



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, March 12, 2025

10:00 AM

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

P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. McNeil-Smith (Board Chair, ex-officio)

Guest: Director M. Little

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [25-0237](#) Minutes of the February 12, 2025 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of February 12, 2025 be adopted as circulated.

Attachments: [Minutes - February 12, 2025](#)

4. Chair's Remarks

5. Presentations/Delegations

5.1. Presentations

5.2. Delegations

5.2.1. [25-0308](#) Delegation - Warren Korol; Representing Skana Water System Committee: Re: Agenda Item 6.2.: Bylaw No. 4671: CRD Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025 and Bylaw No. 4673: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025

6. Committee Business

6.1. [25-0063](#) 2025 Final Electoral Area Budget Review

Recommendation: That staff be directed to advance the 2025 to 2029 Capital Regional District Five-Year Financial Plan Bylaw for Board approval, inclusive of the Electoral Area Service Budgets as presented.

Attachments: [Staff Report: 2025 Electoral Area Budget Review](#)
[Appendix A: Joint EA Services 2025 Final Budget](#)
[Appendix B: JdF 2025 Final Budget](#)
[Appendix C: SSI 2025 Final Budget](#)
[Appendix D: SGI 2025 Final Budget](#)
[Appendix E: 2025 Assessment Data for EA](#)

6.2. [25-0202](#) Bylaw No. 4671: CRD Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025 and Bylaw No. 4673: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025

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

1. That Bylaw No. 4671, "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
(WP - JDF, SSI, SGI)
2. That Bylaw No. 4671 be adopted.
(WP - JDF, SSI, SGI, 2/3rds on adoption)
3. That Bylaw No. 4673, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025", be introduced and read a first, second and third time; and
(WP - JDF, SSI, SGI)
4. That Bylaw No. 4673 be adopted.
(WP - JDF, SSI, SGI, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw Nos. 4671 and 4673](#)
[Appendix A: Bylaw No. 4492 Redlined](#)
[Appendix B: Bylaw No. 4671](#)
[Appendix C: Bylaw No. 4673](#)
[Appendix D: Stage 4 Water Conservation Notice](#)

6.3. [25-0266](#) Advocacy on Speed Limits in Electoral Areas

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

1. That the Board Chair write a letter to Minister Farnsworth advocating for greater engagement with Electoral Area Directors on matters relating to speed limits and highway signage in the CRD Electoral Areas; and,
2. That staff be directed to request a meeting at UBCM between the Electoral Area Directors and Minister Farnsworth to discuss the need for more engagement on speed limits and highway signage.
(NWA)

Attachments: [Staff Report: Speed Limits in Electoral Areas](#)
[Appendix A: Procedures for Submitting Resolutions to UBCM](#)
[Appendix B: Proposed UBCM Resolution](#)

6.4. [25-0232](#) Union of British Columbia Municipalities Emergency Operations Centres
Equipment and Training Grant 2025 - Motion of Support

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That staff be instructed to apply for, negotiate, and if successful, enter into an
agreement, and do all such things necessary for accepting grant funds and overseeing
grant management for the proposed project.
(NWA)

Attachments: [Staff Report: UBCM EOC Equipment & Training Grant 2025](#)
[Appendix A: CEPF EOCs Equip & Training Grant 2025 Applic'n](#)

6.5. [25-0189](#) Previous Minutes of Other CRD Committees and Commissions for
Information

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

- a) Lyall Harbour Boot Cove Water Local Service Committee minutes of June 27, 2024
- b) Magic Lake Estates Water and Sewer Committee minutes of June 11, 2024
- c) Magic Lake Estates Water and Sewer Committee minutes of August 20, 2024
- d) Magic Lake Estates Water and Sewer Committee minutes of October 29, 2024
- e) Mayne Island Parks and Recreation Commission minutes of January 9, 2025
- f) Pender Island Parks and Recreation Commission minutes of January 13, 2025
- g) Port Renfrew Utility Services Committee minutes of July 2, 2024
- h) Port Renfrew Utility Services Committee minutes of November 1, 2024
- i) Skana Water Service Committee minutes of February 16, 2024
- j) Sticks Allison Water Local Service Committee minutes of June 25, 2024
- k) Surfside Park Estates Water Service Committee minutes of June 27, 2024
- l) Wilderness Mountain Water Service Commission minutes of June 24, 2024
- m) Wilderness Mountain Water Service Commission minutes of November 1, 2024
- n) Willis Point Fire Protection and Recreation Facilities Commission minutes of
January 27, 2025

Attachments: [Minutes: Lyall Hrbr Boot Cove Water Lcl Svc Cttee-Jun 27, 2024](#)
[Minutes: Magic Lake Estates Water & Swr Cttee-Jun 11, 2024](#)
[Minutes: Magic Lake Estates Water & Swr Cttee-Aug 20, 2024](#)
[Minutes: Magic Lake Estates Water & Swr Cttee-Oct 29, 2024](#)
[Minutes: Mayne Island Parks & Rec Commiss-Jan 9, 2025](#)
[Minutes: Pender Island Parks & Rec Commiss-Jan 13, 2025](#)
[Minutes: Port Refrew Utility Svcs Cttee-Jul 2, 2024](#)
[Minutes: Port Refrew Utility Svcs Cttee-Nov 1, 2024](#)
[Minutes: Skana Water Service Committee-Feb 16, 2024](#)
[Minutes: Sticks Allison Water Lcl Svc Cttee-Jun 25, 2024](#)
[Minutes: Surfside Park Estates Water Svc Cttee-Jun 27, 2024](#)
[Minutes: Wilderness Mountain Water Svc Commiss-Jun 24, 2024](#)
[Minutes: Wilderness Mountain Water Svc Commiss-Nov 1, 2024](#)
[Minutes: Willis Pt. Fire Prot'n & Rec Fac Commiss-Jan 27, 2025](#)

7. Notice(s) of Motion

7.1. [25-0168](#) Motion with Notice: BC Ferries Advisory Committees (Director Holman)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the CRD Board urge BC Ferries to reinstate Ferry Advisory Committees or similar engagement opportunities for Salt Spring and the Southern Gulf Islands.
(NWA)

8. New Business**9. Adjournment**

The next meeting is April 9, 2025.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, February 12, 2025

10:00 AM

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

PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. McNeil-Smith (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; D. Elliott, Acting General Manager, Housing, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carey, Senior Manager, Legal & Risk Management; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; I. Lawrence, Senior Manager, Local Area Planning, Juan de Fuca; D. Ovington, Acting Senior Manager, Salt Spring Island Administration; C. Anderson, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Lagoa, Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

The meeting was called to order at 10:00 am.

1. Territorial Acknowledgement

Vice Chair Holman provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director McNeil-Smith, **SECONDED** by Director Holman,
That Director Little be permitted to participate (without vote) in the 2025 sessions
of the Electoral Areas Committee.

CARRIED

MOVED by Director McNeil-Smith, **SECONDED** by Director Holman,
That the agenda for the February 12, 2025 Electoral Areas Committee meeting be
approved as amended with the addition of the following items:

- 8.1. Regional Districts Legislative Review
- 8.2. Electoral Area Budgets

CARRIED

3. Adoption of Minutes

3.1. [25-0082](#) Minutes of the December 11, 2024 Electoral Areas Committee Meeting

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the minutes of the Electoral Areas Committee meeting December 11, 2024
be adopted as circulated.

CARRIED

4. Chair's Remarks

Chair Brent noted how fortunate we are to live in the Capital Regional District, and acknowledged that as we make decisions at this committee we need to recognize those who are struggling to secure housing.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [25-0032](#) 2025 Electoral Areas Committee Terms of Reference

K. Morley presented Item 6.1. for information.

Discussion ensued regarding amending the Terms of Reference once the Electoral Areas Services General Manager is in place.

6.2. [25-0091](#) Union of British Columbia Municipalities Emergency Support Services Equipment and Training Grant 2025 - Motion of Support

C. Anderson spoke to Item 6.2.

Discussion ensued regarding:

- a summary of the grant fund allocations
- the funding source for the purchase of reception centre emergency equipment
- the recruitment of emergency responders

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant for 2025; and
2. That Edward Robbins, Chief Administrative Officer, or their duly authorized delegate, be authorized to apply for, negotiate, and execute agreements with the Union of British Columbia Municipalities and receive funds through the Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant and do all things incidental to finalize such agreements and deliver the program.

CARRIED

- 6.3. [24-1376](#) Bylaw No. 4654: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025 and Bylaw No. 4656: Water Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025

S. Carey spoke to Item 6.3.

Discussion ensued regarding the previous mechanism used to address infractions.

MOVED by Director Holman, SECONDED by Director Wickheim,

1. That Bylaw No. 4654, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025", be introduced and read a first, second, and third time;

2. That Bylaw No. 4654 be adopted;

3. That Bylaw No. 4656, "Water Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025", be introduced and read a first, second, and third time; and

4. That Bylaw No. 4656 be adopted.

CARRIED

- 6.4. [25-0080](#) Bylaw No. 4435: Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025 and Bylaw No. 4672: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 83, 2025

I. Lawrence spoke to Item 6.4.

The committee thanked staff for their dedicated work.

MOVED by Director Wickheim, SECONDED by Director Holman,

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

1. That Bylaw No. 4435, "Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025" be introduced and read a first, second, and third time;

2. That Bylaw No. 4435 be forwarded to the Ministry of Environment and Parks for Ministerial approval prior to adoption;

3. That Bylaw No. 4672, "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 83, 2025" be introduced and read a first, second, and third time; and

4. That Bylaw No. 4672 be returned with Bylaw No. 4435 for adoption.

CARRIED

6.5. [25-0031](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of November 27, 2024
- b) Mayne Island Parks and Recreation Commission minutes of November 14, 2024
- c) Mayne Island Parks and Recreation Commission minutes of December 12, 2024
- d) North Galiano Fire Protection and Emergency Response Service Commission minutes of January 21, 2024
- e) North Galiano Fire Protection and Emergency Response Service Commission minutes of March 17, 2024
- f) North Galiano Fire Protection and Emergency Response Service Commission minutes of May 17, 2024
- g) North Galiano Fire Protection and Emergency Response Service Commission minutes of June 21, 2024
- h) North Galiano Fire Protection and Emergency Response Service Commission minutes of October 20, 2024
- i) Otter Point Volunteer Fire Department Annual General Meeting minutes of November 13, 2024
- j) Pender Island Parks and Recreation Commission minutes of December 2, 2024
- k) Saturna Island Parks and Recreation Commission minutes of October 20, 2024
- l) Saturna Island Parks and Recreation Commission minutes of November 6, 2024
- m) Willis Point Fire Protection and Recreation Facilities Commission minutes of November 3, 2024
- n) Willis Point Fire Protection and Recreation Facilities Commission minutes of November 26, 2024

7. Notice(s) of Motion

7.1. [24-1353](#) Motion with Notice: Speed Limits in Electoral Areas (Director Wickheim)

MOVED by Director Wickheim, **SECONDED** by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:

Whereas Incorporated areas have the ability to set speed limits to reflect local conditions and hazards, and that Electoral Areas have similar conditions and hazards in select spots,

Therefore we seek the Capital Regional District Board to advocate to the Province (Ministry of Transportation and Transit) to engage with the Electoral Areas to establish speed limits and road hazard signage in their rural areas.

CARRIED

7.2. [25-0162](#) Notice of Motion: BC Ferries Advisory Committees (Director Holman)

Director Holman provided the following notice of motion for consideration at the next meeting of the Electoral Areas Committee:

"That the CRD Board urge BC Ferries to reinstate Ferry Advisory Committees or similar engagement opportunities for Salt Spring and the Southern Gulf Islands."

8. New Business

8.1. [25-0163](#) Regional Districts Legislative Review

Staff provided an update on advocacy work to the Province to support a review of the *Local Government Act*. Committee members were advised of an open invitation to senior leadership and elected officials to join a 3 hour zoom session scheduled for February 28, 2025.

8.2. [25-0164](#) Electoral Areas Budgets

N. Chan provided clarification on the process for finalizing Electoral Areas budgets and next steps.

9. Adjournment

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the February 12, 2025 Electoral Areas Committee meeting be adjourned at 10:31 am.
CARRIED

CHAIR

RECORDER

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MARCH 12, 2025**

SUBJECT **2025 Final Electoral Area Budget Review**

ISSUE SUMMARY

To present the 2025 Electoral Area (EA) budgets and recommend final approval to the Capital Regional District (CRD) Board.

BACKGROUND

The Electoral Areas Committee (EAC) brings together the three unincorporated areas within the CRD: Juan de Fuca (JdF) EA, Salt Spring Island (SSI) EA and Southern Gulf Islands (SGI) EA.

The CRD provides a range of regional, sub-regional and local services to its residents. Regional services are provided to the entire region, sub-regional services are provided to a sub-group of participating municipalities and EAs, while local services are provided to individual municipalities, EAs, or to groups of residents within a defined area. The CRD provides services to more than 23,000 EA residents¹.

Final budgets for review are specific to services in the JdF EA, the SSI EA and the 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

Section 374 of the *Local Government Act* requires the CRD develop and approve a five-year Financial Plan by March 31 each year, inclusive of all EA services. Under budget direction provided by the Board, review and recommendation for approval of EA service budgets, including local service commission budgets, is delegated to the EAC and SSI Local Community Commission (LCC) for applicable local services. These budgets will be included in the 2025 to 2029 CRD Five-Year Financial Plan Bylaw to be presented to the Board on March 12, 2025.

