017 | 6,017 | 6,282 | - | - | 6,282 | 6,470 | 6,600 | 6,732 | 6,866 |
| Operating - Supplies | 20,700 | 20,700 | 21,310 | - | - | 21,310 | 21,740 | 22,170 | 22,610 | 23,060 |
| Contingency | 3,000 | 3,000 | 3,090 | - | - | 3,090 | 3,150 | 3,210 | 3,270 | 3,340 |
| Operating - Other | 20,360 | 20,360 | 20,970 | - | - | 20,970 | 21,370 | 21,780 | 22,200 | 22,620 |
| **TOTAL OPERATING COSTS** | **125,634** | **125,634** | **130,624** | **10,500** | **-** | **141,124** | **144,337** | **147,609** | **150,982** | **154,453** |
| *Percentage Increase over prior year | | | 4.0% | 8.4% | 0.0% | 12.3% | 2.3% | 2.3% | 2.3% | 2.3% |
| CAPITAL / RESERVES | | | | | | | | | | |
| Purchases - Equipment | 10,000 | 10,000 | 10,300 | - | 1,430 | 11,730 | 10,510 | 10,720 | 10,930 | 11,150 |
| Transfer to Equipment Replacement Fund | 39,456 | 39,456 | 40,640 | - | - | 40,640 | 41,420 | 42,000 | 42,420 | 43,000 |
| Transfer to Capital Reserve Fund | 25,000 | 25,000 | 25,600 | - | - | 25,600 | 26,100 | 26,490 | 27,020 | 27,370 |
| **TOTAL CAPITAL / RESERVES** | **74,456** | **74,456** | **76,540** | **-** | **1,430** | **77,970** | **78,030** | **79,210** | **80,370** | **81,520** |
| **TOTAL COSTS** | **200,090** | **200,090** | **207,164** | **10,500** | **1,430** | **219,094** | **222,367** | **226,819** | **231,352** | **235,973** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Interest Income | (210) | (210) | (220) | - | - | (220) | (220) | (220) | (220) | (220) |
| **TOTAL REVENUE** | **(210)** | **(210)** | **(220)** | **-** | **-** | **(220)** | **(220)** | **(220)** | **(220)** | **(220)** |
| **REQUISITION** | **(199,880)** | **(199,880)** | **(206,944)** | **(10,500)** | **(1,430)** | **(218,874)** | **(222,147)** | **(226,599)** | **(231,132)** | **(235,753)** |
| *Percentage increase over prior year Requisition | | | 3.5% | 5.3% | 0.7% | 9.5% | 1.5% | 2.0% | 2.0% | 2.0% |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 1.360<br>Shirley Fire Department | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $22,000 | $24,380 | $22,000 | $22,000 | $24,380 | $114,760 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$22,000** | **$24,380** | **$22,000** | **$22,000** | **$24,380** | **$114,760** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $22,000 | $24,380 | $22,000 | $22,000 | $24,380 | $114,760 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$0** | **$22,000** | **$24,380** | **$22,000** | **$22,000** | **$24,380** | **$114,760** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.360

Service Name: Shirley Fire Department

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 19-01 | Replacement | Firefighting Equipment | Firefighting Equipment | $ 50,000 | E | ERF | $ - | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 | $ 50,000 |
| 25-01 | Replacement | Auto Extrication Equipment | Auto Ex Equipment | $ 60,000 | E | ERF | $ - | $ 12,000 | $ 12,000 | $ 12,000 | $ 12,000 | $ 12,000 | $ 60,000 |
| 25-02 | Replacement | Structural Firefighting Hose | Structural Firefighting Hose | $ 4,760 | E | ERF | $ - | $ - | $ 2,380 | $ - | $ - | $ 2,380 | $ 4,760 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | GRAND TOTAL | $ 114,760 | | | | $ 22,000 | $ 24,380 | $ 22,000 | $ 22,000 | $ 24,380 | $ 114,760 |

| Service: | 1.360 | Shirley Fire Department |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 19-01 | Capital Project Title | Firefighting Equipment | Capital Project Description | Firefighting Equipment |
| Project Rationale | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 25-01 | Capital Project Title | Auto Extrication Equipment | Capital Project Description | Auto Ex Equipment |
| Project Rationale | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Number | 25-02 | Capital Project Title | Structural Firefighting Hose | Capital Project Description | Structural Firefighting Hose |
| Project Rationale | | | | | |

**Shirley Fire Protection**
**Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 194,641 | 220,241 | 246,341 | 272,831 | 299,851 | 327,221 |
| Equipment Replacement Fund | 413,868 | 432,508 | 449,548 | 469,548 | 489,968 | 508,588 |
| **Total** | **608,510** | **652,750** | **695,890** | **742,380** | **789,820** | **835,810** |

# Reserve Schedule

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

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

## Reserve Cash Flow

| **Fund:** | **1062** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **101701** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 162,401 | 194,641 | 220,241 | 246,341 | 272,831 | 299,851 |
| **Transfer from Ops Budget** | | 25,000 | 25,600 | 26,100 | 26,490 | 27,020 | 27,370 |
| **Transfer from Cap Fund** | | - | - | - | - | - | - |
| **Interest Income*** | | 7,240 | | | | | |
| **Ending Balance $** | | **194,641** | **220,241** | **246,341** | **272,831** | **299,851** | **327,221** |

**Assumptions/Background:**

Transfers in accordance with long term capital plan

*Interest in planning years nets against inflation which is not included.

# Reserve Schedule

**Reserve Fund: 1.360 Shirley Fire Protection - Equipment Replacement Fund**

ERF Group: SHIRFIRE.ERF

## Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101436 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 384,412 | 413,868 | 432,508 | 449,548 | 469,548 | 489,968 |
| Transfer from Ops Budget | | 39,456 | 40,640 | 41,420 | 42,000 | 42,420 | 43,000 |
| Planned Purchase | | (10,000) | (22,000) | (24,380) | (22,000) | (22,000) | (24,380) |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **413,868** | **432,508** | **449,548** | **469,548** | **489,968** | **508,588** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Electoral Area Fire Services

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**PARTICIPATION:**

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

**CAPITAL DEBT:**

N/A

**MAXIMUM LEVY:**

Supplementary LP's dated July 7, 1983

**FUNDING:**

Requisition

**Change in Budget 2024 to 2025**
**Service: 1.369 Electoral Area Fire Service**

| | Total Expenditure | Comments |
|---|---|---|
| **2024 Budget** | **378,064** | |
| **Change in Salaries:** | | |
| Base salary and benefit change | 6,422 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 29,853 | |
| 0.5 FTE Administrative Clerk | 29,433 | 2025 16g-3.2: EA Fire Services Compliance & Coordination |
| Other | - | |
| Total Change in Salaries | 65,708 | |
| **Other Changes:** | | |
| Standard Overhead Allocation | 11,046 | Increase in 2024 operating costs |
| SharePoint Online Upgrade | 3,604 | Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM |
| Fire Service Compliance and Coordination | (45,000) | Completion of one-time Fire Service Compliance review in 2024 |
| Fire Service Compliance and Coordination | 35,000 | 2025 16g-3.2: EA Fire Services Compliance & Coordination |
| Supplies | (8,000) | Reduction in one-time supplies related to new FTE in 2024 |
| Travel expenses | 2,000 | Realignment of budget with expected future expenses |
| Other Costs | 4,070 | |
| Total Other Changes | 2,720 | |
| **2025 Budget** | **446,492** | |

| Summary of % Expense Change | |
|---|---|
| 2025 Salary step and paygrade change | 7.9% |
| 2025 IBC expenses | 17.0% |
| 2024 one-time Compliance and Coordination | -11.9% |
| Increase in allocations | 3.9% |
| Balance of change | 1.2% |
| *% expense increase from 2024:* | ***18.1%*** |
| *% Requisition increase from 2024 (if applicable):* | ***94.3%*** |

*Requisition funding is 89.8% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*There is a an estimated one-time favourable variance of $18,717 (5.0%) largely due to temporary staff vacancies ($16,352) This variance will be moved to Operating Reserve which has an expected year end balance of $54,226 before this transfer.*

| 1.369 - Electoral Area Fire Services | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Fire Services Compliance and Coordination | 45,000 | 45,000 | - | 35,000 | - | 35,000 | 35,700 | 36,410 | 37,140 | 37,880 |
| Wages & Salaries | 194,602 | 178,250 | 230,877 | 29,433 | - | 260,310 | 276,599 | 283,229 | 290,013 | 296,956 |
| Contract for Service | 27,430 | 29,000 | 30,250 | - | - | 30,250 | 30,860 | 31,480 | 32,110 | 32,750 |
| Staff Training & Development | 5,560 | 5,015 | 5,500 | - | - | 5,500 | 5,610 | 5,720 | 5,830 | 5,950 |
| Software Licenses | 2,070 | 200 | 2,130 | - | - | 2,130 | 2,170 | 2,210 | 2,250 | 2,300 |
| Allocations | 90,712 | 90,712 | 104,248 | - | 3,604 | 107,852 | 110,126 | 108,658 | 110,823 | 113,045 |
| Operating - Other | 10,190 | 11,550 | 2,950 | - | - | 2,950 | 3,000 | 3,050 | 3,100 | 3,150 |
| **TOTAL OPERATING COSTS** | **375,564** | **359,727** | **375,955** | **64,433** | **3,604** | **443,992** | **464,065** | **470,757** | **481,266** | **492,031** |
| *Percentage Increase over prior year | | | 0.1% | 17.2% | 1.0% | 18.2% | 4.5% | 1.4% | 2.2% | 2.2% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Equipment Purchases | 2,500 | - | 2,500 | - | - | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Transfer to Operating Reserve Fund | - | 18,717 | - | - | - | - | 14,475 | 31,835 | 31,420 | 30,960 |
| **TOTAL CAPITAL / RESERVE** | **2,500** | **18,717** | **2,500** | **-** | **-** | **2,500** | **16,975** | **34,335** | **33,920** | **33,460** |
| **TOTAL COSTS** | **378,064** | **378,444** | **378,455** | **64,433** | **3,604** | **446,492** | **481,040** | **505,092** | **515,186** | **525,491** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (171,704) | (171,704) | (42,000) | - | (3,604) | (45,604) | - | - | - | - |
| Interest Income | (120) | (500) | (120) | - | - | (120) | (120) | (120) | (120) | (120) |
| **TOTAL REVENUE** | **(171,824)** | **(172,204)** | **(42,120)** | **-** | **(3,604)** | **(45,724)** | **(120)** | **(120)** | **(120)** | **(120)** |
| **REQUISITION** | **(206,240)** | **(206,240)** | **(336,335)** | **(64,433)** | **-** | **(400,768)** | **(480,920)** | **(504,972)** | **(515,066)** | **(525,371)** |
| *Percentage increase over prior year Requisition | | | 63.1% | 31.2% | | 94.3% | 20.0% | 5.0% | 2.0% | 2.0% |
| Salaried Positions FTE's | 1.5 | | 1.5 | 0.5 | | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |

# Reserve Schedule

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

For Consulting, FDM Upgrades, Training

## Reserve Cash Flow

| Fund: | 1500 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 105404 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 219,930 | 54,226 | 8,622 | 23,097 | 54,932 | 86,352 |
| Transfer from Ops Budget | | - | - | 14,475 | 31,835 | 31,420 | 30,960 |
| Transfer to Ops Budget | | (171,704) | (45,604) | - | - | - | - |
| Interest Income* | | 6,000 | | | | | |
| **Ending Balance $** | | **54,226** | **8,622** | **23,097** | **54,932** | **86,352** | **117,312** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Emergency Program (JDF)

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

To provide an Emergency Program as an Extended Service under the Emergency Program Act.
Establishment Bylaw No. 2109 (April 28, 1993). Amended by Bylaw No. 2345 (January 10, 1996).
Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

**SERVICE DESCRIPTION:**

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

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

**PARTICIPATION:**

Electoral Area of Juan de Fuca.

**LEVY:**

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

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition

| 1.370 - Emergency Program (JDF) | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Travel Expense | 3,570 | 1,000 | 3,570 | - | - | 3,570 | 3,640 | 3,710 | 3,780 | 3,860 |
| Contract for Services | 35,000 | 35,000 | 35,000 | - | - | 35,000 | 35,700 | 36,410 | 37,140 | 37,880 |
| Wages & Honoraria | 12,500 | 12,500 | 12,880 | 1,620 | - | 14,500 | 14,790 | 15,090 | 15,390 | 15,700 |
| Staff Training & Development | 3,100 | 1,500 | 2,000 | - | - | 2,000 | 2,040 | 2,080 | 2,120 | 2,160 |
| Supplies | 5,500 | 1,500 | 3,500 | - | - | 3,500 | 3,570 | 3,640 | 3,710 | 3,780 |
| Allocations | 14,901 | 14,901 | 19,692 | - | - | 19,692 | 20,165 | 20,598 | 21,043 | 21,497 |
| Other Operating Expenses | 17,844 | 15,670 | 19,265 | - | - | 19,265 | 19,691 | 20,149 | 20,616 | 21,100 |
| **TOTAL OPERATING COSTS** | **92,415** | **82,071** | **95,907** | **1,620** | **-** | **97,527** | **99,596** | **101,677** | **103,799** | **105,977** |
| *Percentage Increase over prior year | | | 3.8% | 1.8% | | 5.5% | 2.1% | 2.1% | 2.1% | 2.1% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 1,000 | 11,343 | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVE** | **1,000** | **11,343** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| Building Borrowing Repayment to Facilities Reserve | 11,880 | 11,880 | 11,880 | - | - | 11,880 | 11,880 | 11,880 | 11,880 | 11,880 |
| **TOTAL COSTS** | **105,295** | **105,294** | **107,787** | **1,620** | **-** | **109,407** | **111,476** | **113,557** | **115,679** | **117,857** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Grants in Lieu of Taxes | (140) | (139) | (140) | - | - | (140) | (140) | (140) | (140) | (140) |
| Revenue - Other | (100) | (100) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| **TOTAL REVENUE** | **(240)** | **(239)** | **(240)** | **-** | **-** | **(240)** | **(240)** | **(240)** | **(240)** | **(240)** |
| **REQUISITION** | **(105,055)** | **(105,055)** | **(107,547)** | **(1,620)** | **-** | **(109,167)** | **(111,236)** | **(113,317)** | **(115,439)** | **(117,617)** |
| *Percentage increase over prior year Requisition | | | 2.4% | 1.5% | | 3.9% | 1.9% | 1.9% | 1.9% | 1.9% |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. 1.370 JDF Emergency Program | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $4,100 | $0 | $0 | $0 | $0 | $4,100 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$4,100** | **$0** | **$0** | **$0** | **$0** | **$4,100** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $4,100 | $0 | $0 | $0 | $0 | $4,100 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$4,100** | **$0** | **$0** | **$0** | **$0** | **$4,100** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

Service #: 1.370

Service Name: JDF Emergency Program

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 24-01 | New | InReach Devices | InReach Devices | $ 4,100 | E | ERF | $ - | $ 4,100 | $ - | $ - | $ - | $ - | $ 4,100 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
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| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | Grand Total | **$ 4,100** | | | | **$ 4,100** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 4,100** |

| Service: | 1.370 | JDF Emergency Program |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-01 | **Capital Project Title** | InReach Devices | **Capital Project Description** | InReach Devices |
| **Project Rationale** | Replace 9 In-Reach satelite GPS devices | | | | |

# Reserve Schedule

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

ERF Group: JDFEMERG.ERF

## Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101785 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 126,223 | 127,223 | 123,123 | 123,123 | 123,123 | 123,123 |
| Transfer from Ops Budget | | 1,000 | - | - | - | - | - |
| Expenditues | | - | (4,100) | - | - | - | - |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **127,223** | **123,123** | **123,123** | **123,123** | **123,123** | **123,123** |

**Assumptions/Background:**

Reserve for maintenance of equipment inventory

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Search and Rescue (JDF)

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

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

**PARTICIPATION:**

The Electoral Area of Juan de Fuca.

**MAXIMUM LEVY:**

Greater of $62,000 or $0.102 / $1,000 on actual assessed value of land and improvements.

**FUNDING:**

Requisition

| 1.377 - Search and Rescue (JDF) | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Contract for Services | 8,640 | 8,640 | 8,640 | - | - | 8,640 | 8,810 | 8,990 | 9,170 | 9,350 |
| Building Rent | 24,600 | 24,600 | 25,224 | - | - | 25,224 | 25,860 | 26,508 | 27,170 | 27,850 |
| Staff Training & Development | 12,449 | 7,000 | 12,000 | - | - | 12,000 | 12,082 | 12,211 | 12,328 | 12,450 |
| Supplies | 12,350 | 11,200 | 12,840 | - | - | 12,840 | 13,100 | 13,360 | 13,630 | 13,900 |
| Allocations | 4,403 | 4,403 | 4,438 | - | - | 4,438 | 4,571 | 4,662 | 4,755 | 4,850 |
| Other Operating Expenses | 35,810 | 38,930 | 28,408 | - | - | 28,408 | 29,007 | 29,619 | 30,257 | 30,910 |
| **TOTAL OPERATING COSTS** | **98,252** | **94,773** | **91,550** | **-** | **-** | **91,550** | **93,430** | **95,350** | **97,310** | **99,310** |
| *Percentage Increase over prior year | | | -6.8% | | | -6.8% | 2.1% | 2.1% | 2.1% | 2.1% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 3,000 | 4,845 | 3,000 | - | - | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| **TOTAL CAPITAL / RESERVE** | **3,000** | **4,845** | **3,000** | **-** | **-** | **3,000** | **3,000** | **3,000** | **3,000** | **3,000** |
| **TOTAL COSTS** | **101,252** | **99,618** | **94,550** | **-** | **-** | **94,550** | **96,430** | **98,350** | **100,310** | **102,310** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | (9,450) | (9,450) | | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (110) | (109) | (110) | - | - | (110) | (110) | (110) | (110) | (110) |
| Revenue - Other | (21,740) | (20,107) | (22,390) | - | - | (22,390) | (22,830) | (23,280) | (23,740) | (24,210) |
| **TOTAL REVENUE** | **(31,300)** | **(29,666)** | **(22,500)** | **-** | **-** | **(22,500)** | **(22,940)** | **(23,390)** | **(23,850)** | **(24,320)** |
| **REQUISITION** | **(69,952)** | **(69,952)** | **(72,050)** | **-** | **-** | **(72,050)** | **(73,490)** | **(74,960)** | **(76,460)** | **(77,990)** |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |

# Reserve Schedule

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

ERF Group: JDFSAR.ERF

## Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101986 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 97,474 | 8,474 | 11,474 | 14,474 | 17,474 | 20,474 |
| Transfer from Ops Budget | | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Expenditures | | (92,000) | - | - | - | - | - |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **8,474** | **11,474** | **14,474** | **17,474** | **20,474** | **23,474** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

# EA - Community Parks (JDF)

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Electoral Area of Juan de Fuca

**MAXIMUM LEVY:**

Greater of $227,173 or $0.15 / $1,000 on actual assessed value of land and improvements.
(Bylaw 4087, Amend bylaw 245, March, 2016; Bylaw 4150, Juan de Fuca Community Parks Services Conversion Bylaw No. 1, 2017)