On October 30, 2024, the Board approved 2025 Service Plans and the Provisional 2025 to 2029 Financial Plan, inclusive of EA service budgets through EAC and LCC recommendations.

Since provisional approval changes to the plan have been incorporated to account for new information, year-end results, recommendation from local commissions and committees and updated information from BC Assessments. In addition to approvals from each EA director, all commissions and committees have recommended their respective budgets. 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).

¹ 2021 Census

ALTERNATIVES

Alternative 1

That staff be directed to advance the 2025 to 2029 Capital Regional District Five-Year Financial Plan Bylaw for Board approval, inclusive of the Electoral Area Service Budgets as presented.

Alternative 2

That staff be directed to advance the 2025 to 2029 Capital Regional District Five-Year Financial Plan Bylaw for Board approval, inclusive of the Electoral Area Service Budgets as amended.

IMPLICATIONS

Financial Implications

Tax Requisition - Joint Electoral Area Services

Joint EA Services provide services to the three unincorporated areas within the CRD: JdF EA, SSI EA and SGI EA. The requisition for joint EA services is cost apportioned to each EA on the basis of converted assessments. The analysis in Table 1 and 2 and Appendix A are representing the service budgets and requisition as whole before cost apportionment to each EA.

Table 1 summarizes total 2025 final requisition change over 2024 for all Joint EA services. Detailed requisition summary by service is further included in Appendix A-1.

Table 1: 2025 Final versus 2024 Final Requisition (Joint EA)

| 2025 Final \$ | 2024 Final \$ | Change \$ | Change % |
|---------------|---------------|-----------|----------|
| 1.17M | 0.90M | 0.27M | 29.7% |

Table 2 compares the changes from total 2025 Provisional to Final Requisition for all Joint EA services. Details of significant changes from Provisional by service are included in Appendix A-2.

Table 2: 2025 Final versus Provisional Requisition (Joint EA)

| 2025 Final \$ | 2025 Provisional \$ | Change \$ | Change % |
|---------------|---------------------|-----------|----------|
| 1.17M | 1.28M | (0.12M) | (9.0%) |

Tax Requisition – Each Electoral Area

The final requisition change over the prior year is listed in Table 3. Requisition summaries by service area for each EA with changes from 2024 are included in Appendix B-1 (JdF), C-1 (SSI) and D-1 (SGI).

Table 3: 2025 Final versus 2024 Final Requisition

| | 2025 Final \$ (2025 Assessment) | | 2024 Final \$ (2024 Assessment) | | Change \$ | | Change % | |
|------------|------------------------------------|----------------|------------------------------------|---------------|-------------|---------------|-------------|---------------|
| | Requisition | Cost / Avg HH* | Requisition | Cost / Avg HH | Requisition | Cost / Avg HH | Requisition | Cost / Avg HH |
| JdF | 3.14M | \$775 | 2.85M | \$703 | 0.29M | \$71.82 | 10.1% | 10.2% |
| SSI | 8.97M | \$1,360 | 8.15M | \$1,238 | 0.82M | \$122.50 | 10.1% | 9.9% |
| SIG | 4.10M | \$604 | 3.87M | \$569 | 0.23M | \$34.73 | 5.8% | 6.1% |

*Cost/Avg HH includes CRD and CRHD services but excludes local/specified/defined services. The cost per average residential assessment (Cost/Avg HH) is a theoretical calculation that provides a directional indicator on impacts to a rate payer. The Cost/Avg HH does not reflect factors that vary by home, such as service participation and actual assessed value. This calculation is most directly impacted by changes in apportionment, folios and assessed values. It can be used as an approximation of cost per residential household if a home is valued at or near the 'Average Residential Assessed Value' in Appendix B-1, C-1 and D-1.

Changes from 2025 provisional approval are the result of new information, year-end adjustments, assessment values, local commission or committee recommendations and EA director input.

Table 4 compares the changes from Provisional to Final requisition for each EA. Details of these changes are included in Appendix B-2 (JdF), C-2 (SSI) and D-2 (SFI).

Table 4: 2025 Final versus Provisional Requisition

| | 2025 Final \$ (2025 Assessment) | | 2025 Provisional \$ (2024 Assessment) | | Change \$ | | Change % | |
|------------|------------------------------------|---------------|--|---------------|-------------|---------------|-------------|---------------|
| | Requisition | Cost / Avg HH | Requisition | Cost / Avg HH | Requisition | Cost / Avg HH | Requisition | Cost / Avg HH |
| JdF | 3.14M | \$775 | 3.15M | \$775 | (0.01M) | (\$0.69) | (0.2%) | (0.1%) |
| SSI | 8.97M | \$1,360 | 9.22M | \$1,400 | (0.25M) | (\$39.49) | (3.1%) | (3.2%) |
| SFI | 4.10M | \$604 | 4.17M | \$614 | (0.08M) | (\$9.73) | (0.2%) | (1.7%) |

Table 3 and 4 include changes in regional, sub-regional, joint EA, individual EA wide services and Capital Regional Hospital District (CRHD) requisition but excludes local-specified-defined area services. Property specific impacts will vary depending on the participation in defined service areas and assessment values.

Impact of Assessment Values

Included in the total requisition are regional, sub regional and joint EA service budgets, where the majority are cost apportioned on converted assessments.

Based on data from BC Assessment, the region experienced an average increase in assessment of +1.2% in 2025. JdF experienced a change in assessment value well above the average increase at +3.5%. SSI experienced an increase of 0.4% and SFI experienced a decrease of (0.6%).

When assessments increase less than the average, the percent share of costs for the jurisdiction will decrease, and vice versa. Appendix E contains key assessment data points for each EA.

Increases in assessments also impact the theoretical calculation of an 'Average Residential Assessed Value' included in Appendix B-1 (JdF), C-1 (SSI) and D-1 (SGI). The impact is greater if the rate of change in Average Residential Assessed Value outpaces the rate of change in Converted Assessed Values in an area, and vice versa.

Table 5 summarizes the change in cost per average residential household by separating the change driven by cost apportionment versus changes driven by budget changes. Details are included in Appendix B-3 (JdF), C-3 (SSI) and D-3 (SGI).

Table 5: Change in Cost/Avg HH by Cost Driver (2025 Final versus 2024 Final)

| | Change in Cost Apportionment | | Change in Budget | | Total Change 2025 Final vs 2024 Final* | |
|------------|------------------------------|--------|------------------|-------|---|-------|
| | Cost / Avg HH | % | Cost / Avg HH | % | Cost / Avg HH | % |
| JdF | \$10.48 | 1.5% | \$61.34 | 8.7% | \$71.82 | 10.2% |
| SSI | (\$4.66) | (0.4%) | \$127.16 | 10.3% | \$122.50 | 9.9% |
| SGI | (\$2.55) | (0.4%) | \$37.28 | 6.5% | \$34.73 | 6.1% |

Capital Budget

The 2025 Capital Plan has been adjusted since provisional approval. All changes have been recommended through local commissions or committees, the EA director or identified by staff through review with the EA director.

The Final 2025 Capital Plan Summary overview by service is included as Appendix A-3 (Joint EA), B-4 (JdF), C-4 (SSI) and D-4 (SGI).

A summary of all changes since provisional approval by project is shown in Appendix A-4 (Joint EA), B-5 (JdF), C-5 (SSI) and D-5 (SGI).

Financial Plan Bylaw

The 2025 final budget packages by service are included in Appendix A-5 (Joint EA), B-6 (JdF), C-6 (SSI) and D-6 (SGI). Each of the EA financial plans will be incorporated for final approval in the 2025 to 2029 CRD Five-Year Financial Plan Bylaw at the Board meeting on March 12, 2025.

As in prior years, final adjustments are made ahead of billing with the release of BC Assessment final data for the region. This is typically distributed at the end of March. No material changes or impacts are expected.

CONCLUSION

EA budgets have been delegated to the EAC and SSI LCC (fourteen SSI Services) by the CRD Board for review and recommendation and they have been prepared based on approved service plans. All budgets will be forwarded to the Board for final approval on March 12, 2025.

RECOMMENDATION

That staff be directed to advance the 2025 to 2029 Capital Regional District Five-Year Financial Plan Bylaw for Board approval, inclusive of the Electoral Area Service Budgets as presented.

| | |
|---------------|--|
| 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

- Appendix A: 2025 Final Electoral Area Budget Review – Joint Electoral Area Services
- Appendix B: 2025 Final Electoral Area Budget Review – Juan de Fuca Services
- Appendix C: 2025 Final Electoral Area Budget Review – Salt Spring Island Services
- Appendix D: 2025 Final Electoral Area Budget Review – Southern Gulf Islands Services
- Appendix E: 2025 Assessment Data for Electoral Area

Electoral Areas Committee - March 2025
2025 Final Electoral Area Budget Review

Appendix A-1: Requisition Summary (Joint EA Services)

| Joint EA Services | | 2025 Final | 2024 Final | Requisition Change | |
|-----------------------------------|----------------------------------|--------------------|------------------|--------------------|--------------|
| | | | | \$ | % |
| 1.103 | Elections | - | 40,309 | (40,309) | -100.0% |
| 1.104 | U.B.C.M. | 13,500 | 12,478 | 1,022 | 8.2% |
| 1.108 | Joint Electoral Area Admin | 174,997 | - | 174,997 | 100.0% |
| 1.318 | Building Inspection | 666,762 | 565,156 | 101,606 | 18.0% |
| 1.320 | Noise Control | 77,349 | 65,053 | 12,296 | 18.9% |
| 1.322 | Nuisances & Unsightly Premises | 56,236 | 51,570 | 4,666 | 9.0% |
| 1.372 | Electoral Area Emergency Program | 179,342 | 166,090 | 13,252 | 8.0% |
| Total Joint Electoral Area | | \$1,168,186 | \$900,656 | \$267,530 | 29.7% |

Appendix A2: Joint EA - Change in Requisition from Provisional to Final - Budget Review 2025

**Change in Requisition (2025 Final vs Provisional) - Joint EA
 (Requisition Changes > ±\$3,000) by Services**

| Joint EA Services | 2025 Requisition | | Change in Requisition | | Main Driver - Change in Requisition |
|-----------------------------------|------------------|-------------------|----------------------------|--------------|---|
| | Final \$ | Provisional \$ | Final vs Provisional \$ | % | |
| 1.103 Elections | - | 41,520 | (41,520) | -100.0% | Board approved at Provisional: one-time deferral of reserve transfer (ORF) to 2026 to mitigate requisition increase |
| 1.318 Building Inspection | 666,762 | 729,262 | (62,500) | -8.6% | a) Board approved at Provisional: one-time reduction in reserve transfer (ERF) to mitigate requisition increase; b) Increased operating reserve fund (ORF) as revenue in 2025 to mitigate requisition increase with higher 2024 surplus transferred into ORF |
| 1.320 Noise Control | 77,349 | 89,568 | (12,219) | -13.6% | Decrease due to lower 2024 Deficit Carryover to be recovered by Requisition |
| Other <±\$3,000 | 424,075 | 423,502 | 573 | 0.1% | |
| Total Joint Electoral Area | 1,168,186 | 1,283,852 | (115,666) | -9.0% | |

**Appendix A-3: Capital Plan Summary Overview by Service - Joint EA
 2025 Final Budget**

| Service # Service Name | | CAPITAL EXPENDITURE | | | | | SOURCE OF FUNDING | | | | | | | |
|------------------------|---------------------------------|---------------------|----------------|-----------|-----------------------|------|-------------------|-----------------------|------|---------------------|--------|------------------|-------|----------------|
| | | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debt | Equipment Repl Fund | Grants | Capital Reserves | Other | TOTAL |
| 1.318 | Building Inspection | 72,000 | 125,000 | | | | 197,000 | | | 197,000 | | | | 197,000 |
| 1.372 | Emergency Planning Coordination | 2,500 | | | | | 2,500 | | | 2,500 | | | | 2,500 |
| Total | | 74,500 | 125,000 | - | - | - | 199,500 | - | - | 199,500 | - | - | - | 199,500 |

Electoral Areas Committee - March 2025
 2025 Final Electoral Area Budget Review

Appendix A-4: Change in Capital Plan (2025 Final vs Provisional) - Joint EA

| Service | Service Name | Project Description | Amount \$ | | | Comments |
|---------------------------------|---------------------------------|--------------------------------|---------------|----------------|----------------|--------------------------------|
| | | | Provisional | Final | Change | |
| 1.318 | Building Inspection | Vehicle Replacement | 60,000 | 125,000 | 65,000 | Carryforward from 2024 to 2025 |
| | | Storage Room Shelving | - | 30,000 | 30,000 | Carryforward from 2024 to 2025 |
| | | SSI Office Improvements | 15,000 | 30,000 | 15,000 | Advanced from 2026 to 2025 |
| 1.372 | Emergency Planning Coordination | Computer Equipment Replacement | - | 2,500 | 2,500 | Computer Equipment Replacement |
| Total Changes - Joint EA | | | 75,000 | 187,500 | 112,500 | |

Appendix A-5: 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

FINAL BUDGET

MARCH 2025

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 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|----------------|--------------|----------|--------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Electoral Area Elections | - | - | - | - | - | - | 177,620 | 500 | - | - |
| Islands Trust | - | - | - | - | - | - | 81,870 | - | - | - |
| Allocations and Insurance | 90 | 90 | 162 | - | - | 162 | 13,736 | 61 | 67 | 74 |
| TOTAL OPERATING COSTS | 90 | 90 | 162 | - | - | 162 | 273,226 | 561 | 67 | 74 |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 40,490 | 40,630 | - | - | - | - | 41,560 | 43,240 | 44,105 | 44,985 |
| TOTAL COSTS | 40,580 | 40,720 | 162 | - | - | 162 | 314,786 | 43,801 | 44,172 | 45,059 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | - | - | (148,915) | (500) | - | - |
| Recovery from Islands Trust | - | - | - | - | - | - | (81,870) | - | - | - |
| Other Income | (271) | (411) | (162) | - | - | (162) | (90) | (101) | (107) | (114) |
| TOTAL REVENUE | (271) | (411) | (162) | - | - | (162) | (230,875) | (601) | (107) | (114) |
| REQUISITION | (40,309) | (40,309) | - | - | - | - | (83,911) | (43,200) | (44,065) | (44,945) |
| *Percentage increase over prior year Requisition | | | -100.0% | | | -100.0% | NA | -48.5% | 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: Fund Centre: | 1500 105515 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 197,091 | 247,586 | 247,586 | 140,231 | 182,971 | 227,076 |
| Transfer from Op Budget | | 40,630 | - | 41,560 | 43,240 | 44,105 | 44,985 |
| Transfer to Op Budget | | - | - | (148,915) | (500) | - | - |
| Interest Income* | | 9,865 | | | | | |
| Ending Balance \$ | | 247,586 | 247,586 | 140,231 | 182,971 | 227,076 | 272,061 |

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

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|--------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Membership Fee | 12,328 | 12,330 | 12,700 | - | - | 12,700 | 12,950 | 13,210 | 13,470 | 13,740 |
| Allocations & Other Expenses | 708 | 840 | 722 | - | - | 722 | 771 | 785 | 798 | 812 |
| TOTAL COSTS | 13,036 | 13,170 | 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% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Deficit c/fwd from 2024 to 2025 | - | (178) | 178 | - | - | 178 | - | - | - | - |
| Surplus c/fwd from 2023 to 2024 | (468) | (468) | - | - | - | - | - | - | - | - |
| Other Revenue | (90) | (46) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (558) | (692) | 78 | - | - | 78 | (100) | (100) | (100) | (100) |
| REQUISITION | (12,478) | (12,478) | (13,500) | - | - | (13,500) | (13,621) | (13,895) | (14,168) | (14,452) |
| *Percentage increase over prior year Requisition | | | | | | 8.2% | 0.9% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Joint EA Admin

FINAL BUDGET

MARCH 2025

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

| 1.108 - Joint EA Admin | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|--------------|------------------|----------------|------------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| 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% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| 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

FINAL BUDGET

MARCH 2025

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

| 1.318 - Building Inspection | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | | |
|--|--------------------|--------------------|--------------------|-----------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|--|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 | |
| | | | | | | | | | | | |
| <u>OPERATING COSTS</u> | | | | | | | | | | | |
| Salaries & Wages | 1,457,133 | 1,274,056 | 1,503,864 | 33,539 | - | 1,537,403 | 1,580,427 | 1,624,659 | 1,670,097 | 1,716,807 | |
| Telecommunications | 41,530 | 23,943 | 42,780 | - | - | 42,780 | 43,640 | 44,510 | 45,400 | 46,300 | |
| Legal Expenses | 18,630 | 15,051 | 19,190 | - | - | 19,190 | 19,570 | 19,960 | 20,360 | 20,770 | |
| Building Rent | 36,720 | 37,617 | 40,420 | - | - | 40,420 | 41,300 | 42,210 | 43,130 | 44,170 | |
| Supplies | 24,062 | 18,618 | 24,780 | - | - | 24,780 | 25,270 | 25,780 | 26,300 | 26,840 | |
| Allocations | 367,722 | 371,805 | 419,339 | 9,620 | 3,604 | 432,563 | 459,599 | 474,193 | 489,263 | 499,250 | |
| Other Operating Expenses | 252,056 | 120,554 | 177,806 | - | 75,000 | 252,806 | 256,613 | 185,498 | 189,467 | 193,554 | |
| TOTAL OPERATING COSTS | 2,197,853 | 1,861,644 | 2,228,179 | 43,159 | 78,604 | 2,349,942 | 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% | |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 20,820 | 55,820 | 30,000 | - | - | 30,000 | 40,000 | 40,000 | 40,000 | 40,000 | |
| Transfer to Operating Reserve Fund | - | 202,361 | - | - | - | - | - | - | 1,235 | 71,060 | |
| TOTAL CAPITAL / RESERVES | 20,820 | 258,181 | 30,000 | - | - | 30,000 | 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 | 2,143,125 | 2,281,479 | 43,159 | 78,604 | 2,403,242 | 2,489,719 | 2,480,110 | 2,548,552 | 2,682,051 | |
| *Percentage Increase over prior year | | | 1.8% | 1.9% | 3.5% | 7.2% | 3.6% | -0.4% | 2.8% | 5.2% | |
| Internal Recoveries | (32,060) | (32,060) | (33,016) | - | - | (33,016) | (33,680) | (34,350) | (35,040) | (35,740) | |
| TOTAL COSTS LESS INTERNAL RECOVERIES | 2,209,913 | 2,111,065 | 2,248,463 | 43,159 | 78,604 | 2,370,226 | 2,456,039 | 2,445,760 | 2,513,512 | 2,646,311 | |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (200,183) | (125,183) | (228,590) | - | (78,604) | (307,194) | (245,550) | (65,250) | - | - | |
| Permit Fees Revenue | (1,400,000) | (1,342,054) | (1,350,000) | - | - | (1,350,000) | (1,377,000) | (1,404,530) | (1,432,620) | (1,461,270) | |
| Contract Revenue | (39,990) | (30,950) | (41,190) | - | - | (41,190) | (42,020) | (42,850) | (43,710) | (44,580) | |
| Grants in Lieu of Taxes | (1,924) | (1,924) | (2,340) | - | - | (2,340) | (2,030) | (2,070) | (2,110) | (2,150) | |
| Revenue - Other | (2,660) | (45,798) | (2,740) | - | - | (2,740) | (2,660) | (2,660) | (2,660) | (2,660) | |
| TOTAL REVENUE | (1,644,757) | (1,545,909) | (1,624,860) | - | (78,604) | (1,703,464) | (1,669,260) | (1,517,360) | (1,481,100) | (1,510,660) | |
| REQUISITION | (565,156) | (565,156) | (623,603) | (43,159) | - | (666,762) | (786,779) | (928,400) | (1,032,412) | (1,135,651) | |
| *Percentage increase over prior year | | | | | | | | | | | |
| Requisition | | | 10.3% | 7.6% | | 18.0% | 18.0% | 18.0% | 11.2% | 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 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Building Inspection | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|-----------------|-----------------|------------|----------------|------------------|-----|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$30,000 | \$72,000 | \$6,000 | \$6,000 | \$0 | \$6,000 | \$90,000 | |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Vehicles | \$125,000 | \$125,000 | \$60,000 | \$60,000 | \$0 | \$0 | \$245,000 | |
| | \$155,000 | \$197,000 | \$66,000 | \$66,000 | \$0 | \$6,000 | \$335,000 | |

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 | \$155,000 | \$197,000 | \$66,000 | \$66,000 | \$0 | \$6,000 | \$335,000 |
| 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 | \$197,000 | \$66,000 | \$66,000 | \$0 | \$6,000 | \$335,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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 | \$ 125,000 | \$ 125,000 | \$ 60,000 | \$ 60,000 | \$ - | \$ - | \$ 245,000 |
| 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 | SSI office improvements | SSI Office improvements | \$ 30,000 | E | ERF | \$ - | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| 23-01 | Replacement | Storage Room Shelving | Storage Room Shelving | \$ 30,000 | E | ERF | \$ 30,000 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 342,600 | | | | \$ 197,000 | \$ 66,000 | \$ 66,000 | \$ - | \$ 6,000 | \$ 335,000 |

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.

Service: 1.318 Building Inspection

Project Number 23-01

Capital Project Title Storage Room Shelving

Capital Project Description Storage Room Shelving

Project Rationale Add new pc for microfiche reader used for FOI requests at Fiskard. Volume of FOI's have substantially increased that a stand-alone pc is required.

**Building Inspection
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 761,227 | 454,033 | 208,483 | 143,233 | 144,468 | 215,528 |
| Equipment Replacement Fund | 304,862 | 137,862 | 111,862 | 85,862 | 125,862 | 159,862 |
| Total | 1,066,090 | 591,896 | 320,346 | 229,096 | 270,331 | 375,391 |

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating permit fee revenues.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105544 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 656,471 | 761,227 | 454,033 | 208,483 | 143,233 | 144,468 |
| Transfer from Ops Budget | | 202,361 | - | - | - | 1,235 | 71,060 |
| Transfer to Ops Budget | | (125,183) | (307,194) | (245,550) | (65,250) | - | - |
| Interest Income* | | 27,579 | | | | | |
| Ending Balance \$ | | 761,227 | 454,033 | 208,483 | 143,233 | 144,468 | 215,528 |

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: Fund Centre: | 1022 101425 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|----------------|----------------|---------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 248,161 | 304,862 | 137,862 | 111,862 | 85,862 | 125,862 |
| Transfer from Ops Budget | | 55,820 | 30,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Planned Purchase | | (582) | (197,000) | (66,000) | (66,000) | - | (6,000) |
| Interest Income | | 1,464 | | | | | |
| Ending Balance \$ | | 304,862 | 137,862 | 111,862 | 85,862 | 125,862 | 159,862 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Noise Control

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Legal | 7,360 | 4,905 | 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 | 47,752 | 33,990 | 22,570 | - | 56,560 | 57,690 | 58,840 | 60,020 | 61,220 |
| Other Operating Expenses | 250 | 1,265 | 580 | - | - | 580 | 598 | 617 | 637 | 658 |
| TOTAL OPERATING COSTS | 43,371 | 56,683 | 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 | - | - | - | - | - | - | 10,180 | 10,373 | 10,555 | 10,746 |
| TOTAL COSTS | 43,371 | 56,683 | 45,048 | 22,570 | - | 67,618 | 79,188 | 80,770 | 82,380 | 84,020 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fw from 2024 to 2025 | - | (10,000) | - | - | 10,000 | 10,000 | - | - | - | - |
| Balance c/fw from 2023 to 2024 | 22,000 | 22,000 | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve Fund | - | (3,462) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (168) | (168) | (269) | - | - | (269) | (200) | (200) | (200) | (200) |
| Revenue - Other | (150) | - | - | - | - | - | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | 21,682 | 8,370 | (269) | - | 10,000 | 9,731 | (300) | (300) | (300) | (300) |
| REQUISITION | (65,053) | (65,053) | (44,779) | (22,570) | (10,000) | (77,349) | (78,888) | (80,470) | (82,080) | (83,720) |
| *Percentage increase over prior year Requisition | | | -31.2% | 34.7% | 15.4% | 18.9% | 2.0% | 2.0% | 2.0% | 2.0% |

Reserve Schedule

Reserve Fund: 1.320 Noise Control - Operating Reserve Fund - Bylaw 4146

- Capital Regional District Operating Reserve Fund was established in 2016 under Bylaw No. 4146. The funds in this reserve shall be expended for unforeseen legal expense or other operating costs. Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105406 | Actual | Budget | | | | |
|---------------------------------|----------------|--------------|--------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 12,471 | 9,590 | 9,590 | 19,770 | 30,143 | 40,698 |
| Transfer from Ops Budget | | - | - | 10,180 | 10,373 | 10,555 | 10,746 |
| Deficit Recovery | | (3,462) | - | - | - | - | - |
| Interest Income* | | 580 | | | | | |
| Ending Balance \$ | | 9,590 | 9,590 | 19,770 | 30,143 | 40,698 | 51,444 |

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

FINAL BUDGET

MARCH 2025

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 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Legal | 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 | 56,768 | 51,650 | 2,320 | - | 53,970 | 59,804 | 61,000 | 62,220 | 63,460 |
| Other Operating Expenses | 320 | 238 | 330 | - | - | 330 | 347 | 365 | 384 | 403 |
| TOTAL OPERATING COSTS | 57,419 | 60,455 | 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% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | 575 | 1,265 |
| TOTAL CAPITAL / RESERVE | - | - | - | - | - | - | - | - | 575 | 1,265 |
| TOTAL COSTS | 57,419 | 60,455 | 57,580 | 2,320 | - | 59,900 | 65,904 | 67,243 | 69,180 | 71,252 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (5,519) | (8,602) | (3,350) | - | - | (3,350) | (4,294) | (1,343) | - | - |
| Grants in Lieu of Taxes | (230) | (225) | (214) | - | - | (214) | (240) | (240) | (240) | (240) |
| Other Revenue | (100) | (58) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (5,849) | (8,885) | (3,664) | - | - | (3,664) | (4,634) | (1,683) | (340) | (340) |
| REQUISITION | (51,570) | (51,570) | (53,916) | (2,320) | - | (56,236) | (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: Fund Centre: | 1500 105403 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|--------------|--------------|--------------|--------------|--------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 20,855 | 13,173 | 9,823 | 5,529 | 4,186 | 4,761 |
| Transfer from Ops Budget | | - | - | - | - | 575 | 1,265 |
| Transfer to Ops Budget | | (5,519) | (3,350) | (4,294) | (1,343) | - | - |
| Deficit Recovery | | (3,083) | | | | | |
| Interest Income* | | 919 | | | | | |
| Ending Balance \$ | | 13,173 | 9,823 | 5,529 | 4,186 | 4,761 | 6,026 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Electoral Area Emergency Planning Coordination