**COMMISSION:**

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

**AUTHORITY:**

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

**FUNDING:**

Requisition

| 1.405 - EA - Community Parks (JDF) | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 107,181 | 107,181 | 110,589 | 10,000 | - | 120,589 | 123,590 | 126,666 | 129,818 | 133,056 |
| Contract for Services | 22,120 | 22,120 | 22,780 | - | 6,000 | 28,780 | 23,240 | 23,700 | 24,170 | 24,650 |
| Vehicles | 10,720 | 10,720 | 11,040 | - | - | 11,040 | 11,260 | 11,490 | 11,720 | 11,950 |
| Supplies | 9,000 | 10,580 | 9,270 | - | - | 9,270 | 9,450 | 9,640 | 9,830 | 10,020 |
| Allocations | 34,184 | 34,184 | 36,656 | - | 3,604 | 40,260 | 41,521 | 38,980 | 39,770 | 40,593 |
| Rentals | 21,500 | 21,500 | 22,150 | - | - | 22,150 | 22,590 | 23,040 | 23,500 | 23,970 |
| Other Operating Expenses | 10,930 | 9,350 | 11,490 | - | - | 11,490 | 11,786 | 12,101 | 12,425 | 12,758 |
| **TOTAL OPERATING COSTS** | **215,635** | **215,635** | **223,975** | **10,000** | **9,604** | **243,579** | **243,437** | **245,617** | **251,233** | **256,997** |
| *Percentage Increase over prior year | | | 3.9% | 4.6% | 4.5% | 13.0% | -0.1% | 0.9% | 2.3% | 2.3% |
| CAPITAL / RESERVES | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 10,250 | 10,250 | 10,560 | - | (5,000) | 5,560 | 10,770 | 14,600 | 14,890 | 15,190 |
| Transfer to Equipment Replacement Fund | 8,000 | 8,000 | 8,240 | - | (1,000) | 7,240 | 8,400 | 8,570 | 8,740 | 8,910 |
| **TOTAL CAPITAL / RESERVES** | **18,250** | **18,250** | **18,800** | **-** | **(6,000)** | **12,800** | **19,170** | **23,170** | **23,630** | **24,100** |
| **TOTAL COSTS** | **233,885** | **233,885** | **242,775** | **10,000** | **3,604** | **256,379** | **262,607** | **268,787** | **274,863** | **281,097** |
| *Percentage Increase over prior year | | | 3.8% | 4.3% | 1.5% | 9.6% | 2.4% | 2.4% | 2.3% | 2.3% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Grants in Lieu of Taxes | (302) | (302) | (310) | - | - | (310) | (320) | (330) | (340) | (350) |
| Revenue - Other | (610) | (610) | (630) | - | - | (630) | (640) | (650) | (660) | (670) |
| **TOTAL REVENUE** | **(912)** | **(912)** | **(940)** | **-** | **-** | **(940)** | **(960)** | **(980)** | **(1,000)** | **(1,020)** |
| **REQUISITION** | **(232,973)** | **(232,973)** | **(241,835)** | **(10,000)** | **(3,604)** | **(255,439)** | **(261,647)** | **(267,807)** | **(273,863)** | **(280,077)** |
| *Percentage increase over prior year Requisition | | | 3.8% | 4.3% | 1.5% | 9.6% | 2.4% | 2.4% | 2.3% | 2.3% |
| AUTHORIZED POSITIONS | | | | | | | | | | |
| Salaried FTE | 0.42 | 0.42 | 0.42 | | | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 1.405<br>JDF EA Community Parks & Recrea | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $25,000 | $0 | $0 | $0 | $0 | $25,000 |
| Land | | $0 | $100,000 | $0 | $0 | $0 | $0 | $100,000 |
| Engineered Structures | | $325,000 | $395,000 | $0 | $0 | $0 | $0 | $395,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$325,000** | **$520,000** | **$0** | **$0** | **$0** | **$0** | **$520,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $225,000 | $225,000 | $0 | $0 | $0 | $0 | $225,000 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | | $100,000 | $295,000 | $0 | $0 | $0 | $0 | $295,000 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$325,000** | **$520,000** | **$0** | **$0** | **$0** | **$0** | **$520,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 1.405

**Service Nam** JDF EA Community Parks & Recreation

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 21-01 | Renewal | Wieland Trail | Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route | $ 150,000 | L | Grant | $ - | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| 23-01 | New | Port Renfrew Playground Equipment | Installation of new playground equipment in Port Renfrew | $ 160,000 | S | Cap | $ 140,000 | $ 140,000 | $ - | $ - | $ - | $ - | $ 140,000 |
| 23-02 | New | Elrose Park trail construction | Construct a Multi-use trail and Parking Area at Elrose Park | $ 65,000 | S | Grant | $ 35,000 | $ 30,000 | $ - | $ - | $ - | $ - | $ 30,000 |
| 23-03 | New | Priest Cabin Park Trail Construction | Construct a trail at Priest Cabin connecting to Matterhorn Access Trail | $ 50,000 | S | Cap | $ 5,000 | $ 5,000 | $ - | $ - | $ - | $ - | $ 5,000 |
| 23-06 | New | Trail Construction Admirals Forest Park | Construct/remediate trails at the recently purchased Admirals Forest Property | $ 40,000 | S | Cap | $ 30,000 | $ 30,000 | $ - | $ - | $ - | $ - | $ 30,000 |
| 23-08 | New | Trail and Park remediation Butler Park | Butler Park trail and park remediation | $ 45,000 | S | Cap | $ 15,000 | $ 15,000 | $ - | $ - | $ - | $ - | $ 15,000 |
| 23-10 | New | Lot 64 Trail Construction | Trail construction linking the tennis court with the Marina trail and improving parking lot | $ 50,000 | S | Cap | $ 35,000 | $ 35,000 | $ - | $ - | $ - | $ - | $ 35,000 |
| 24-02 | New | Fish Boat Bay Improvements | Replace stairs and install viewing platform to improve acccessibiity. | $ 150,000 | S | Grant | $ 50,000 | $ 125,000 | $ - | $ - | $ - | $ - | $ 125,000 |
| 24-03 | New | Active Transportation Network Plan (ATNP) | ATNP works towards improving active transportation opportunities and public safety within the communities of the Juan de Fuca Electoral Area, including those in proximity of West Coast Road, identified as the Highway 14 corridor. | $ 60,000 | S | Grant | $ 15,000 | $ 15,000 | $ - | $ - | $ - | $ - | $ 15,000 |
| 25-01 | New | Mt. Matheson Trail Fencing | Install new fencing along park/private property boundary | $ 25,000 | E | Grant | $ - | $ 25,000 | $ - | $ - | $ - | $ - | $ 25,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 795,000** | | | | **$ 520,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 520,000** |

| Service: | 1.405 | JDF EA Community Parks & Recreation |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 21-01 | **Capital Project Title** | Wieland Trail | **Capital Project Description** | Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route |
| **Project Rationale** | Recreational Trail connecting communities and keeping pedestrians off the main roads | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-01 | **Capital Project Title** | Port Renfrew Playground Equipment | **Capital Project Description** | Installation of new playground equipment in Port Renfrew |
| **Project Rationale** | Playground requires updating | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-02 | **Capital Project Title** | Elrose Park trail construction | **Capital Project Description** | Construct a Multi-use trail and Parking Area at Elrose Park |
| **Project Rationale** | Public Trail access and safe pedestrian movement | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-03 | **Capital Project Title** | Priest Cabin Park Trail Construction | **Capital Project Description** | Construct a trail at Priest Cabin connecting to Matterhorn Access Trail |
| **Project Rationale** | Provide/enhance infrastructure public enjoyment | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-06 | **Capital Project Title** | Trail Construction Admirals Forest Park | **Capital Project Description** | Construct/remediate trails at the recently purchased Admirals Forest Property |
| **Project Rationale** | Provide and enhance insfrastucture for public enjoyment | | | | |

| Service: | 1.405 | JDF EA Community Parks & Recreation |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-08 | **Capital Project Title** | Trail and Park remediation Butler Park | **Capital Project Description** | Butler Park trail and park remediation |
| **Project Rationale** | Local resident led volunteer project to enhance local park infrstructure and ecology | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-10 | **Capital Project Title** | Lot 64 Trail Construction | **Capital Project Description** | Trail construction linking the tennis court with the Marina trail and improving parking lot |
| **Project Rationale** | Improve public access for safety and enjoyment | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-02 | **Capital Project Title** | Fish Boat Bay Improvements | **Capital Project Description** | Replace stairs and install viewing platform to improve acccessibiity. |
| **Project Rationale** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-03 | **Capital Project Title** | Active Transportation Network Plan (ATNP) | **Capital Project Description** | ATNP works towards improving active transportation opportunities and public safety within the communities of the Juan de Fuca Electoral Area, including those in proximity of West Coast Road, identified as the Highway 14 corridor. |
| **Project Rationale** | Improve Active Transportation Planning | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | Mt. Matheson Trail Fencing | **Capital Project Description** | Install new fencing along park/private property boundary |
| **Project Rationale** | Response to complaint of park users trespassing | | | | |

**EA - Community Parks (JDF)**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Land Reserve Fund | 239,675 | 239,675 | 239,675 | 239,675 | 239,675 | 239,675 |
| Capital Reserve Fund | 10,250 | 15,810 | 26,580 | 41,180 | 56,070 | 71,260 |
| Equipment Replacement Fund | 35,206 | 42,446 | 50,846 | 59,416 | 68,156 | 77,066 |
| **Total** | **285,131** | **297,931** | **317,101** | **340,271** | **363,901** | **388,001** |

# Reserve Schedule

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

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

## Reserve Cash Flow

| Fund: | 1034 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101378 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 229,445 | 239,675 | 239,675 | 239,675 | 239,675 | 239,675 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Transfer to Cap Fund | | - | - | - | - | - | - |
| Surplus return back from Cap Fund | | - | | | | | |
| Interest Income* | | 10,230 | | | | | |
| **Ending Balance $** | | **239,675** | **239,675** | **239,675** | **239,675** | **239,675** | **239,675** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

# Reserve Schedule

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

TO BE CREATED IN 2024

## Reserve Cash Flow

| Fund: TBD / Fund Centre: TBD | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | - | 10,250 | 15,810 | 26,580 | 41,180 | 56,070 |
| **Transfer from Parks Ops Budget** | 10,250 | 5,560 | 10,770 | 14,600 | 14,890 | 15,190 |
| **Expenditures** | - | - | - | - | - | - |
| **Interest Income** | - | | | | | |
| **Ending Balance $** | **10,250** | **15,810** | **26,580** | **41,180** | **56,070** | **71,260** |

**Assumptions/Background:**

# Reserve Schedule

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

ERF Group: JDFEAPRK.ERF

## Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 102158 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 127,206 | 35,206 | 42,446 | 50,846 | 59,416 | 68,156 |
| Transfer from Ops Budget | | 8,000 | 7,240 | 8,400 | 8,570 | 8,740 | 8,910 |
| Expenditures | | (100,000) | - | - | - | - | - |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **35,206** | **42,446** | **50,846** | **59,416** | **68,156** | **77,066** |

**Assumptions/Background:**

Transfer as much as operating budget will allow.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

# EA - Community Recreation (JDF)

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Electoral Area of Juan de Fuca

**MAXIMUM LEVY:**

$0.063 / $1,000 on actual assessed value of land and improvements.