FINAL BUDGET

MARCH 2025

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.

| 1.372 - Electoral Area Emergency Planning Coordination | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | | |
|--|------------------|------------------|------------------|---------|------------------|------------------|--------------------|------------------|------------------|------------------|--|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 | | | 2026 | 2027 | 2028 | 2029 | |
| | | | | ONGOING | ONE-TIME | TOTAL | | | | | |
| <u>OPERATING COSTS</u> | | | | | | | | | | | |
| Salaries | 591,902 | 596,860 | 617,220 | - | - | 617,220 | 634,968 | 653,222 | 671,986 | 691,284 | |
| Contract for Services | 55,000 | 23,500 | - | - | 50,000 | 50,000 | - | - | - | - | |
| Travel Expenses | 1,990 | 1,183 | 2,050 | - | - | 2,050 | 2,090 | 2,130 | 2,170 | 2,210 | |
| Telecommunications | 7,410 | 7,941 | 7,630 | - | - | 7,630 | 7,780 | 7,940 | 8,100 | 8,260 | |
| Staff Training & Development | 5,000 | 1,461 | 1,810 | - | - | 1,810 | 1,850 | 1,890 | 1,930 | 1,970 | |
| Supplies | 2,180 | 523 | 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 | 175,236 | - | - | 350,000 | 350,000 | 175,000 | - | - | - | |
| Other Operating Expenses | 9,580 | 11,916 | 9,940 | - | - | 9,940 | 10,150 | 10,363 | 10,599 | 10,838 | |
| TOTAL OPERATING COSTS | 918,997 | 889,555 | 714,770 | - | 400,000 | 1,114,770 | 912,454 | 759,718 | 780,859 | 802,624 | |
| *Percentage Increase over prior year | | | -22.2% | | 43.5% | 21.3% | -18.1% | -16.7% | 2.8% | 2.8% | |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 26,525 | - | - | - | - | - | - | - | - | |
| 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 | 31,525 | 5,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | |
| TOTAL COSTS | 923,997 | 921,080 | 719,770 | - | 400,000 | 1,119,770 | 917,454 | 764,718 | 785,859 | 807,624 | |
| 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 | 411,550 | 194,950 | - | 400,000 | 594,950 | 382,134 | 218,688 | 228,909 | 239,534 | |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (72,410) | (69,170) | (14,570) | - | (50,000) | (64,570) | (12,384) | (11,328) | (8,119) | (4,444) | |
| Grants in Lieu of Taxes | (627) | (627) | (688) | - | - | (688) | (660) | (670) | (680) | (690) | |
| Grants for FireSmart Programming | (175,000) | (175,000) | - | - | (350,000) | (350,000) | (175,000) | - | - | - | |
| Revenue - Other | (340) | (663) | (350) | - | - | (350) | (360) | (370) | (380) | (390) | |
| TOTAL REVENUE | (248,377) | (245,460) | (15,608) | - | (400,000) | (415,608) | (188,404) | (12,368) | (9,179) | (5,524) | |
| REQUISITION | (166,090) | (166,090) | (179,342) | - | - | (179,342) | (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% | |
| <u>AUTHORIZED POSITIONS</u> | | | | | | | | | | | |
| Salaried FTE | 4.0 | 4.0 | 4.0 | | | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.372 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Emergency Planning Coordination | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------|----------------|----------------|-----------------|------------|------------|------------|-----------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$2,500 | \$2,500 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Vehicles | \$0 | \$0 | \$0 | \$70,000 | \$0 | \$0 | \$0 | \$70,000 |
| | | | | | | | | |
| | \$0 | \$2,500 | \$2,500 | \$70,000 | \$0 | \$0 | \$0 | \$75,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------|----------------|----------------|-----------------|------------|------------|------------|-----------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$2,500 | \$2,500 | \$70,000 | \$0 | \$0 | \$0 | \$75,000 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| | \$0 | \$2,500 | \$2,500 | \$70,000 | \$0 | \$0 | \$0 | \$75,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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 | \$ - | \$ - | \$ - | \$ 5,000 |
| 23-01 | Replacement | Vehicle Replacement | Vehicle replacement | \$ 70,000 | V | ERF | \$ - | \$ - | \$ - | \$ 70,000 | \$ - | \$ - | \$ 70,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 75,000 | | | | \$ 2,500 | \$ 2,500 | \$ 70,000 | \$ - | \$ - | \$ 75,000 |

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

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|---------------|---------------|---------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 115,693 | 51,123 | 38,739 | 27,411 | 19,292 | 14,848 |
| Equipment Replacement Fund | 69,696 | 72,196 | 74,696 | 9,696 | 14,696 | 19,696 |
| Total | 185,389 | 123,319 | 113,435 | 37,107 | 33,988 | 34,544 |

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: Fund Centre: | 1500 105545 | Actual | Budget | | | | |
|----------------------------------|----------------|----------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 102,929 | 115,693 | 51,123 | 38,739 | 27,411 | 19,292 |
| Transfer from Ops Budget | | 26,525 | - | - | - | - | - |
| Return of Project Surplus | | 51,412 | | | | | |
| Transfer to Ops Budget | | (69,170) | (64,570) | (12,384) | (11,328) | (8,119) | (4,444) |
| Interest Income* | | 3,998 | | | | | |
| Ending Balance \$ | | 115,693 | 51,123 | 38,739 | 27,411 | 19,292 | 14,848 |

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: Fund Centre: | 1022 101985 | Actual | Budget | | | | |
|--------------------------------|----------------|---------------|---------------|---------------|--------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 64,330 | 69,696 | 72,196 | 74,696 | 9,696 | 14,696 |
| 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 | | 366 | | | | | |
| Ending Balance \$ | | 69,696 | 72,196 | 74,696 | 9,696 | 14,696 | 19,696 |

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

| Juan de Fuca Local/Specified/Defined Services | | Final | Cost per Avg. | Final | Cost per Avg. | Change in Requisition | | Change in Cost per Avg. | |
|--|---|------------------|---------------------------|------------------|---------------------------|-----------------------|-------|-------------------------|-------|
| | | 2025 | Residential Assessment | 2024 | Residential Assessment | \$ | % | \$ | % |
| 1.119 | Vancouver Island Regional Library | 425,189 | 119.24 | 403,818 | 113.31 | 21,371 | 5.3% | 5.92 | 5.2% |
| 1.121 | Sooke Regional Museum | 106,302 | 29.81 | 80,020 | 22.45 | 26,282 | 32.8% | 7.36 | 32.8% |
| 1.128 | Greater Victoria Police Victim Services | 935 | 1.92 | 888 | 1.84 | 47 | 5.3% | 0.08 | 4.2% |
| 1.133 | Langford E.A. - Greater Victoria Public Library | 33,860 | 69.59 | 33,256 | 69.06 | 604 | 1.8% | 0.53 | 0.8% |
| 1.232 | Port Renfrew Street Lighting | 4,148 | 47.14 | 3,722 | 42.30 | 426 | 11.4% | 4.84 | 11.4% |
| 1.350 | Willis Point Fire Protect & Recreation | 178,544 | 744.02 | 155,590 | 651.32 | 22,955 | 14.8% | 92.71 | 14.2% |
| 1.353 | Otter Point Fire Protection | 804,030 | 682.92 | 703,795 | 622.64 | 100,235 | 14.2% | 60.28 | 9.7% |
| 1.354 | Malahat Fire Protection | 72,738 | 769.55 | 73,055 | 731.72 | (317) | -0.4% | 37.82 | 5.2% |
| 1.355 | Durrance Road Fire Protection | 3,663 | 407.05 | 3,016 | 335.11 | 647 | 21.5% | 71.93 | 21.5% |
| 1.357 | East Sooke Fire Protection | 672,754 | 756.07 | 510,868 | 575.07 | 161,886 | 31.7% | 181.00 | 31.5% |
| 1.358 | Port Renfrew Fire Protection | 147,645 | 384.05 | 127,342 | 310.69 | 20,304 | 15.9% | 73.37 | 23.6% |
| 1.360 | Shirley Fire Protection | 253,564 | 729.23 | 212,393 | 616.14 | 41,171 | 19.4% | 113.08 | 18.4% |
| 1.40X | SEAPARC | 797,151 | 248.66 | 750,192 | 235.97 | 46,958 | 6.3% | 12.69 | 5.4% |
| 1.408 | JDF EA - Community Recreation | 72,750 | 20.40 | 70,632 | 19.82 | 2,118 | 3.0% | 0.58 | 2.9% |
| 1.523 | Port Renfrew Refuse Disposal | 62,346 | 160.11 | 39,376 | 95.87 | 22,970 | 58.3% | 64.24 | 67.0% |
| 2.650 | Port Renfrew Water | 87,329 | 339.80 | 72,248 | 285.57 | 15,081 | 20.9% | 54.24 | 19.0% |
| 2.682 | Seagirt Water System Debt | 114,767 | 1,334.50 | 114,767 | 1,334.50 | - | 0.0% | - | 0.0% |
| 2.691 | Wilderness Mountain Water Service | 78,970 | 974.94 | 67,495 | 833.27 | 11,475 | 17.0% | 141.67 | 17.0% |
| 3.755 | Regional Source Control | 717 | 7.88 | 666 | 7.34 | 51 | 7.6% | 0.54 | 7.3% |
| 3.850 | Port Renfrew Sewer | 70,369 | 799.65 | 67,019 | 761.58 | 3,350 | 5.0% | 38.07 | 5.0% |
| Total Local/Specified/Defined Services | | 3,987,771 | | 3,490,157 | | \$497,614 | | | |

Electoral Areas Committee - March 2025
 2025 Final Electoral Area Budget Review

Appendix B2: JDF - Change in Requisition from Provisional to Final - Budget Review 2025

Change in Requisition (2025 Final vs Provisional) - Juan de Fuca
 (Requisition Changes > ±\$3,000) by Services

| Electoral Area Juan De Fuca | 2025 Requisition | | 2025 Per Avg Res Asst | | Chg in Requisition | | Chg in Per Avg Res Asst | | Main Driver - Change in Requisition |
|---|------------------|-------------------|-----------------------|-------------------|--------------------------------|---------------|--------------------------------|---------------|---|
| | Final \$ | Provisional \$ | Final \$ | Provisional \$ | Final vs Provisional \$ +/- | % | Final vs Provisional \$ +/- | % | |
| Total Regional & Sub-Regional | 899,203 | 882,976 | 221.81 | 217.52 | 16,227 | 1.8% | 4.28 | 2.0% | To be discussed at the CRD Board Budget Review on March 12, 2025 |
| 1.103 Elections | - | 9,237 | - | 2.28 | (9,237) | -100.0% | (2.28) | -100.0% | Board approved at Provisional: one-time deferral of reserve transfer (ORF) to 2026 to mitigate requisition increase |
| 1.318 Building Inspection | 156,715 | 166,881 | 38.66 | 41.11 | (10,166) | -6.1% | (2.45) | -6.0% | a) Board approved at Provisional: one-time reduction in reserve transfer (ERF) to mitigate requisition increase; b) Increased operating reserve fund (ORF) as revenue in 2025 to mitigate requisition increase with higher 2024 surplus transferred into ORF |
| Total Joint Electoral Area | 156,715 | 176,118 | 38.66 | 43.39 | (19,403) | -11.0% | (4.73) | -10.9% | |
| 1.924 Emergency Comm - Crest - J.D.F. | 129,704 | 141,957 | 31.99 | 34.97 | (12,253) | -8.6% | (2.98) | -8.5% | Decrease due to 2024 surplus carryover to offset requisition |
| Total JDF Electoral Area | 129,704 | 141,957 | 31.99 | 34.97 | (12,253) | -8.6% | (2.98) | -8.5% | |
| Other <±\$3,000 | 1,954,410 | 1,945,827 | 482.09 | 479.36 | 8,582 | 0.4% | 2.73 | 0.6% | |
| Total CRD and CRHD (JDF) | 3,140,032 | 3,146,878 | 774.55 | 775.25 | (6,847) | -0.2% | (0.69) | -0.1% | |
| 1.119 Vancouver Island Regional Library | 425,189 | 415,989 | 119.24 | 116.73 | 9,200 | 2.2% | 2.51 | 2.1% | Increase due to contribution payment requested by Society |
| 1.121 Sooke Regional Museum | 106,302 | 82,452 | 29.81 | 23.14 | 23,850 | 28.9% | 6.67 | 28.8% | Increase due to contribution payment requested by Society |
| 1.353 Otter Point Fire Protection | 804,030 | 791,177 | 682.92 | 699.94 | 12,853 | 1.6% | (17.02) | -2.4% | Increase due to Commission recommended operating cost increase |
| 1.357 East Sooke Fire Protection | 672,754 | 676,632 | 756.07 | 761.67 | (3,879) | -0.6% | (5.60) | -0.7% | Decrease due to change in Cost Apportionment from 1.369 JDF&SGI Fire Services Coordination Budget |
| 1.360 Shirley Fire Protection | 253,564 | 243,189 | 729.23 | 705.48 | 10,375 | 4.3% | 23.74 | 3.4% | Increase due to Commission recommended increased reserve transfers partially offset by change in Cost Apportionment from 1.369 JDF&SGI Fire Services Coordination Budget |
| Other <±\$3,000 | 1,725,932 | 1,722,977 | | | 2,956 | 0.2% | | | |
| Total Local/Specified/Defined Services | 3,987,771 | 3,932,416 | | | 55,355 | 1.4% | | | |