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.408 - EA - Community Recreation (JDF) | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 53,952 | 54,980 | 55,651 | - | - | 55,651 | 57,016 | 58,414 | 59,846 | 61,313 |
| Recreation Programs | 9,550 | 6,000 | 8,597 | - | - | 8,597 | 8,040 | 7,534 | 7,143 | 6,699 |
| Maintenance | 10,620 | 10,620 | 4,550 | - | - | 4,550 | 4,640 | 4,730 | 4,820 | 4,920 |
| Utilities & fuel | 6,630 | 6,630 | 6,830 | - | - | 6,830 | 6,960 | 7,100 | 7,240 | 7,380 |
| Supplies | 660 | 660 | 680 | - | - | 680 | 690 | 700 | 710 | 720 |
| Allocations | 13,870 | 13,870 | 14,462 | - | - | 14,462 | 15,012 | 15,467 | 15,782 | 16,110 |
| Other Operating Expenses | 3,530 | 3,530 | 4,610 | - | - | 4,610 | 4,932 | 5,285 | 5,669 | 6,088 |
| **TOTAL OPERATING COSTS** | **98,812** | **96,290** | **95,380** | **-** | **-** | **95,380** | **97,290** | **99,230** | **101,210** | **103,230** |
| *Percentage Increase over prior year | | | -3.5% | | | -3.5% | 2.0% | 2.0% | 2.0% | 2.0% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | 2,549 | - | - | - | - | - | - | - | - |
| **TOTAL CAPITAL / RESERVE** | **-** | **2,549** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **TOTAL COSTS** | **98,812** | **98,839** | **95,380** | **-** | **-** | **95,380** | **97,290** | **99,230** | **101,210** | **103,230** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | (6,200) | (6,200) | - | - | - | - | - | - | - | - |
| Rentals | (21,750) | (21,750) | (22,400) | - | - | (22,400) | (22,850) | (23,310) | (23,780) | (24,260) |
| Revenue - Other | (230) | (257) | (230) | - | - | (230) | (230) | (230) | (230) | (230) |
| **TOTAL REVENUE** | **(28,180)** | **(28,207)** | **(22,630)** | **-** | **-** | **(22,630)** | **(23,080)** | **(23,540)** | **(24,010)** | **(24,490)** |
| **REQUISITION** | **(70,632)** | **(70,632)** | **(72,750)** | **-** | **-** | **(72,750)** | **(74,210)** | **(75,690)** | **(77,200)** | **(78,740)** |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| AUTHORIZED POSITIONS | | | | | | | | | | |
| Salaried FTE | 0.18 | 0.18 | 0.18 | | | 0.18 | 0.18 | 0.18 | 0.18 | 0.18 |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. 1.408 JDF EA Community Recreation | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $100,000 | $0 | $0 | $0 | $0 | $100,000 |
| Equipment | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $50,000 | $25,000 | $0 | $0 | $0 | $0 | $25,000 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$50,000** | **$125,000** | **$0** | **$0** | **$0** | **$0** | **$125,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | $50,000 | $125,000 | $0 | $0 | $0 | $0 | $125,000 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$50,000** | **$125,000** | **$0** | **$0** | **$0** | **$0** | **$125,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

Service #: 1.408

Service N JDF EA Community Recreation

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total |
| 24-01 | Renewal | Port Renfrew Hall, Condition Assessment and Repairs | Condition Assessment to Identify deficiencies and then repairs | $ 75,000 | S | Grant | $ 50,000.00 | $ 25,000 | $ - | $ - | $ - | $ - | $ 25,000 |
| 25-01 | New | Otter Point Community Hall Development | Feasibility, design, project intiation | $ 100,000 | B | Grant | $ - | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
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| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 175,000** | | | | **$ 125,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 125,000** |

| Service: | 1.408 | JDF EA Community Recreation |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-01 | **Capital Project Title** | Port Renfrew Hall, Condition Assessment and Repairs | **Capital Project Description** | Condition Assessment to Identify deficiencies and then repairs |
| **Project Rationale** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | Otter Point Community Hall Development | **Capital Project Description** | Feasibility, design, project intiation |
| **Project Rationale** | | | | | |

# Reserve Schedule

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

ERF Group: JDFCOMRES.ERF

## Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 102262 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 6,319 | 6,319 | 6,319 | 6,319 | 6,319 | 6,319 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Planned Expenditues | | - | - | - | - | - | - |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **6,319** | **6,319** | **6,319** | **6,319** | **6,319** | **6,319** |

**Assumptions/Background:**

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Port Renfrew Refuse Disposal

### Commission Review

NOVEMBER 2024

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

$15.18 / $1,000 on actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

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

**RESERVE FUND:**

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

**Change in Budget 2024 to 2025**

| **Service: 1.523 Port Renfrew Refuse Disposal** | **Total Expenditure** | **Comments** |
|---|---|---|
| **2024 Budget** | **110,631** | |
| **Change in Salaries:** | | |
| Other (Auxiliary) | 45,000 | In 2025 the service will operate using auxiliary staff instead of a contracted operator |
| Total Change in Salaries | 45,000 | |
| **Other Changes:** | | |
| Contract - Operation | (14,390) | In 2025 auxiliary staff will be replacing the contracted operator |
| Contract for Services | 21,090 | Increase in hauling fees and an increase in tipping fees at Hartland |
| Other Costs | 2,444 | |
| Total Other Changes | 9,144 | |
| **2025 Budget** | **164,775** | |

| Summary of % Expense Increase | |
|---|---|
| Salaries - Other | 40.7% |
| Contract - Operation | -13.0% |
| Contract for Services | 19.1% |
| Balance of increase | 2.2% |
| *% expense increase from 2024:* | ***48.9%*** |
| *% Requisition increase from 2024 (if applicable):* | ***58.3%*** |

*Requisition funding is 37.8% of service revenue*

**Overall 2024 Budget Performance**
(expected variance to budget and surplus treatment)

*Revenues are projected at $3,150 (2.8%) higher than budget due to a licence fee with Telus for a portion of the land. Operating costs are project at $148 (0.1%) lower than the budget. Therefore, there is an estimated one-time favourable variance of $3,298 (2.9%). This variance will be moved to Capital Reserve, which has an expected year end balance of $50,344 before this transfer.*

| 1.523 - Port Renfrew Refuse Disposal | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries and Wages | - | - | - | 45,000 | - | 45,000 | 45,900 | 46,820 | 47,760 | 48,720 |
| Contract - Operation | 13,970 | 13,970 | 14,390 | (14,390) | - | - | - | - | - | - |
| Contract for Services | 69,810 | 69,810 | 71,910 | 21,090 | - | 93,000 | 94,860 | 96,750 | 98,690 | 100,670 |
| Allocations | 4,471 | 4,471 | 4,634 | - | - | 4,634 | 4,773 | 4,869 | 4,966 | 5,065 |
| Electricity | 1,210 | 1,500 | 1,250 | - | - | 1,250 | 1,280 | 1,310 | 1,340 | 1,370 |
| Other Operating Expenses | 3,220 | 2,782 | 2,891 | - | - | 2,891 | 2,951 | 3,012 | 3,074 | 3,137 |
| **TOTAL OPERATING COSTS** | **92,681** | **92,533** | **95,075** | **51,700** | **-** | **146,775** | **149,764** | **152,761** | **155,830** | **158,962** |
| *Percentage Increase over prior year | | | 2.6% | 55.8% | | 58.4% | 2.0% | 2.0% | 2.0% | 2.0% |
| CAPITAL / RESERVES | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 2,000 | 2,000 | 2,000 | - | - | 2,000 | 2,040 | 2,080 | 2,120 | 2,160 |
| Transfer to Capital Reserve Fund | 15,950 | 19,248 | 16,000 | - | - | 16,000 | 16,320 | 16,650 | 16,980 | 17,320 |
| **TOTAL CAPITAL / RESERVES** | **17,950** | **21,248** | **18,000** | **-** | **-** | **18,000** | **18,360** | **18,730** | **19,100** | **19,480** |
| **TOTAL COSTS** | **110,631** | **113,781** | **113,075** | **51,700** | **-** | **164,775** | **168,124** | **171,491** | **174,930** | **178,442** |
| Internal Recovery | (26,440) | (26,440) | (27,233) | - | - | (27,233) | (27,778) | (28,333) | (28,900) | (29,478) |
| **NET COSTS** | **84,191** | **87,341** | **85,842** | **51,700** | **-** | **137,542** | **140,346** | **143,158** | **146,030** | **148,964** |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Sale - Recyclables | (5,000) | (5,000) | (5,150) | (4,850) | - | (10,000) | (10,200) | (10,400) | (10,610) | (10,820) |
| Recovery Cost | (39,375) | (39,375) | (40,121) | (22,225) | - | (62,346) | (63,643) | (64,944) | (66,270) | (67,627) |
| Grants in Lieu of Taxes | (390) | (390) | (400) | - | - | (400) | (410) | (420) | (430) | (440) |
| Other Revenue | (50) | (3,200) | (50) | (2,400) | - | (2,450) | (2,450) | (2,450) | (2,450) | (2,450) |
| **TOTAL REVENUE** | **(44,815)** | **(47,965)** | **(45,721)** | **(29,475)** | **-** | **(75,196)** | **(76,703)** | **(78,214)** | **(79,760)** | **(81,337)** |
| **REQUISITION** | **(39,376)** | **(39,376)** | **(40,121)** | **(22,225)** | **-** | **(62,346)** | **(63,643)** | **(64,944)** | **(66,270)** | **(67,627)** |
| *Percentage increase over prior year Requisition | | | 1.9% | 56.4% | | 58.3% | 2.1% | 2.0% | 2.0% | 2.0% |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 1.523<br>Port Renfrew Refuse Disposal | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $304,500 | $334,500 | $27,500 | $0 | $0 | $0 | $362,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$304,500** | **$334,500** | **$27,500** | **$0** | **$0** | **$0** | **$362,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $292,500 | $292,500 | $0 | $0 | $0 | $0 | $292,500 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment Replacement Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $12,000 | $42,000 | $27,500 | $0 | $0 | $0 | $69,500 |
| | | **$304,500** | **$334,500** | **$27,500** | **$0** | **$0** | **$0** | **$362,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

Service #: 1.523

Service Name: Port Renfrew Refuse Disposal

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 23-01 | New | Covered recyclables storage | Required storage is needed in order to protect recyclables from the elements. It is also a contractual requirement under our agreement with Recycle BC. | $ 12,000 | S | Res | $ 12,000 | $ 12,000 | $ - | $ - | $ - | $ - | $ 12,000 |
| 24-01 | New | Site efficiency upgrades | Costs for site upgrades funded through the growing communities fund including: two refuse compactors and compactor continers, electrical upgrades, construction of operator shed and entrance culvert. These upgrades will increase the volume of material receivable at site and reduce transportation costs of materials by up to 75%. ($262,500 - GCF; $30,000 - CWF) | $ 350,000 | S | Cap | $ 262,500 | $ 262,500 | $ - | $ - | $ - | $ - | $ 262,500 |
| 24-01 | New | Site efficiency upgrades | | | S | Res | $ - | $ 30,000 | $ 27,500 | $ - | $ - | $ - | $ 57,500 |
| 24-01 | New | Site efficiency upgrades | | | S | Cap | $ 30,000 | $ 30,000 | $ - | $ - | $ - | $ - | $ 30,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
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| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 362,000** | | | | **$ 334,500** | **$ 27,500** | **$ -** | **$ -** | **$ -** | **$ 362,000** |

| Service: | 1.523 | Port Renfrew Refuse Disposal |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-01 | **Capital Project Title** | Covered recyclables storage | **Capital Project Description** | Required storage is needed in order to protect recyclables from the elements. It is also a contractual requirement under our agreement with Recycle BC. |
| **Project Rationale** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-01 | **Capital Project Title** | Site efficiency upgrades | **Capital Project Description** | Costs for site upgrades funded through the growing communities fund including: two refuse compactors and compactor continers, electrical upgrades, construction of operator shed and entrance culvert. These upgrades will increase the volume of material receivable at site and reduce transportation costs of materials by up to 75%. ($262,500 - GCF; $30,000 - CWF) |
| **Project Rationale** | | | | | |

**Port Renfrew Refuse Disposal**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 62,344 | 36,344 | 25,164 | 41,814 | 58,794 | 76,114 |
| Equipment Replacement Fund | 43,618 | 45,618 | 47,658 | 49,738 | 51,858 | 54,018 |
| **Total** | **105,961** | **81,961** | **72,821** | **91,551** | **110,651** | **130,131** |

## Reserve Schedule

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

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

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

### Reserve Cash Flow

| Fund: | 1021 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101365 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 44,414 | 62,344 | 36,344 | 25,164 | 41,814 | 58,794 |
| Transfer from Ops Budget | | 15,950 | 16,000 | 16,320 | 16,650 | 16,980 | 17,320 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | - | (42,000) | (27,500) | - | - | - |
| Interest Income* | | 1,980 | | | | | |
| **Ending Balance $** | | **62,344** | **36,344** | **25,164** | **41,814** | **58,794** | **76,114** |

**Assumptions/Background:**

*Interest in planning years nets against inflation which is not included.

## Reserve Schedule

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

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

### Reserve Cash Flow

| Fund: | 1022 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101448 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 41,618 | 43,618 | 45,618 | 47,658 | 49,738 | 51,858 |
| Transfer from Ops Budget | | 2,000 | 2,000 | 2,040 | 2,080 | 2,120 | 2,160 |
| Transfer from Cap Fund | | - | | | | | |
| Planned Purchase | | - | | | | | |
| Interest Income | | - | | | | | |
| **Ending Balance $** | | **43,618** | **45,618** | **47,658** | **49,738** | **51,858** | **54,018** |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Emergency Comm - CREST (JDF)

**EAC Review**

OCTOBER 2024

**Service:** 1.924 JDF Emergency Comm. - CREST **Committee:** Planning and Protective Services

**DEFINITION:**

A service established for emergency communications, including contributions towards the cost of an emergency communications service operated by another person or organization (Bylaw No. 2891, adopted July 17, 2001). Amended by Bylaw No. 3407 (adopted February, 2007).

**PARTICIPATION:**

The Electoral Area of Juan de Fuca.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition

| 1.924 - Emergency Comm - CREST (JDF) | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Payments to CREST | 147,748 | 124,079 | 139,805 | - | 12,886 | 152,691 | 142,600 | 145,450 | 148,360 | 151,330 |
| Allocations | 2,875 | 2,875 | 3,206 | - | - | 3,206 | 3,303 | 3,369 | 3,436 | 3,505 |
| Other Operating Expenses | 9,700 | 9,700 | 9,990 | - | - | 9,990 | 10,190 | 10,390 | 10,590 | 10,810 |
| **TOTAL OPERATING COSTS** | **160,323** | **136,654** | **153,001** | **-** | **12,886** | **165,887** | **156,093** | **159,209** | **162,386** | **165,645** |
| *Percentage Increase over prior year | | | -4.6% | | 8.0% | 3.5% | -5.9% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | 23,670 | - | - | (23,670) | (23,670) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (11,784) | (11,784) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (200) | (196) | (210) | - | - | (210) | (210) | (210) | (210) | (210) |
| Revenue-Other | (50) | (55) | (50) | - | - | (50) | (50) | (50) | (50) | (50) |
| **TOTAL REVENUE** | **(12,034)** | **11,635** | **(260)** | **-** | **(23,670)** | **(23,930)** | **(260)** | **(260)** | **(260)** | **(260)** |
| **REQUISITION** | **(148,289)** | **(148,289)** | **(152,741)** | **-** | **10,784** | **(141,957)** | **(155,833)** | **(158,949)** | **(162,126)** | **(165,385)** |
| *Percentage increase over prior year Requisition | | | 3.0% | | -7.3% | -4.3% | 9.8% | 2.0% | 2.0% | 2.0% |

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Port Renfrew Water

### EAC Review

OCTOBER 2024

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

**DEFINITION:**

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

**PARTICIPATION:**

Local Service Area #5, E(762)

**MAXIMUM LEVY:**

Greater of $40,000 or $18.28 / $1,000 of actual assessed value of land and improvements.

**COMMITTEE:**

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

**FUNDING:**

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

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

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

**RESERVE FUND:**

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

| 2.650 - Port Renfrew Water | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Repairs & Maintenance | 8,610 | 7,120 | 8,870 | - | 8,000 | 16,870 | 9,040 | 9,210 | 9,380 | 9,570 |
| Allocations - Operations | 84,960 | 105,000 | 88,870 | - | - | 88,870 | 90,650 | 92,460 | 94,310 | 96,200 |
| Allocations - Other | 9,497 | 9,497 | 10,164 | - | - | 10,164 | 10,430 | 10,641 | 10,855 | 11,073 |
| Electricity | 5,440 | 6,030 | 6,000 | - | - | 6,000 | 6,120 | 6,240 | 6,360 | 6,490 |
| Supplies | 9,290 | 15,560 | 15,330 | - | - | 15,330 | 15,630 | 15,940 | 16,250 | 16,570 |
| Water Testing | 3,226 | 3,336 | 3,341 | - | - | 3,341 | 3,406 | 3,472 | 3,539 | 3,606 |
| Other Operating Expenses | 3,157 | 10,032 | 4,070 | - | - | 4,070 | 4,279 | 17,505 | 4,751 | 5,016 |
| **TOTAL OPERATING COSTS** | **124,180** | **156,575** | **136,645** | **-** | **8,000** | **144,645** | **139,555** | **155,468** | **145,445** | **148,525** |
| *Percentage Increase over prior year | | | 10.0% | | 6.4% | 16.5% | -3.5% | 11.4% | -6.4% | 2.1% |
| DEBT / RESERVES | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 5,000 | - | 15,000 | - | - | 15,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Transfer to Capital Reserve Fund | 15,000 | - | 15,000 | - | - | 15,000 | 40,450 | 48,140 | 22,586 | 18,780 |
| MFA Debt Reserve Fund | - | - | - | - | - | - | - | 9,167 | 6,000 | 3,500 |
| Interest Payments | - | - | - | - | - | - | - | 10,083 | 46,933 | 74,433 |
| Principal Payments | - | - | - | - | - | - | - | - | 23,223 | 38,423 |
| **TOTAL DEBT / RESERVES** | **20,000** | **-** | **30,000** | **-** | **-** | **30,000** | **60,450** | **87,390** | **118,742** | **155,136** |
| **TOTAL COSTS** | **144,180** | **156,575** | **166,645** | **-** | **8,000** | **174,645** | **200,005** | **242,858** | **264,187** | **303,661** |
| *Percentage Increase over prior year | | | 15.6% | | 5.5% | 21.1% | 14.5% | 21.4% | 8.8% | 14.9% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | (7,395) | 7,395 | - | - | 7,395 | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | - | - | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve Fund | - | (5,000) | - | - | (8,000) | (8,000) | - | (13,000) | - | - |
| User Charges | (70,830) | (70,830) | (85,550) | - | - | (85,550) | (98,383) | (113,139) | (130,110) | (149,627) |
| Other Revenue | (1,102) | (1,102) | (1,140) | - | - | (1,140) | (1,170) | (1,200) | (1,230) | (1,260) |
| **TOTAL REVENUE** | **(71,932)** | **(84,327)** | **(79,295)** | **-** | **(8,000)** | **(87,295)** | **(99,553)** | **(127,339)** | **(131,340)** | **(150,887)** |
| **REQUISITION - PARCEL TAX** | **(72,248)** | **(72,248)** | **(87,350)** | **-** | **-** | **(87,350)** | **(100,452)** | **(115,519)** | **(132,847)** | **(152,774)** |
| *Percentage increase over prior year | | | | | | | | | | |
| User Fees | | | 20.8% | | | 20.8% | 15.0% | 15.0% | 15.0% | 15.0% |
| Requisition | | | 20.9% | | | 20.9% | 15.0% | 15.0% | 15.0% | 15.0% |
| **Combined** | | | **20.8%** | | | **20.8%** | **15.0%** | **15.0%** | **15.0%** | **15.0%** |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. 2.650 Port Renfrew Water | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $0 | $0 | $50,000 | $200,000 | $0 | $250,000 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $100,000 | $110,000 | $30,000 | $2,100,000 | $400,000 | $350,000 | $2,990,000 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$100,000** | **$110,000** | **$30,000** | **$2,150,000** | **$600,000** | **$350,000** | **$3,240,000** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $100,000 | $100,000 | $0 | $0 | $0 | $0 | $100,000 |
| Debenture Debt (New Debt Only) | $0 | $0 | $0 | $916,667 | $600,000 | $350,000 | $1,866,667 |
| Equipment Replacement Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $1,233,333 | $0 | $0 | $1,233,333 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $10,000 | $30,000 | $0 | $0 | $0 | $40,000 |
| | **$100,000** | **$110,000** | **$30,000** | **$2,150,000** | **$600,000** | **$350,000** | **$3,240,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