Appendix B-3: Change in Requisition (2025 Final vs Provisional) by Cost Driver - Juan de Fuca
 (Requisition Change >±3,000)

| Cost Driver | Service | Service Name | Requisition \$ | | Requisition per Avg Res Asst | | Comments |
|--|------------------------------------|------------------------------|----------------------|------------------|------------------------------|----------------|---|
| | | | % Increase over 2024 | \$ Requisition | % Increase over 2024 | \$/Avg Res | |
| Provisional - (CRD&CRHD) | | | 10.3% | 3,146,878 | 10.3% | 775.25 | |
| Change in Cost Apportionment | | | | | | | |
| <i>Regional & Sub-Regional</i> | Various Services | | 0.7% | 20,724 | 0.8% | 5.39 | |
| <i>CRHD</i> | Capital Regional Hospital District | | 0.4% | 10,535 | 0.4% | 2.74 | |
| <i>Joint EA</i> | 1.318 | Building Inspection | 0.1% | 4,136 | 0.2% | 1.07 | |
| <i>JDF Electoral Area</i> | | | | | 1.1% | 7.73 | Change in residential assessment |
| | Others | <+/-3,000 | 0.1% | 3,110 | -0.9% | (6.46) | |
| | <i>Subtotal</i> | | 1.3% | 38,505 | 1.5% | 10.48 | |
| Budget Changes | | | | | | | |
| <i>Regional & Sub-Regional</i> | Various Services | | -0.2% | (4,497) | -0.2% | (1.11) | To be discussed at the CRD Board Budget Review on March 12, 2025 |
| <i>Joint EA</i> | 1.103 | Elections | -0.3% | (9,237) | -0.3% | (2.28) | Board approved at Provisional: one-time deferral of reserve transfer (ORF) to 2026 to mitigate requisition increase |
| | 1.318 | Building Inspection | -0.5% | (14,302) | -0.5% | (3.52) | a) Board approved at Provisional: one-time reduction in reserve transfer (ERF) to mitigate requisition increase; b) Increased operating reserve fund (ORF) as revenue in 2025 to mitigate requisition increase with higher 2024 surplus transferred into ORF |
| <i>JDF Electoral Area</i> | 1.924 | Emergency Comm - CREST - JDF | -0.4% | (12,253) | -0.4% | (3.02) | Decrease due to 2024 surplus carryover to offset requisition |
| | Others | <+/-3,000 | -0.2% | (5,063) | -0.2% | (1.25) | Changes related to 2024 surplus/deficit, GILT and minor budget changes |
| | <i>Subtotal</i> | | -1.6% | (45,352) | -1.6% | (11.17) | |
| Final - CRD&CRHD over 2024 | | | 10.1% | 3,140,032 | 10.2% | 774.55 | |
| Change - Final over Provisional | | | -0.3% | (6,847) | -0.1% | (0.69) | |

*Requisition excludes Local/Specified/Defined area services.

**Appendix B-4: Capital Plan Summary Overview by Service - Juan de Fuca
 2025 Final Budget**

| Service # Service Name | | CAPITAL EXPENDITURE | | | | | SOURCE OF FUNDING | | | | | | | |
|------------------------|-------------------------------------|---------------------|----------------|----------------|-----------------------|----------------|-------------------|-----------------------|----------|---------------------|----------------|------------------|----------------|------------------|
| | | Equipment | Vehicles | Buildings | Engineered Structures | Land | TOTAL | Capital Funds on Hand | Debt | Equipment Repl Fund | Grants | Capital Reserves | Other | TOTAL |
| 1.325 | Community Planning | 43,290 | | | 550,000 | | 593,290 | | | 43,290 | 550,000 | | | 593,290 |
| 1.350 | Willis Point Fire | 72,250 | | 20,000 | | | 92,250 | 40,250 | | 10,000 | | 42,000 | | 92,250 |
| 1.353 | Otter Point Fire | 15,000 | | 50,000 | | | 65,000 | | | 15,000 | | 50,000 | | 65,000 |
| 1.357 | East Sooke Fire | 52,500 | 450,000 | | | | 502,500 | | | 502,500 | | | | 502,500 |
| 1.358 | Port Renfrew Fire | 47,000 | | 10,000 | | | 57,000 | 15,000 | | 32,000 | | 10,000 | | 57,000 |
| 1.360 | Shirley Fire Department | 10,000 | | | | | 10,000 | | | 10,000 | | | | 10,000 |
| 1.370 | JDF Emergency Program | 4,100 | | | | | 4,100 | | | 4,100 | | | | 4,100 |
| 1.377 | JDF Search and Rescue | | 205,000 | | | | 205,000 | | | 92,000 | | | 113,000 | 205,000 |
| 1.405 | JDF EA Community Parks & Recreation | 45,000 | | | 412,000 | 100,000 | 557,000 | 292,000 | | | 265,000 | | | 557,000 |
| 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 | | | | 185,000 | | 185,000 | 175,000 | | | | 10,000 | | 185,000 |
| 2.691 | Wilderness Mountain Water Service | 20,000 | | | 54,000 | | 74,000 | 4,000 | | | 50,000 | 20,000 | | 74,000 |
| 3.850 | Port Renfrew Sewer | | | | 190,000 | | 190,000 | 175,000 | | | | 15,000 | | 190,000 |
| Total | | 309,140 | 655,000 | 180,000 | 1,750,500 | 100,000 | 2,994,640 | 993,750 | - | 708,890 | 990,000 | 189,000 | 113,000 | 2,994,640 |

Electoral Areas Committee - March 2025
 2025 Final Electoral Area Budget Review

Appendix B-5: Change in Capital Plan (2025 Final vs Provisional) - Juan de Fuca

| Service | Service Name | Project Description | Amount \$ | | | Comments |
|-------------------------------------|------------------------------|---|----------------|------------------|----------------|--|
| | | | Provisional | Final | Change | |
| 1.325 | Community Planning | Vehicle | - | 40,000 | 40,000 | Carryforward from 2024 to 2025 |
| | | Groundwater Study | - | 100,000 | 100,000 | Carryforward from 2024 to 2025 |
| 1.350 | Willis Point Fire Protection | Willis Point Water Supply for Fire Fighting | - | 25,000 | 25,000 | Carryforward from 2024 to 2025 |
| 1.353 | Otter Point Fire | Building and Siding | 15,000 | - | (15,000) | Project completed; No carryforward to 2025 |
| 1.357 | East Sooke Fire Protection | Squad Car | - | 300,000 | 300,000 | Carryforward from 2024 to 2025 |
| 1.358 | Port Renfrew Fire Protection | Electrical Upgrade | - | 15,000 | 15,000 | Carryforward from 2024 to 2025 |
| | | Fire Hose | 5,000 | 10,000 | 5,000 | Carryforward from 2024 to 2025 |
| | | SCBA Replacements | 11,000 | 22,000 | 11,000 | Carryforward from 2024 to 2025 |
| 1.360 | Shirley Fire Department | Auto Extrication Equipment | 12,000 | - | (12,000) | No longer required |
| 1.377 | JDF Search and Rescue | Vehicle Replacement | - | 205,000 | 205,000 | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| 1.405 | JDF EA Community Parks | Chubb Road Dock Installation | - | 20,000 | 20,000 | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| | | Fish Boat Bay Improvements | 125,000 | 142,000 | 17,000 | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| 2.650 | Port Renfrew Water | Water Master Plan Study | 100,000 | 175,000 | 75,000 | Carryforward from 2024 to 2025 |
| 2.691 | Wilderness Mountain Water | Wooden Intake Platform Replacement | - | 54,000 | 54,000 | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| 3.850 | Port Renfrew Sewer | Sewer Master Plan Study | 100,000 | 175,000 | 75,000 | Carryforward from 2024 to 2025 |
| Total Changes - Juan de Fuca | | | 368,000 | 1,283,000 | 915,000 | |

Appendix B-6: JDF Service Budgets

JUAN DE FUCA (JDF) - EA WIDE

1.109 Administration

1.114 Grants in Aid

1.317 JDF Building Numbering

1.319 Soil Deposit and Removal

1.325 Community Planning

1.340 Livestock Injury Compensation

1.370 JDF Emergency Program

1.377 JDF Search and Rescue

1.405 JDF Community Parks

1.924 Emergency Communications – CREST

LOCAL/SPECIFIED/DEFINED SERVICES

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

1.350 Willis Point Fire

1.353 Otter Point Fire

1.354 Malahat Fire

1.355 Durrance Road Fire

Appendix B-6:JDF Service Budgets

1.357 East Sooke Fire Protection

1.358 Port Renfrew Fire Protection

1.360 Shirley Fire Protection

1.369 Electoral Area Fire Services

1.408 JDF Community Recreation

1.523 Port Renfrew Refuse Disposal

2.650 Port Renfrew Water

2.691 Wilderness Mountain Water

3.850 Port Renfrew Sewer

CAPITAL REGIONAL DISTRICT

2025 Budget

Admin. Expenditures (JDF)

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Director's Remuneration | 49,586 | 49,136 | 50,825 | - | - | 50,825 | 51,840 | 52,880 | 53,940 | 55,020 |
| Travel | 5,825 | 932 | 6,000 | (1,000) | - | 5,000 | 5,100 | 5,200 | 5,300 | 5,410 |
| Allocations | 13,674 | 13,674 | 14,292 | - | - | 14,292 | 14,614 | 14,906 | 15,204 | 15,508 |
| Other Operating Expenses | 3,560 | 7,092 | 3,660 | - | - | 3,660 | 3,741 | 3,822 | 3,903 | 3,984 |
| TOTAL OPERATING COSTS | 72,645 | 70,834 | 74,777 | (1,000) | - | 73,777 | 75,295 | 76,808 | 78,347 | 79,922 |
| *Percentage Increase over prior year | | | 2.9% | -1.4% | | 1.6% | 2.1% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| Transfer to Operating Reserve Fund | - | 1,771 | - | 1,000 | - | 1,000 | 2,000 | 2,040 | 2,080 | 2,120 |
| TOTAL CAPITAL / RESERVE | - | 1,771 | - | 1,000 | - | 1,000 | 2,000 | 2,040 | 2,080 | 2,120 |
| TOTAL COSTS | 72,645 | 72,605 | 74,777 | - | - | 74,777 | 77,295 | 78,848 | 80,427 | 82,042 |
| *Percentage Increase over prior year | | | 2.9% | | | 2.9% | 3.4% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Revenue - Other | (246) | (206) | (260) | - | - | (260) | (260) | (260) | (260) | (260) |
| TOTAL REVENUE | (246) | (206) | (260) | - | - | (260) | (260) | (260) | (260) | (260) |
| REQUISITION | (72,399) | (72,399) | (74,517) | - | - | (74,517) | (77,035) | (78,588) | (80,167) | (81,782) |
| *Percentage increase over prior year Requisition | | | 2.9% | | | 2.9% | 3.4% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.109 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | JDF Admin. Expenditures | | | | | | | |

EXPENDITURE

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

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------|------------|----------------|------------|------------|------------|------------|----------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$0 | \$2,000 | \$0 | \$0 | \$0 | \$0 | \$2,000 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| | \$0 | \$0 | \$2,000 | \$0 | \$0 | \$0 | \$0 | \$2,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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

| | Actual | Budget | | | | |
|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Equipment Replacement Fund | 15,536 | 15,536 | 13,536 | 13,536 | 13,536 | 13,536 |
| Operating Reserve Fund | 1,848 | 2,848 | 4,848 | 6,888 | 8,968 | 11,088 |
| Total | 17,384 | 18,384 | 18,384 | 20,424 | 22,504 | 24,624 |

Reserve Schedule

Reserve Fund: 1.109 Admin Expenditures (JDF) - Equipment Replacement Fund

ERF Group: JDFADMIN.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101839 | | | | | | |
| Beginning Balance | | 15,452 | 15,536 | 15,536 | 13,536 | 13,536 | 13,536 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Planned Purchase | | | - | (2,000) | - | - | - |
| Interest Income | | 84 | | | | | |
| Ending Balance \$ | | 15,536 | 15,536 | 13,536 | 13,536 | 13,536 | 13,536 |