Service #: 2.650

Service Name: Port Renfrew Water

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 22-01 | Replacement | Alternative Approval Process | Carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases) to fund large scale capital works, including those identified in the Water Master Plan. | $ 15,000 | S | Res | $ - | $ - | $ 15,000 | $ - | $ - | $ - | $ 15,000 |
| 23-01 | Replacement | Supply System Replacement | Replacement of the remainder of the asbestos cement supply system is required to maintain level of service. | $ 2,000,000 | S | Grant | $ - | $ - | $ - | $ 1,233,333 | $ - | $ - | $ 1,233,333 |
| 23-01 | Replacement | Supply System Replacement | Replacement of the remainder of the asbestos cement supply system is required to maintain level of service. | | S | Debt | $ - | $ - | $ - | $ 666,667 | $ - | $ - | $ 666,667 |
| 23-02 | Replacement | AC Pipe Replacement Program | Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service. | $ 450,000 | S | Debt | $ - | $ - | $ - | $ 200,000 | $ 200,000 | $ 50,000 | $ 450,000 |
| 23-03 | Replacement | Miscellaneous Repairs & Replacements | Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof | $ 250,000 | E | Debt | $ - | $ - | $ - | $ 50,000 | $ 200,000 | $ - | $ 250,000 |
| 24-01 | Study | Water Master Plan Study | Master Planning study for the Port Renfrew service area to be delivered in parallel with Sewer Master Plan Study. (25% CWF, 75% GCF) | $ 175,000 | S | Cap | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| 25-01 | Replacement | Service Line Replacements | Initial budget for replacement of problem service lines | $ 10,000 | S | Res | $ - | $ 10,000 | $ 15,000 | $ - | $ - | $ - | $ 25,000 |
| 28-01 | Study | System Renewal | Design Process for Facility system upgrades resulting from Master Plan recommendations. Placeholder budget while awaiting Master Plan completion and further study. | $ 500,000 | S | Debt | $ - | $ - | $ - | $ - | $ 200,000 | $ 300,000 | $ 500,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 3,400,000** | | | **$ 100,000** | **$ 110,000** | **$ 30,000** | **$ 2,150,000** | **$ 600,000** | **$ 350,000** | **$ 3,240,000** |

| Service: | 2.650 | Port Renfrew Water |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 22-01 | **Capital Project Title** | Alternative Approval Process | **Capital Project Description** | Carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases) to fund large scale capital works, including those identified in the Water Master Plan |
| **Project Rationale** | Public engagement for authorization to develop a loan authorization bylaw. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-01 | **Capital Project Title** | Supply System Replacement | **Capital Project Description** | Replacement of the remainder of the asbestos cement supply system is required to maintain level of service. |
| **Project Rationale** | The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-02 | **Capital Project Title** | AC Pipe Replacement Program | **Capital Project Description** | Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service. |
| **Project Rationale** | There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are requried to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv, approximately 1 km of pipe. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 23-03 | **Capital Project Title** | Miscellaneous Repairs & Replacements | **Capital Project Description** | Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof |
| **Project Rationale** | The SCADA equipment is nearing its end of life and requires replacement before the equipment fails.The water treatment roof has had some minor repairs to address leaks, but requires replacement. | | | | |

| Service: | 2.650 | Port Renfrew Water |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-01 | Water Master Plan Study | Master Planning study for the Port Renfrew service area to be delivered in parallel with Sewer Master Plan Study. (25% CWF, 75% GCF) |

**Project Rationale** Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Sewer Master Plan Study. Based on recent application, anticipated 75% GCF and 25% CWF for grant funding.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 25-01 | Service Line Replacements | Initial budget for replacement of problem service lines |

**Project Rationale** Water service lines are beginning to show signs of concern. This initial budget is meant to assess and replace service lines that are demonstrating problems.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-01 | System Renewal | Design Process for Facility system upgrades resulting from Master Plan recommendations. Placeholder budget while awaiting Master Plan completion and further study. |

**Project Rationale** Design Process for Facility system upgrades resulting from Master Plan recommendations. Placeholder budget while awaiting Master Plan completion and further study.

**Port Renfrew Water**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 1,566 | 8,566 | 28,566 | 35,566 | 55,566 | 75,566 |
| Capital Reserve Fund | 46,249 | 51,249 | 61,699 | 109,839 | 132,425 | 151,205 |
| **Total** | **47,815** | **59,815** | **90,265** | **145,405** | **187,991** | **226,771** |

## Reserve Schedule

**Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund - Bylaw 4242**

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

### Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105536 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 6,286 | 1,566 | 8,566 | 28,566 | 35,566 | 55,566 |
| **Transfer from Ops Budget** | - | 15,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| **Expenditures** | - | (8,000) | - | (13,000) | - | - |
| Planned Maintenance Activity | | Reservoir cleaning | | Tree clearing for high voltage hydro lines | | |
| **Deficit Recovery** | (5,000) | | | | | |
| **Interest Income*** | 280 | | | | | |
| **Ending Balance $** | **1,566** | **8,566** | **28,566** | **35,566** | **55,566** | **75,566** |

**Assumptions/Background:**

* Interest in planning years nets against inflation which is not included.

## Reserve Schedule

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

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

### Reserve Cash Flow

| Fund: 1026 / Fund Centre: 101370 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 44,275 | 46,249 | 51,249 | 61,699 | 109,839 | 132,425 |
| **Transfer from Ops Budget** | - | 15,000 | 40,450 | 48,140 | 22,586 | 18,780 |
| **Transfer from Cap Fund** | - | | | | | |
| **Transfer to Cap Fund** | - | (10,000) | (30,000) | - | - | - |
| **Interest Income*** | 1,974 | | | | | |
| **Ending Balance $** | **46,249** | **51,249** | **61,699** | **109,839** | **132,425** | **151,205** |

**Assumptions/Background:**

-Transfer as much as operating budget will allow.

* Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Wilderness Mountain Water

### EAC Review

OCTOBER 2024

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

**DEFINITION:**

To finance, operate and maintain the supply, conveyance, treatment, storage and distribution of water to the Wilderness Mountain Local Service area that is within the JDF Electoral Area. The service was established by Bylaw No. 3511, adopted on July 9, 2008.

**PARTICIPATION:**

Wilderness Mountain Local Service Area

**MAXIMUM LEVY:**

Greater of $130,000 or $3.27/ $1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

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

**COMMISSION:**

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

**FUNDING:**

**Consumption Charge:**
Water Consumption charge will be collected from each Single Family Equivalent connected to the water system

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

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

**RESERVE FUND # 1075:**

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

| 2.691 - Wilderness Mountain Water | 2024 BOARD BUDGET | 2024 ESTIMATED ACTUAL | BUDGET REQUEST 2025 CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | FUTURE PROJECTIONS 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|---|---|---|
| OPERATING COSTS | | | | | | | | | | |
| Contract for Services | 4,960 | 12,000 | 990 | - | 10,000 | 10,990 | 5,010 | 11,030 | 5,050 | 11,070 |
| Allocations | 10,547 | 9,939 | 10,841 | - | - | 10,841 | 11,135 | 11,365 | 11,602 | 11,842 |
| Electricity | 7,090 | 5,000 | 7,300 | - | - | 7,300 | 7,450 | 7,600 | 7,750 | 7,910 |
| Supplies | 25,930 | 35,948 | 26,865 | - | - | 26,865 | 27,400 | 27,900 | 28,450 | 29,020 |
| Labour Charges | 74,780 | 77,060 | 79,110 | - | - | 79,110 | 80,690 | 82,310 | 83,960 | 85,640 |
| Insurance | 1,450 | 1,450 | 2,160 | - | - | 2,160 | 2,376 | 2,613 | 2,875 | 3,162 |
| Water Testing | 9,500 | 7,150 | 9,770 | - | - | 9,770 | 9,967 | 10,165 | 10,366 | 10,569 |
| Other Operating Expenses | 2,090 | 2,910 | 2,150 | - | - | 2,150 | 2,190 | 2,230 | 2,270 | 2,310 |
| **TOTAL OPERATING COSTS** | **136,347** | **151,457** | **139,186** | **-** | **10,000** | **149,186** | **146,218** | **155,213** | **152,323** | **161,523** |
| *Percentage Increase over prior year | | | 2.08% | | 7.3% | 9.4% | -2.0% | 6.2% | -1.9% | 6.0% |
| DEBT / RESERVES | | | | | | | | | | |
| Transfer to Capital Reserve Fund | - | - | 4,540 | - | - | 4,540 | 21,000 | 15,000 | 7,000 | 5,500 |
| Transfer to Operating Reserve Fund | 6,000 | 6,000 | 11,000 | - | - | 11,000 | 15,450 | 12,000 | 6,570 | 9,175 |
| MFA Debt Reserve Fund | 60 | 60 | 110 | - | - | 110 | 510 | 7,442 | 110 | 110 |
| MFA Debt Principal | 16,138 | 16,138 | 16,138 | - | - | 16,138 | 16,138 | 17,151 | 19,588 | 19,588 |
| MFA Debt Interest | 9,526 | 9,526 | 9,526 | - | - | 9,526 | 9,966 | 14,588 | 34,021 | 34,021 |
| **TOTAL DEBT / RESERVES** | **31,724** | **31,724** | **41,314** | **-** | **-** | **41,314** | **63,064** | **66,181** | **67,289** | **68,394** |
| **TOTAL COSTS** | **168,071** | **183,181** | **180,500** | **-** | **10,000** | **190,500** | **209,282** | **221,394** | **219,612** | **229,917** |
| *Percentage Increase over prior year | | | 7.40% | | 5.9% | 13.3% | 9.9% | 5.8% | -0.8% | 4.7% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Estimated Balance c/fwd from 2024 to 2025 | - | (15,000) | 15,000 | - | - | 15,000 | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 3,000 | 3,000 | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve Fund | (4,000) | (4,000) | - | - | (10,000) | (10,000) | (4,000) | (10,000) | (4,000) | (10,000) |
| User Charges | (80,106) | (80,106) | (93,720) | - | - | (93,720) | (98,422) | (101,334) | (103,352) | (105,417) |
| Sale - Water | (19,360) | (19,360) | (22,650) | - | - | (22,650) | (23,780) | (24,490) | (24,980) | (25,480) |
| Other Revenue | (110) | (220) | (160) | - | - | (160) | (160) | (160) | (160) | (160) |
| **TOTAL REVENUE** | **(100,576)** | **(115,686)** | **(101,530)** | **-** | **(10,000)** | **(111,530)** | **(126,362)** | **(135,984)** | **(132,492)** | **(141,057)** |
| **REQUISITION - PARCEL TAX** | **(67,495)** | **(67,495)** | **(78,970)** | **-** | **-** | **(78,970)** | **(82,920)** | **(85,410)** | **(87,120)** | **(88,860)** |
| *Percentage increase over prior year | | | | | | | | | | |
| User Charge | | | 17.0% | | | 17.0% | 5.0% | 3.0% | 2.0% | 2.0% |
| Water Sale | | | 17.0% | | | 17.0% | 5.0% | 3.0% | 2.0% | 2.0% |
| Requisition | | | 17.0% | | | 17.0% | 5.0% | 3.0% | 2.0% | 2.0% |
| **Combined** | | | **17.0%** | | | **17.0%** | **5.0%** | **3.0%** | **2.0%** | **2.0%** |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. 2.691 Wilderness Mountain Water Service | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | |
| Buildings | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | $0 | $20,000 | $0 | $0 | $0 | $0 | $20,000 |
| Land | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | $0 | $0 | $50,000 | $733,200 | $6,632,000 | $0 | $7,415,200 |
| Vehicles | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **$0** | **$20,000** | **$50,000** | **$733,200** | **$6,632,000** | **$0** | **$7,435,200** |
| **SOURCE OF FUNDS** | | | | | | | |
| Capital Funds on Hand | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Debenture Debt (New Debt Only) | $0 | $0 | $40,000 | $733,200 | $0 | $0 | $773,200 |
| Equipment Replacement Fund | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | $0 | $0 | $0 | $0 | $6,632,000 | $0 | $6,632,000 |
| Donations / Third Party Funding | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | $0 | $20,000 | $10,000 | $0 | $0 | $0 | $30,000 |
| | **$0** | **$20,000** | **$50,000** | **$733,200** | **$6,632,000** | **$0** | **$7,435,200** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

## 2025 - 2029

**Service #:** 2.691

**Service Nam** Wilderness Mountain Water Service

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 24-03 | New | Alternative Approval Process | Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds, if grant does not provide full funding. | $ 10,000 | S | Res | $ - | $ - | $ 10,000 | $ - | $ - | $ - | $ 10,000 |
| 25-01 | New | New Floating Intake | Installation of new floating intake. | $ 145,200 | S | Debt | $ - | $ - | $ - | $ 13,200 | $ - | $ - | $ 13,200 |
| 25-01 | New | New Floating Intake | Installation of new floating intake. | $ - | S | Grant | $ - | $ - | $ - | $ - | $ 132,000 | $ - | $ 132,000 |
| 25-02 | New | Treatment Plant Upgrades | Upgrades to achieve improve treatment plant | $ 220,000 | S | Grant | $ - | $ - | $ - | $ - | $ 200,000 | $ - | $ 200,000 |
| 25-02 | New | Treatment Plant Upgrades | Upgrades to achieve improve treatment plant | | S | Debt | $ - | $ - | $ - | $ 20,000 | | $ - | $ 20,000 |
| 25-03 | Renewal | SCADA Communication Upgrade | Upgrade SCADA communication between Wilderness Mountain and Goldstream Water Treatment Plant. | $ 20,000 | E | Res | $ - | $ 20,000 | $ - | $ - | $ - | $ - | $ 20,000 |
| 26-01 | Study | Island Health Compliance - Assessment | Options analysis to re-evaluate the options available to bring the water service into compliance with Island Health Requirements | $ 40,000 | S | Debt | $ - | $ - | $ 40,000 | $ - | $ - | $ - | $ 40,000 |
| 27-01 | New | Island Health Compliance - Capital Improvements | Tentative budget to carry out capital improvements to bring the water service into compliance with Island Health Requirements based on the recommendation of the Options Analysis. | $ 700,000 | S | Debt | $ - | $ - | $ - | $ 700,000 | $ - | $ - | $ 700,000 |
| 27-01 | New | Island Health Compliance - Capital Improvements | Tentative budget to carry out capital improvements to bring the water service into compliance with Island Health Requirements based on the recommendation of the Options Analysis. (Assume 90% Grant) | $ 6,300,000 | S | Grant | $ - | $ - | $ - | $ - | $ 6,300,000 | $ - | $ 6,300,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 7,435,200** | | | **$ -** | **$ 20,000** | **$ 50,000** | **$ 733,200** | **$ 6,632,000** | **$ -** | **$ 7,435,200** |

| Service: | 2.691 | Wilderness Mountain Water Service |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 24-03 | **Capital Project Title** | Alternative Approval Process | **Capital Project Description** | Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds, if grant does not provide full funding. |
| **Project Rationale** | Public engagement for authorization to develop a loan authorization bylaw. | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-01 | **Capital Project Title** | New Floating Intake | **Capital Project Description** | Installation of new floating intake. |
| **Project Rationale** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-02 | **Capital Project Title** | Treatment Plant Upgrades | **Capital Project Description** | Upgrades to achieve improve treatment plant |
| **Project Rationale** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 25-03 | **Capital Project Title** | SCADA Communication Upgrade | **Capital Project Description** | Upgrade SCADA communication between Wilderness Mountain and Goldstream Water Treatment Plant. |
| **Project Rationale** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Project Number** | 26-01 | **Capital Project Title** | Island Health Compliance - Assessment | **Capital Project Description** | Options analysis to re-evaluate the options available to bring the water service into compliance with Island Health Requirements |
| **Project Rationale** | Project to engage engineering consultants and reassess the options available to bring the water service into compliance with Island Health requirements. | | | | |

| Service: | 2.691 | Wilderness Mountain Water Service |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 27-01 | Island Health Compliance - Capital Improvements | Tentative budget to carry out capital improvements to bring the water service into compliance with Island Health Requirements based on the recommendation of the Options Analysis |

| Project Rationale | Capital improvements to bring the water service into compliance with Island Health Requirements. |
|---|---|

**Wilderness Mountain Reserves**
**Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 2,063 | 3,063 | 14,513 | 16,513 | 19,083 | 18,258 |
| Capital Reserve Fund | 43,457 | 27,997 | 38,997 | 53,997 | 60,997 | 66,497 |
| **Total** | **45,520** | **31,060** | **53,510** | **70,510** | **80,080** | **84,755** |

# Reserve Schedule

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

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

## Reserve Cash Flow

| **Fund:** | **1500** | **Estimated** | **Budget** | | | | |
|---|---|---|---|---|---|---|---|
| **Fund Centre:** | **105540** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| **Beginning Balance** | | 53 | 2,063 | 3,063 | 14,513 | 16,513 | 19,083 |
| **Transfer from Ops Budget** | | 6,000 | 11,000 | 15,450 | 12,000 | 6,570 | 9,175 |
| **Transfer to Ops for Core Budget** | | - | | | | | |
| **Transfer to Ops Budget** | | (4,000) | (10,000) | (4,000) | (10,000) | (4,000) | (10,000) |
| Planned Maintenance Activity | | Distribution System Flushing, Valve Exercising | Reservoir Cleaning and Inspection | Distribution System Flushing, Valve Exercising | Reservoir Cleaning and Inspection | Distribution System Flushing, Valve Exercising | Reservoir Cleaning and Inspection |
| **Interest Income*** | | 10 | | | | | |
| **Ending Balance $** | | **2,063** | **3,063** | **14,513** | **16,513** | **19,083** | **18,258** |

**Assumptions/Background:**

* Interest in planning years nets against inflation which is not included.

# Reserve Schedule

**Reserve Fund: 2.691 Wilderness Mountain Water - Capital Reserve Fund - Bylaw 3535**

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

## Reserve Cash Flow

| Fund: | 1075 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|---|
| Fund Centre: | 101994 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 46,513 | 43,457 | 27,997 | 38,997 | 53,997 | 60,997 |
| Transfer from Ops Budget | | - | 4,540 | 21,000 | 15,000 | 7,000 | 5,500 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | (5,000) | (20,000) | (10,000) | - | - | - |
| Interest Income* | | 1,944 | | | | | |
| **Ending Balance $** | | **43,457** | **27,997** | **38,997** | **53,997** | **60,997** | **66,497** |

**Assumptions/Background:**

* Interest in planning years nets against inflation which is not included.

# CAPITAL REGIONAL DISTRICT

## 2025 Budget

## Port Renfrew Sewer

**EAC Review**

OCTOBER 2024

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

**DEFINITION:**

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

**PARTICIPATION:**

Local Service Area C(762) LSA#2.