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 | Actual | Budget | | | | |
|--------------------------|--------|--------------|--------------|--------------|--------------|--------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 105556 | | | | | | |
| Beginning Balance | | 74 | 1,848 | 2,848 | 4,848 | 6,888 | 8,968 |
| Transfer from Ops Budget | | 1,771 | 1,000 | 2,000 | 2,040 | 2,080 | 2,120 |
| Transfer to Ops Budget | | - | - | - | - | - | - |
| Interest Income* | | 3 | | | | | |
| Ending Balance \$ | | 1,848 | 2,848 | 4,848 | 6,888 | 8,968 | 11,088 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

JDF Grants in Aid

FINAL BUDGET

MARCH 2025

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 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---------------------------------------|-----------------|------------------|-----------------|----------|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Grants in Aid | 27,822 | 10,000 | 10,290 | - | 18,516 | 28,806 | 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 |
| Other Operating Expenses | - | 187,000 | - | - | - | - | - | - | - | - |
| TOTAL OPERATING COSTS | 29,515 | 198,693 | 11,766 | - | 18,516 | 30,282 | 21,520 | 21,550 | 21,581 | 21,613 |
| *Percentage Increase over prior year | | | -60.1% | | 62.7% | 2.6% | -28.9% | 0.1% | 0.1% | 0.1% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 18,516 | - | - | (18,516) | (18,516) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (29,225) | (29,225) | - | - | - | - | - | - | - | - |
| Other Income | (290) | (187,984) | (290) | - | - | (290) | (290) | (290) | (290) | (290) |
| TOTAL REVENUE | (29,515) | (198,693) | (290) | - | (18,516) | (18,806) | (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

JDF Building Numbering

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| 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 | 315 | 365 | - | - | 365 | 370 | 380 | 390 | 400 |
| TOTAL COSTS | 13,884 | 13,819 | 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% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 52 | (52) | - | - | (52) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (84) | (84) | - | - | - | - | - | - | - | - |
| Other Income | (50) | (37) | (49) | - | - | (49) | (70) | (70) | (70) | (70) |
| TOTAL REVENUE | (134) | (69) | (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

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|----------------|------------------|----------------|-----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Allocations | 1,290 | 1,290 | 1,347 | - | - | 1,347 | 1,393 | 1,431 | 1,466 | 1,502 |
| Bylaw Enforcement Charges | 4,860 | 17,465 | 5,010 | 19,827 | - | 24,837 | 27,521 | 25,820 | 29,710 | 30,300 |
| Other Operating Expenses | 30 | 354 | 110 | - | - | 110 | 111 | 112 | 113 | 114 |
| TOTAL OPERATING COSTS | 6,180 | 19,109 | 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% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (80) | (13,049) | (185) | (15,000) | - | (15,185) | (13,485) | (7,170) | (7,065) | (2,856) |
| Interest Income | (40) | - | (40) | - | - | (40) | (40) | (40) | (40) | (40) |
| TOTAL REVENUE | (120) | (13,049) | (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 Fund Centre: 105405 | Actual | Budget | | | | |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 70,862 | 61,109 | 45,924 | 32,439 | 25,269 | 18,204 |
| Transfer from Ops Budget | - | - | - | - | - | - |
| Deficit Recovery | (12,969) | | | | | |
| Transfer to Ops Budget | (80) | (15,185) | (13,485) | (7,170) | (7,065) | (2,856) |
| Interest Income* | 3,297 | | | | | |
| Ending Balance \$ | 61,109 | 45,924 | 32,439 | 25,269 | 18,204 | 15,348 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Community Planning (JDF)

FINAL BUDGET

MARCH 2025

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.

1.325 - Community Planning (JDF)

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|------------------|------------------|------------------|-----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries & Wages | 520,818 | 495,784 | 540,445 | 25,455 | - | 565,900 | 582,085 | 598,720 | 615,824 | 633,408 |
| Consultants | 5,520 | 11,153 | 5,590 | - | - | 5,590 | 5,710 | 5,830 | 5,950 | 6,070 |
| Legal Expenses | 8,000 | 8,181 | 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 | 4,208 | 6,000 | - | - | 6,000 | 6,120 | 6,240 | 6,360 | 6,480 |
| Land Use and Advisory Planning Cttees | 16,710 | 10,572 | 17,160 | - | - | 17,160 | 17,500 | 17,860 | 18,220 | 18,590 |
| Allocations | 150,139 | 158,207 | 177,169 | - | 3,604 | 180,773 | 187,475 | 189,624 | 193,907 | 198,311 |
| Bylaw & Real Estate Labour Charges | 34,530 | 28,350 | 35,560 | 8,910 | - | 44,470 | 48,061 | 46,230 | 51,320 | 52,340 |
| Other Operating Expenses | 61,400 | 41,191 | 61,340 | - | - | 61,340 | 62,673 | 64,049 | 65,449 | 66,917 |
| TOTAL OPERATING COSTS | 803,367 | 774,334 | 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% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 5,000 | 5,000 | - | - | - | - | - | - | - | - |
| Transfer to Operating Reserve Fund | - | 31,536 | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 5,000 | 36,536 | - | - | - | - | - | - | - | - |
| 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 | 881,640 | 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 | 848,460 | 887,858 | 34,365 | 20,604 | 942,827 | 953,694 | 990,086 | 1,000,021 | 1,044,552 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (55,016) | (55,016) | (56,670) | - | (20,604) | (77,274) | (57,514) | (62,366) | (39,831) | (50,932) |
| Processing Fee Revenue | (45,000) | (46,125) | (46,350) | - | - | (46,350) | (47,280) | (48,230) | (49,190) | (50,170) |
| Grants in Lieu of Taxes | (1,091) | (1,092) | (1,197) | - | - | (1,197) | (1,140) | (1,160) | (1,180) | (1,200) |
| Revenue - Other | (1,060) | (2,437) | (1,090) | - | - | (1,090) | (1,110) | (1,130) | (1,150) | (1,170) |
| TOTAL REVENUE | (102,167) | (104,670) | (105,307) | - | (20,604) | (125,911) | (107,044) | (112,886) | (91,351) | (103,472) |
| REQUISITION | (743,790) | (743,790) | (782,551) | (34,365) | - | (816,916) | (846,650) | (877,200) | (908,670) | (941,080) |
| *Percentage increase over prior year Requisition | | | 5.2% | 4.6% | | 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 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Community Planning | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|------------|----------------|------------|------------|------------|------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$40,000 | \$43,290 | \$0 | \$2,700 | \$0 | \$0 | \$0 | \$45,990 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$175,000 | \$550,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$550,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$215,000 | \$593,290 | \$0 | \$2,700 | \$0 | \$0 | \$0 | \$595,990 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|------------|----------------|------------|------------|------------|------------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$40,000 | \$43,290 | \$0 | \$2,700 | \$0 | \$0 | \$0 | \$45,990 |
| Grants (Federal, Provincial) | \$175,000 | \$550,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$550,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$215,000 | \$593,290 | \$0 | \$2,700 | \$0 | \$0 | \$0 | \$595,990 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.325
 Service Name: 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 |
| 22-01 | Replacement | Vehicle | Vehicle Replacement | \$ 40,000 | E | ERF | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 22-02 | Study | Groundwater Study | Study of ground water availability to aid in land use decision making and support OCP policy | \$ 100,000 | S | Grant | \$ 100,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| 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 | \$ 600,845 | | | | \$ 593,290 | \$ - | \$ 2,700 | \$ - | \$ - | \$ 595,990 |

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

Willis Point OCP requires review and update to address emerging community needs.

Project Number

25-01

Capital Project Title

Malahat OCP

Capital Project Description

Malahat Official Community Plan Review and Update

Project Rationale

Project Number

25-02

Capital Project Title

JdF OCP Consolidation

Capital Project Description

Consolidate JdF EA OCPs

Project Rationale

Service:

1.325

Community Planning

Project Number

22-01

Capital Project Title

Vehicle

Capital Project Description

Vehicle Replacement

Project Rationale

Project Number

22-02

Capital Project Title

Groundwater Study

Capital Project Description

Study of ground water availability to aid in land use decision making and support OCP policy

Project Rationale

Community Planning (JDF)
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 392,411 | 315,137 | 257,623 | 195,257 | 155,426 | 104,494 |
| Equipment Replacement Fund | 197,126 | 153,836 | 153,836 | 151,136 | 151,136 | 151,136 |
| Total | 589,537 | 468,973 | 411,459 | 346,393 | 306,562 | 255,630 |

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Operating Reserve Fund

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105408 | Actual | Budget | | | | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 399,333 | 392,411 | 315,137 | 257,623 | 195,257 | 155,426 |
| Transfer from Ops Budget | | 31,536 | - | - | - | - | - |
| Transfer to Ops Budget - Core | | (38,328) | (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* | | 16,558 | | | | | |
| Ending Balance \$ | | 392,411 | 315,137 | 257,623 | 195,257 | 155,426 | 104,494 |

Assumptions/Background:

For unforeseen legal expenses; ongoing air photo updates; election expenses

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Equipment Replacement Fund

ERF Group: CMPLAN.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101428 | | | | | | |
| Beginning Balance | | 200,730 | 197,126 | 153,836 | 153,836 | 151,136 | 151,136 |
| Transfer from Ops Budget | | 5,000 | - | - | - | - | - |
| Planned Purchase | | (9,681) | (43,290) | - | (2,700) | - | - |
| Interest Income | | 1,077 | | | | | |
| Ending Balance \$ | | 197,126 | 153,836 | 153,836 | 151,136 | 151,136 | 151,136 |

Assumptions/Background:

Maintain balance sufficient to fund required asset replacements

CAPITAL REGIONAL DISTRICT

2025 Budget

JDF Livestock Injury Compensation

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|----------------|------------------|----------------|--------------|----------|----------------|--------------------|----------------|----------------|----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| 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% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 3,104 | (3,104) | - | - | (3,104) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (3,145) | (3,145) | - | - | - | - | - | - | - | - |
| Other Income | - | (104) | (41) | - | - | (41) | (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

Emergency Program (JDF)

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| 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% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 1,000 | 1,000 | - | - | - | - | - | - | - | - |
| Transfer to Operating Reserve Fund | - | 10,343 | - | - | - | - | - | - | - | - |
| 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 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Grants in Lieu of Taxes | (140) | (139) | (169) | - | - | (169) | (140) | (140) | (140) | (140) |
| Revenue - Other | (100) | (100) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (240) | (239) | (269) | - | - | (269) | (240) | (240) | (240) | (240) |
| REQUISITION | (105,055) | (105,055) | (107,518) | (1,620) | - | (109,138) | (111,236) | (113,317) | (115,439) | (117,617) |
| *Percentage increase over prior year Requisition | | | 2.3% | 1.5% | | 3.9% | 1.9% | 1.9% | 1.9% | 1.9% |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | 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 satellite GPS devices

Emergency Program (JDF)
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Equipment Replacement Fund | 127,911 | 123,811 | 123,811 | 123,811 | 123,811 | 123,811 |
| Operating Reserve Fund | 14,751 | 14,751 | 14,751 | 14,751 | 14,751 | 14,751 |
| Total | 142,662 | 138,562 | 138,562 | 138,562 | 138,562 | 138,562 |

Reserve Schedule

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

ERF Group: JDFEMERG.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101785 | | | | | | |
| Beginning Balance | | 126,223 | 127,911 | 123,811 | 123,811 | 123,811 | 123,811 |
| Transfer from Ops Budget | | 1,000 | - | - | - | - | - |
| Expenditures | | - | (4,100) | - | - | - | - |
| Interest Income | | 689 | | | | | |
| Ending Balance \$ | | 127,911 | 123,811 | 123,811 | 123,811 | 123,811 | 123,811 |

Assumptions/Background:

Reserve for maintenance of equipment inventory

Reserve Schedule

Reserve Fund: 1.370 JDF Emergency Program - Operating Reserve Fund

Newly created in 2024

The establishment of operating reserves for the Juan de Fuca (JDF) Emergency Program will be used to fund one-time program costs and to mitigate future fluctuations in requisition.