**MAXIMUM LEVY:**

Greater of $40,000 or $18.28 / $1,000 on actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

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

**FUNDING:**

| | |
|---|---|
| **User Charge:** | 50% of operating cost to be imposed as an annual user fee to each connected property. |
| **Parcel Tax:** | 50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area. |
| **Connection Charge:** | Based on actual cost. |

**RESERVE FUND:**

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

| 3.850 - Port Renfrew Sewer | 2024 | | BUDGET REQUEST 2025 | | | | FUTURE PROJECTIONS | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Grit Disposal | 11,300 | - | 11,640 | - | - | 11,640 | 11,870 | 12,110 | 12,350 | 12,600 |
| Electricity | 7,300 | 6,500 | 7,520 | - | - | 7,520 | 7,670 | 7,820 | 7,980 | 8,140 |
| Supplies | 2,750 | 1,000 | 2,840 | - | - | 2,840 | 2,900 | 2,960 | 3,020 | 3,080 |
| Allocations - Operations | 62,431 | 71,001 | 65,281 | - | - | 65,281 | 66,592 | 67,933 | 69,295 | 70,687 |
| Allocations - Other | 18,107 | 11,980 | 18,747 | - | - | 18,747 | 19,180 | 19,560 | 19,946 | 20,338 |
| Other Operating Expenses | 12,140 | 24,610 | 12,700 | - | - | 12,700 | 13,001 | 13,310 | 13,647 | 13,994 |
| **TOTAL OPERATING COSTS** | **114,028** | **115,091** | **118,728** | **-** | **-** | **118,728** | **121,213** | **123,693** | **126,238** | **128,839** |
| *Percentage Increase over prior year | | | 4.1% | | | 4.1% | 2.1% | 2.0% | 2.1% | 2.1% |
| DEBT / RESERVES | | | | | | | | | | |
| Transfer to Capital Reserve | 17,580 | 17,580 | 19,120 | - | - | 19,120 | 23,205 | 27,635 | 28,180 | 17,280 |
| Transfer to Operating Reserve | 4,000 | 2,963 | 4,500 | - | - | 4,500 | 5,000 | 5,500 | 6,000 | 6,500 |
| MFA Debt Reserve Fund | - | - | - | - | - | - | - | - | 2,000 | 3,000 |
| MFA Debt Principal | - | - | - | - | - | - | - | - | - | 5,070 |
| MFA Debt Interest | - | - | - | - | - | - | - | - | 2,200 | 12,100 |
| **TOTAL DEBT / RESERVES** | **21,580** | **20,543** | **23,620** | **-** | **-** | **23,620** | **28,205** | **33,135** | **38,380** | **43,950** |
| **TOTAL COSTS** | **135,608** | **135,634** | **142,348** | **-** | **-** | **142,348** | **149,418** | **156,828** | **164,618** | **172,789** |
| *Percentage Increase over prior year | | | 5.0% | | | 5.0% | 5.0% | 5.0% | 5.0% | 5.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| User Charges | (66,999) | (66,999) | (70,349) | - | - | (70,349) | (73,869) | (77,558) | (81,439) | (85,509) |
| Grants in Lieu of Taxes | (1,490) | (1,497) | (1,530) | - | - | (1,530) | (1,560) | (1,590) | (1,620) | (1,650) |
| Other Revenue | (100) | (119) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| **TOTAL REVENUE** | **(68,589)** | **(68,615)** | **(71,979)** | **-** | **-** | **(71,979)** | **(75,529)** | **(79,248)** | **(83,159)** | **(87,259)** |
| **REQUISITION - PARCEL TAX** | **(67,019)** | **(67,019)** | **(70,369)** | **-** | **-** | **(70,369)** | **(73,889)** | **(77,580)** | **(81,459)** | **(85,530)** |
| *Percentage increase over prior year | | | | | | | | | | |
| User Fees | | | | | | 5.0% | 5.0% | 5.0% | 5.0% | 5.0% |
| Requisition | | | | | | 5.0% | 5.0% | 5.0% | 5.0% | 5.0% |
| **Combined** | | | | | | **5.0%** | **5.0%** | **5.0%** | **5.0%** | **5.0%** |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

| Service No. | 3.850<br>Port Renfrew Sewer | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURE** | | | | | | | | |
| Buildings | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Equipment | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Land | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Engineered Structures | | $100,000 | $115,000 | $0 | $20,000 | $200,000 | $300,000 | $635,000 |
| Vehicles | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | | **$100,000** | **$115,000** | **$0** | **$20,000** | **$200,000** | **$300,000** | **$635,000** |
| **SOURCE OF FUNDS** | | | | | | | | |
| Capital Funds on Hand | | $100,000 | $100,000 | $0 | $0 | $0 | $0 | $100,000 |
| Debenture Debt (New Debt Only) | | $0 | $0 | $0 | $0 | $200,000 | $300,000 | $500,000 |
| Equipment Replacement Fund | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Grants (Federal, Provincial) | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Donations / Third Party Funding | | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Reserve Fund | | $0 | $15,000 | $0 | $20,000 | $0 | $0 | $35,000 |
| | | **$100,000** | **$115,000** | **$0** | **$20,000** | **$200,000** | **$300,000** | **$635,000** |

**Definitions for the 5-year Capital Plan**

| | |
|---|---|
| Asset Class | Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.<br>**L** - Land<br>**S** - Engineering Structure<br>**B** - Buildings<br>**V** - Vehicles<br>**E** - Equipment |
| Capital Expenditure Type | Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.<br>**Study** - Expenditure for feasibility and business case report.<br>**New** - Expenditure for new asset only<br>**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br>**Replacement** - Expenditure replaces an existing asset |
| Carryforward | Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years. |
| Funding Source | **Debt** - Debenture Debt (new debt only)<br>**ERF** - Equipment Replacement Fund<br>**Grant** - Grants (Federal, Provincial)<br>**Cap** - Capital Funds on Hand<br>**Other** - Donations / Third Party Funding<br>**Res** - Reserve Fund<br>**WU** - Water Utility<br><br>If there is more than one funding source, additional rows are shown for the project. |

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

Service #: 3.850

Service Name: Port Renfrew Sewer

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 22-02 | Renewal | Alternative Approval Process | Carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases) to fund works identified in the Sewer Master Plan. | $ 15,000 | S | Res | $ - | $ 15,000 | $ - | $ - | $ - | $ - | $ 15,000 |
| 24-01 | Study | Sewer Master Plan Study | Master Planning study for the Port Renfrew service area - existing, future and inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. (25% CWF, 75% GCF) | $ 175,000 | S | Cap | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| 27-01 | Renewal | Sewer Outfall Repairs | Periodic inspections and repairs to extend the life of the WWTP Outfall. | $ 20,000 | S | Res | $ - | $ - | $ - | $ 20,000 | $ - | $ - | $ 20,000 |
| 28-01 | Study | System Renewal | Design Process for new Wastewater Treatment Plant, Pump Station and Outfall. Placeholder budget while awaiting Master Plan completion and further study. | $ 500,000 | S | Debt | $ - | $ - | $ - | $ - | $ 200,000 | $ 300,000 | $ 500,000 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
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| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |
| | | | **Grand Total** | **$ 710,000** | | | | **$ 115,000** | **$ -** | **$ 20,000** | **$ 200,000** | **$ 300,000** | **$ 635,000** |

| Service: | 3.850 | Port Renfrew Sewer |
|---|---|---|

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 22-02 | Alternative Approval Process | Carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases) to fund works identified in the Sewer Master Plan. |

**Project Rationale** Public engagement for authorization to develop a loan authorization bylaw.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 24-01 | Sewer Master Plan Study | Master Planning study for the Port Renfrew service area - existing, future and inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. (25% CWF, 75% GCF) |

**Project Rationale** Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. 75% to be funded by GCF, 25% funded by CWF if grant application is successful.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 27-01 | Sewer Outfall Repairs | Periodic inspections and repairs to extend the life of the WWTP Outfall. |

**Project Rationale** Failure of the outfall occurred in 2024, requiring operation mobilization and repairs. Issues expected to continue until permanent replacement can be done. This budget is for ongoing interim repairs.

| Project Number | Capital Project Title | Capital Project Description |
|---|---|---|
| 28-01 | System Renewal | Design Process for new Wastewater Treatment Plant, Pump Station and Outfall. Placeholder budget while awaiting Master Plan completion and further study. |

**Project Rationale** Design Process for new Wastewater Treatment Plant, Pump Station and Outfall. Placeholder budget while awaiting Master Plan completion and further study.

**Port Renfrew Sewer**
**Reserve Summary Schedule**
**2025 - 2029 Financial Plan**

## Reserve/Fund Summary

| | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 11,978 | 16,478 | 21,478 | 26,978 | 32,978 | 39,478 |
| Capital Reserve Fund | 27,804 | 31,924 | 55,129 | 62,764 | 90,944 | 108,224 |
| **Total** | **39,783** | **48,403** | **76,608** | **89,743** | **123,923** | **147,703** |

# Reserve Schedule

**Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund - Bylaw 4242**

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

## Reserve Cash Flow

| Fund: 1500 / Fund Centre: 105537 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 8,635 | 11,978 | 16,478 | 21,478 | 26,978 | 32,978 |
| **Transfer from Ops Budget** | 2,963 | 4,500 | 5,000 | 5,500 | 6,000 | 6,500 |
| **Transfer to Ops Budget** | - | - | - | - | - | - |
| **Interest Income*** | 380 | | | | | |
| **Ending Balance $** | **11,978** | **16,478** | **21,478** | **26,978** | **32,978** | **39,478** |

**Assumptions/Background:**

* Interest in planning years nets against inflation which is not included.

# Reserve Schedule

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

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

## Reserve Cash Flow

| Fund: 1044 / Fund Centre: 101388 | Estimated | Budget | | | | |
|---|---|---|---|---|---|---|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| **Beginning Balance** | 38,844 | 27,804 | 31,924 | 55,129 | 62,764 | 90,944 |
| **Transfer from Ops Budget** | 17,580 | 19,120 | 23,205 | 27,635 | 28,180 | 17,280 |
| **Transfer from Cap Fund** | - | | | | | |
| **Transfer to Cap Fund** | (30,000) | (15,000) | - | (20,000) | - | - |
| **Interest Income*** | 1,380 | | | | | |
| **Ending Balance $** | **27,804** | **31,924** | **55,129** | **62,764** | **90,944** | **108,224** |

**Assumptions/Background:**

Transfer as much as operating budget will allow.

* Interest in planning years nets against inflation which is not included.