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 105562 | | | | | | |
| Beginning Balance | | - | 14,751 | 14,751 | 14,751 | 14,751 | 14,751 |
| Transfer from Op Budget | | 14,751 | - | - | - | - | - |
| Transfer to Op Budget | | - | - | - | - | - | - |
| Interest Income* | | - | | | | | |
| Ending Balance \$ | | 14,751 | 14,751 | 14,751 | 14,751 | 14,751 | 14,751 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Search and Rescue (JDF)

FINAL BUDGET

MARCH 2025

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 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|---------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| 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% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| 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 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| 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% |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.377
 Service Name: JDF Search and Rescue

| | | | | 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 | Vehicle Replacement | vehicle replacement | \$ 205,000 | V | ERF | \$ 92,000 | \$ 92,000 | \$ - | \$ - | \$ - | \$ - | \$ 92,000 |
| 23-01 | Replacement | Vehicle Replacement | vehicle replacement | | V | Other | | \$ 113,000 | \$ - | \$ - | \$ - | \$ - | \$ 113,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 205,000 | | | | \$ 205,000 | \$ - | \$ - | \$ - | \$ - | \$ 205,000 |

Service:

1.377

JDF Search and Rescue

Project Number

23-01

Capital Project Title

Vehicle Replacement

Capital Project Description

vehicle replacement

Project Rationale

Reserve Schedule

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

ERF Group: JDFSAR.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101986 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 97,474 | 105,242 | 16,242 | 19,242 | 22,242 | 25,242 |
| Transfer from Ops Budget | | 7,229 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Expenditures | | - | (92,000) | - | - | - | - |
| Interest Income | | 539 | | | | | |
| Ending Balance \$ | | 105,242 | 16,242 | 19,242 | 22,242 | 25,242 | 28,242 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 Budget

EA - Community Parks (JDF)

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries & Wages | 107,181 | 100,984 | 110,589 | 10,000 | - | 120,589 | 123,590 | 126,666 | 129,818 | 133,056 |
| Contract for Services | 22,120 | 16,762 | 22,780 | - | 6,000 | 28,780 | 23,240 | 23,700 | 24,170 | 24,650 |
| Vehicles | 10,720 | 6,500 | 11,040 | - | - | 11,040 | 11,260 | 11,490 | 11,720 | 11,950 |
| Supplies | 9,000 | 15,824 | 9,270 | - | - | 9,270 | 9,450 | 9,640 | 9,830 | 10,020 |
| Allocations | 34,184 | 31,533 | 36,656 | - | 3,604 | 40,260 | 41,521 | 38,980 | 39,770 | 40,593 |
| Rentals | 21,500 | 24,684 | 22,150 | - | - | 22,150 | 22,590 | 23,040 | 23,500 | 23,970 |
| Other Operating Expenses | 10,930 | 11,064 | 11,490 | - | - | 11,490 | 11,786 | 12,101 | 12,425 | 12,758 |
| TOTAL OPERATING COSTS | 215,635 | 207,351 | 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% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 10,250 | 14,806 | 10,560 | - | (5,000) | 5,560 | 10,770 | 14,600 | 14,890 | 15,190 |
| Transfer to Equipment Replacement Fund | 8,000 | 13,000 | 8,240 | - | (1,000) | 7,240 | 8,400 | 8,570 | 8,740 | 8,910 |
| TOTAL CAPITAL / RESERVES | 18,250 | 27,806 | 18,800 | - | (6,000) | 12,800 | 19,170 | 23,170 | 23,630 | 24,100 |
| TOTAL COSTS | 233,885 | 235,157 | 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% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Grants in Lieu of Taxes | (302) | (302) | (375) | - | - | (375) | (320) | (330) | (340) | (350) |
| Revenue - Other | (610) | (1,882) | (630) | - | - | (630) | (640) | (650) | (660) | (670) |
| TOTAL REVENUE | (912) | (2,184) | (1,005) | - | - | (1,005) | (960) | (980) | (1,000) | (1,020) |
| REQUISITION | (232,973) | (232,973) | (241,770) | (10,000) | (3,604) | (255,374) | (261,647) | (267,807) | (273,863) | (280,077) |
| *Percentage increase over prior year Requisition | | | 3.8% | 4.3% | 1.5% | 9.6% | 2.5% | 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 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.405
 Service Name: 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 |
| 22-02 | New | Chubb Road Dock Installation | Install dock system at Chubb Road on Kemp Lake | \$ 86,000 | E | Grant | \$ 9,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 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 accessibility | \$ 150,000 | S | Grant | \$ - | \$ 75,000 | \$ - | \$ - | \$ - | \$ - | \$ 75,000 |
| 24-02 | New | Fish Boat Bay Improvements | Replace stairs and install viewing platform to improve accessibility | | S | Cap | \$ - | \$ 67,000 | \$ - | \$ - | \$ - | \$ - | \$ 67,000 |
| 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 | \$ 881,000 | | | | \$ 557,000 | \$ - | \$ - | \$ - | \$ - | \$ 557,000 |

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

Service:

1.405

JDF EA Community Parks & Recreation

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 infrastructure for public enjoyment

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 infrastructure 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 accessibility

Project Rationale

Service:

1.405

JDF EA Community Parks & Recreation

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

Project Number 22-02

Capital Project Title

Chubb Road Dock Installation

Capital Project Description

Install dock system at Chubb Road on Kemp Lake

Project Rationale

**EA - Community Parks (JDF)
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Land Reserve Fund | 62,089 | 62,089 | 62,089 | 62,089 | 62,089 | 62,089 |
| Capital Reserve Fund | 213,893 | 219,453 | 230,223 | 244,823 | 259,713 | 274,903 |
| Equipment Replacement Fund | 65,550 | 72,790 | 81,190 | 89,760 | 98,500 | 107,410 |
| Total | 341,532 | 354,332 | 373,502 | 396,672 | 420,302 | 444,402 |

Reserve Schedule

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

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

Reserve Cash Flow

| Fund: Fund Centre: | 1034 101378 | Actual | Budget | | | | |
|--|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 229,445 | 62,089 | 62,089 | 62,089 | 62,089 | 62,089 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Sale - Land | | 20,450 | | | | | |
| Transfer to Cap Reserve Fund | | (199,087) | | | | | |
| Transfer to Cap Fund | | - | - | - | - | - | - |
| Surplus return back from Cap Fund | | - | | | | | |
| Interest Income* | | 11,281 | | | | | |
| Ending Balance \$ | | 62,089 | 62,089 | 62,089 | 62,089 | 62,089 | 62,089 |

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 - Bylaw 4633

Money in the Juan de Fuca Community Parks Service Capital Reserve Fund, including interest earned on it, must be used only to provide for: (a) the acquisition of new capital works; (b) the acquisition of machinery and equipment necessary for capital works; (c) the extension or renewal of existing capital works; (d) planning, study, design, construction of facilities, and land acquisition; and (e) debt servicing payments to finance expenditures under subsections (a) to (d).

Reserve Cash Flow

| Fund: | 1096 | Actual | Budget | | | | |
|--|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102293 | | | | | | |
| Beginning Balance | | - | 213,893 | 219,453 | 230,223 | 244,823 | 259,713 |
| Transfer from Parks Ops Budget | | 14,806 | 5,560 | 10,770 | 14,600 | 14,890 | 15,190 |
| Transfer from Land Reserve Fund | | 199,087 | | | | | |
| Expenditures | | - | - | - | - | - | - |
| Interest Income | | - | | | | | |
| Ending Balance \$ | | 213,893 | 219,453 | 230,223 | 244,823 | 259,713 | 274,903 |

Assumptions/Background:

Reserve Schedule

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

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|---------------------------------|--------|---------------|---------------|---------------|---------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102158 | | | | | | |
| Beginning Balance | | 127,206 | 65,550 | 72,790 | 81,190 | 89,760 | 98,500 |
| Transfer from Ops Budget | | 13,000 | 7,240 | 8,400 | 8,570 | 8,740 | 8,910 |
| Expenditures | | (75,177) | - | - | - | - | - |
| Interest Income | | 521 | | | | | |
| Ending Balance \$ | | 65,550 | 72,790 | 81,190 | 89,760 | 98,500 | 107,410 |

Assumptions/Background:

Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2025 Budget

Emergency Comm - CREST (JDF)

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payments to CREST | 147,748 | 124,078 | 141,584 | - | - | 141,584 | 144,420 | 147,310 | 150,260 | 153,270 |
| Allocations | 2,875 | 2,875 | 3,206 | - | - | 3,206 | 3,303 | 3,369 | 3,436 | 3,505 |
| Other Operating Expenses | 9,700 | 9,511 | 9,990 | - | - | 9,990 | 10,190 | 10,390 | 10,590 | 10,810 |
| TOTAL OPERATING COSTS | 160,323 | 136,464 | 154,780 | - | - | 154,780 | 157,913 | 161,069 | 164,286 | 167,585 |
| *Percentage Increase over prior year | | | -3.5% | | | -3.5% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance C/fwd from 2024 to 2025 | - | 24,787 | - | - | (24,787) | (24,787) | - | - | - | - |
| Balance C/fwd from 2023 to 2024 | (11,784) | (11,784) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (200) | (196) | (239) | - | - | (239) | (210) | (210) | (210) | (210) |
| Revenue-Other | (50) | (982) | (50) | - | - | (50) | (50) | (50) | (50) | (50) |
| TOTAL REVENUE | (12,034) | 11,825 | (289) | - | (24,787) | (25,076) | (260) | (260) | (260) | (260) |
| REQUISITION | (148,289) | (148,289) | (154,491) | - | 24,787 | (129,704) | (157,653) | (160,809) | (164,026) | (167,325) |
| *Percentage increase over prior year Requisition | | | 4.2% | | -16.7% | -12.5% | 21.5% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Vancouver Island Regional Library

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payments to Vancouver Island Regional Library | 394,593 | 394,593 | 417,150 | - | - | 417,150 | 425,490 | 434,000 | 442,680 | 451,530 |
| Allocations | 6,835 | 6,835 | 8,054 | - | - | 8,054 | 8,295 | 8,461 | 8,630 | 8,803 |
| Other Operating Expenses | 1,250 | 1,608 | 1,290 | - | - | 1,290 | 1,320 | 1,350 | 1,380 | 1,410 |
| TOTAL COSTS | 402,678 | 403,036 | 426,494 | - | - | 426,494 | 435,105 | 443,811 | 452,690 | 461,743 |
| *Percentage Increase over prior year | | | 5.9% | | | 5.9% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 563 | (563) | - | - | (563) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 1,769 | 1,769 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (329) | (329) | (432) | - | - | (432) | (350) | (360) | (370) | (380) |
| Other Revenue | (300) | (1,221) | (310) | - | - | (310) | (320) | (330) | (340) | (350) |
| TOTAL REVENUE | 1,140 | 782 | (1,305) | - | - | (1,305) | (670) | (690) | (710) | (730) |
| REQUISITION | (403,818) | (403,818) | (425,189) | - | - | (425,189) | (434,435) | (443,121) | (451,980) | (461,013) |
| *Percentage increase over prior year Requisition | | | 5.3% | | | 5.3% | 2.2% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Vancouver Island Regional Library-Debt

FINAL BUDGET

MARCH 2025

CAPITAL REGIONAL DISTRICT

2025 Budget

Langford EA - GVPL

FINAL BUDGET

MARCH 2025

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:

Requisition

| 1.133 - Langford EA - GVPL | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payments to Greater Victoria Public Library | 33,010 | 32,530 | 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 |
| TOTAL OPERATING COSTS | 33,671 | 33,181 | 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% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 723 | (723) | - | - | (723) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (315) | (315) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (100) | (100) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| Interest Income | - | (233) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (415) | 75 | (823) | - | - | (823) | (100) | (100) | (100) | (100) |
| REQUISITION | (33,256) | (33,256) | (33,860) | - | - | (33,860) | (35,284) | (35,987) | (36,712) | (37,446) |
| *Percentage increase over prior year Requisition | | | 1.8% | | | 1.8% | 4.2% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Port Renfrew Street Lighting

FINAL BUDGET

MARCH 2025

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 Fuca EA) established by Bylaw No. 3281 (September 14, 2005).

USER CHARGE:

50% of operating cost to be imposed as an annual user fee to each connected property.

PARCEL TAX:

50% of operating costs are collected as a parcel tax to be charged to every parcel within the Local Service Area.

| 1.232 - Port Renfrew Street Lighting | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|----------------|------------------|----------------|----------|----------------|----------------|--------------------|----------------|----------------|----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Electricity | 7,580 | 6,489 | 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 | - | 1,632 | 2,722 | 1,110 | 1,130 | 1,150 | 1,170 |
| Other Operating Expenses | 100 | 56 | 100 | - | - | 100 | 100 | 100 | 100 | 100 |
| TOTAL COSTS | 9,199 | 7,002 | 9,460 | - | 1,632 | 11,092 | 9,654 | 9,843 | 10,033 | 10,233 |
| *Percentage Increase over prior year | | | 2.8% | | 17.7% | 20.6% | -13.0% | 2.0% | 1.9% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 2,274 | (642) | - | (1,632) | (2,274) | - | - | - | - |
| 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) | (347) | (280) | - | - | (280) | (290) | (300) | (310) | (320) |
| TOTAL REVENUE | (5,477) | (3,280) | (5,312) | - | (1,632) | (6,944) | (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

Willis Point Fire Protection & Recreation

FINAL BUDGET

MARCH 2025

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:

Willis Point Fire Protection and Recreation Facilities Commission established by Bylaw to oversee this function (Bylaw No. 3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010).

MAXIMUM LEVY:

Greater of \$41,000 or \$1.71 / \$1,000.

FUNDING:

Requisition

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.350 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Willis Point Fire | | | | | | | |

EXPENDITURE

| | | | | | | | |
|-----------------------|-----------------|-----------------|----------------|----------------|----------------|-----------------|------------------|
| Buildings | \$15,000 | \$20,000 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
| Equipment | \$44,250 | \$72,250 | \$6,000 | \$6,000 | \$6,000 | \$10,000 | \$100,250 |
| 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 |
| | \$59,250 | \$92,250 | \$6,000 | \$6,000 | \$6,000 | \$10,000 | \$120,250 |

SOURCE OF FUNDS

| | | | | | | | |
|---------------------------------|-----------------|-----------------|----------------|----------------|----------------|-----------------|------------------|
| Capital Funds on Hand | \$40,250 | \$40,250 | \$0 | \$0 | \$0 | \$0 | \$40,250 |
| 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 |
| | \$59,250 | \$92,250 | \$6,000 | \$6,000 | \$6,000 | \$10,000 | \$120,250 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT**5 YEAR CAPITAL PLAN**

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 |
| 24-02 | Replacement | Willis Point Water Supply for Fire Fighting | Purchase and install water tank | \$ 144,000 | E | Cap | \$ 25,000 | \$ 25,000 | | | | | \$ 25,000 |
| 24-04 | Replacement | Computer | Replace 2 computers | \$ 8,000 | E | ERF | \$ 4,000 | \$ 4,000 | \$ - | \$ - | \$ - | \$ 4,000 | \$ 8,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 248,000 | | | | \$ 92,250 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 10,000 | \$ 120,250 |

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 | 24-02 | Capital Project Title | Willis Point Water Supply for Fire Fighting | Capital Project Description | Purchase and install water tank |
|----------------|-------|-----------------------|---|-----------------------------|---------------------------------|

Project Rationale

Service:

1.350

Willis Point Fire

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

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 121,693 | 79,693 | 79,693 | 79,693 | 79,693 | 79,693 |
| Equipment Replacement Fund | 185,368 | 234,545 | 289,495 | 346,275 | 404,935 | 460,885 |
| Total | 307,060 | 314,237 | 369,187 | 425,967 | 484,627 | 540,577 |

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 | Actual | Budget | | | | |
|--------------------------|--------|----------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101358 | | | | | | |
| Beginning Balance | | 154,158 | 121,693 | 79,693 | 79,693 | 79,693 | 79,693 |
| Transfer from Ops Budget | | 12,500 | - | - | - | - | - |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | (50,752) | (42,000) | - | - | - | - |
| Interest Income* | | 5,786 | | | | | |
| Ending Balance \$ | | 121,693 | 79,693 | 79,693 | 79,693 | 79,693 | 79,693 |

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 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101429 | | | | | | |
| Beginning Balance | | 52,138 | 185,368 | 234,545 | 289,495 | 346,275 | 404,935 |
| Transfer from Ops Budget | | 126,326 | 59,177 | 60,950 | 62,780 | 64,660 | 65,950 |
| Proceeds of Disposal | | 7,735 | | | | | |
| Expenditures | | (1,346) | (10,000) | (6,000) | (6,000) | (6,000) | (10,000) |
| Interest Income | | 514 | | | | | |
| Ending Balance \$ | | 185,368 | 234,545 | 289,495 | 346,275 | 404,935 | 460,885 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 Budget

Otter Point Fire

FINAL BUDGET

MARCH 2025

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).

COMMISSION:

Otter Point Fire Protection and Emergency Response Service Commission established to oversee this function (Bylaw No.3654 -April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

MAXIMUM LEVY:

Greater of \$125,000 or \$2.50 / \$1,000.

FUNDING:

Requisition

| 1.353 - Otter Point Fire | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Fire Chief Salary and Honorariums | 296,230 | 337,390 | 304,560 | - | - | 304,560 | 310,650 | 316,860 | 323,190 | 329,660 |
| Travel & Vehicles | 25,570 | 26,469 | 26,340 | - | - | 26,340 | 26,860 | 27,390 | 27,940 | 28,500 |
| Contract for Services | 23,000 | (19,787) | 23,690 | 11,310 | - | 35,000 | 35,700 | 36,410 | 37,140 | 37,880 |
| Insurance | 11,817 | 11,748 | 14,452 | - | - | 14,452 | 15,412 | 16,456 | 17,602 | 18,851 |
| Staff Training & Program Development | 35,840 | 35,392 | 33,620 | - | - | 33,620 | 34,290 | 34,970 | 35,670 | 36,380 |
| Recruiting and Retention | 16,160 | 14,569 | 16,640 | - | - | 16,640 | 16,970 | 17,310 | 17,660 | 18,010 |
| Maintenance | 21,140 | 21,109 | 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 | 17,024 | 20,840 | 3,120 | - | 23,960 | 24,440 | 24,930 | 25,430 | 25,930 |
| Operating - Other | 29,570 | 26,968 | 30,430 | - | - | 30,430 | 31,040 | 31,670 | 32,300 | 32,950 |
| TOTAL OPERATING COSTS | 498,390 | 489,705 | 517,262 | 14,430 | - | 531,692 | 543,239 | 554,836 | 566,746 | 578,969 |
| *Percentage Increase over prior year | | | 3.8% | 2.9% | | 6.7% | 2.2% | 2.1% | 2.1% | 2.2% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Capital Equipment Purchases | 5,870 | 5,381 | 6,050 | - | 8,097 | 14,147 | 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 | 127,605 | 131,460 | 30,000 | - | 161,460 | 164,690 | 167,980 | 171,340 | 174,770 |
| TOTAL CAPITAL / RESERVES | 173,070 | 174,986 | 180,770 | 30,000 | 8,097 | 218,867 | 214,990 | 219,280 | 223,670 | 228,150 |
| TOTAL COSTS | 671,460 | 664,691 | 698,032 | 44,430 | 8,097 | 750,559 | 758,229 | 774,116 | 790,416 | 807,119 |
| *Percentage Increase over prior year | | | 4.0% | 6.6% | 1.2% | 11.8% | 1.0% | 2.1% | 2.1% | 2.1% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | | 8,097 | | | (8,097) | (8,097) | - | - | - | - |
| Revenue - Other | (340) | (1,668) | (350) | - | - | (350) | (360) | (370) | (380) | (390) |
| TOTAL REVENUE | (340) | 6,429 | (350) | - | (8,097) | (8,447) | (360) | (370) | (380) | (390) |
| REQUISITION | (671,120) | (671,120) | (697,682) | (44,430) | - | (742,112) | (757,869) | (773,746) | (790,036) | (806,729) |
| *Percentage increase over prior year Requisition | | | 4.0% | 6.6% | | 10.6% | 2.1% | 2.1% | 2.1% | 2.1% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|-------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.353 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Otter Point Fire | | | | | | | |

EXPENDITURE

| | | | | | | | |
|-----------------------|------------|-----------------|------------------|-----------------|------------------|-----------------|--------------------|
| Buildings | \$0 | \$50,000 | \$50,000 | \$50,000 | \$0 | \$0 | \$150,000 |
| 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 | \$300,000 | \$0 | \$600,000 | \$0 | \$900,000 |
| | \$0 | \$65,000 | \$370,000 | \$70,000 | \$620,000 | \$20,000 | \$1,145,000 |

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 | \$15,000 | \$320,000 | \$20,000 | \$620,000 | \$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 |
| | \$0 | \$65,000 | \$370,000 | \$70,000 | \$620,000 | \$20,000 | \$1,145,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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 | New | Building expansion | Building expansion for the back office | \$ 50,000 | B | Res | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 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 | \$ - | \$ - | \$ 300,000 | \$ - | \$ 600,000 | \$ - | \$ 900,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 1,145,000 | | | | \$ 65,000 | \$ 370,000 | \$ 70,000 | \$ 620,000 | \$ 20,000 | \$ 1,145,000 |

Service:

1.353

Otter Point Fire

| | | | | | |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number | | Capital Project Title | | Capital Project Description | |
| Project Rationale | | | | | |

| | | | | | |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number | | Capital Project Title | | Capital Project Description | |
| Project Rationale | | | | | |

| | | | | | |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number | | Capital Project Title | | Capital Project Description | |
| Project Rationale | | | | | |

| | | | | | |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number | | Capital Project Title | | Capital Project Description | |
| Project Rationale | | | | | |

Service:

1.353

Otter Point Fire

Project Number

28-01

Capital Project Title

Replace E23

Capital Project Description

Replace E23 - triple combination engine
pumper truck

Project Rationale

[Redacted Project Rationale]

Otter Point Fire
Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 79,595 | 72,855 | 66,985 | 61,995 | 107,905 | 154,735 |
| Equipment Replacement Fund | 338,450 | 484,910 | 329,600 | 477,580 | 28,920 | 183,690 |
| Total | 418,045 | 557,765 | 396,585 | 539,575 | 136,825 | 338,425 |

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 | Actual | Budget | | | | |
|---------------------------------|--------|---------------|---------------|---------------|---------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102164 | | | | | | |
| Beginning Balance | | 59,021 | 79,595 | 72,855 | 66,985 | 61,995 | 107,905 |
| Transfer from Ops Budget | | 42,000 | 43,260 | 44,130 | 45,010 | 45,910 | 46,830 |
| Transfer from Cap Fund | | 16,054 | | | | | |
| Transfer to Cap Fund | | (40,000) | (50,000) | (50,000) | (50,000) | - | - |
| Interest Income* | | 2,520 | | | | | |
| Ending Balance \$ | | 79,595 | 72,855 | 66,985 | 61,995 | 107,905 | 154,735 |

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 | Actual | Budget | | | | |
|---------------------------------|--------|----------------|----------------|----------------|----------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101432 | | | | | | |
| Beginning Balance | | 214,749 | 338,450 | 484,910 | 329,600 | 477,580 | 28,920 |
| Transfer from Ops Budget | | 127,605 | 161,460 | 164,690 | 167,980 | 171,340 | 174,770 |
| Expenditures | | (5,471) | (15,000) | (320,000) | (20,000) | (620,000) | (20,000) |
| Interest Income | | 1,567 | | | | | |
| Ending Balance \$ | | 338,450 | 484,910 | 329,600 | 477,580 | 28,920 | 183,690 |

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

FINAL BUDGET

MARCH 2025

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 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payment to Cowichan Valley Regional District | 65,315 | 65,315 | 65,315 | - | - | 65,315 | 66,620 | 67,950 | 69,310 | 70,700 |
| Other Operating Expenses | 8,357 | 5,641 | 3,694 | - | - | 3,694 | 3,804 | 3,880 | 3,957 | 4,036 |
| TOTAL COSTS | 73,672 | 70,956 | 69,009 | - | - | 69,009 | 70,424 | 71,830 | 73,267 | 74,736 |
| *Percentage Increase over prior year | | | -6.3% | | | -6.3% | 2.1% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 2,775 | (2,775) | - | - | (2,775) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (617) | (617) | - | - | - | - | - | - | - | - |
| Other Revenue | - | (59) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (617) | 2,099 | (2,775) | - | - | (2,775) | - | - | - | - |
| REQUISITION | (73,055) | (73,055) | (66,234) | - | - | (66,234) | (70,424) | (71,830) | (73,267) | (74,736) |
| *Percentage increase over prior year Requisition | | | -9.3% | | | -9.3% | 6.3% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Durrance Road Fire Protection

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|--|----------------|------------------|----------------|--------------|----------|----------------|--------------------|----------------|----------------|----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payment to District of Saanich | 2,500 | 2,500 | 2,500 | - | - | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Other Operating Expenses | 216 | 163 | 216 | - | - | 216 | 220 | 223 | 226 | 228 |
| TOTAL OPERATING COSTS | 2,716 | 2,663 | 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% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve | 300 | 353 | 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% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| 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 | Actual | Budget | | | | |
|--------------------------|--------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 105400 | | | | | | |
| Beginning Balance | | 3,453 | 3,972 | 4,272 | 4,572 | 4,872 | 5,172 |
| Transfer from Op Budget | | 353 | 300 | 300 | 300 | 300 | 300 |
| Planned Payments | | - | - | - | - | - | - |
| Interest Income* | | 166 | | | | | |
| Ending Balance \$ | | 3,972 | 4,272 | 4,572 | 4,872 | 5,172 | 5,472 |

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

FINAL BUDGET

MARCH 2025

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 |

1.357 - East Sooke Fire Protection

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries and Wages | 80,614 | 76,437 | 92,530 | - | - | 92,530 | 94,380 | 96,270 | 98,200 | 100,160 |
| Travel - Vehicles | 37,996 | 36,923 | 39,140 | - | - | 39,140 | 39,920 | 40,720 | 41,540 | 42,370 |
| Insurance | 12,926 | 9,439 | 13,002 | - | - | 13,002 | 14,032 | 15,159 | 16,392 | 17,741 |
| Contract for Service/Legal Expenses | 12,399 | 8,570 | 12,770 | - | - | 12,770 | 13,030 | 13,290 | 13,560 | 13,830 |
| Maintenance | 12,926 | 15,171 | 17,500 | - | - | 17,500 | 17,850 | 18,200 | 18,570 | 18,940 |
| Staff Training | 26,750 | 29,825 | 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 | 28,583 | 38,646 | - | - | 38,646 | 39,420 | 40,210 | 41,010 | 41,830 |
| Contingency | 15,000 | - | 82,450 | - | 15,000 | 82,450 | 84,100 | 85,780 | 87,500 | 89,250 |
| Operating - Other | 48,433 | 44,195 | 51,600 | - | - | 51,600 | 52,620 | 53,680 | 54,750 | 55,830 |
| TOTAL FIRE DEP OPERATING COSTS | 292,130 | 264,510 | 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 | 29,527 | 35,985 | - | - | 35,985 | 27,880 | 28,568 | 29,271 | 29,990 |
| TOTAL OPERATING COSTS | 329,696 | 294,037 | 428,747 | - | - | 428,747 | 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 | 129,573 | 99,000 | 10,000 | - | 109,000 | 111,180 | 113,400 | 115,670 | 117,980 |
| TOTAL CAPITAL / RESERVES | 101,121 | 134,573 | 104,150 | 10,000 | - | 114,150 | 116,430 | 118,760 | 121,140 | 123,560 |
| DEBT SERVICING | | | | | | | | | | |
| MFA Debt Reserve Fund | 380 | 5,069 | 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 | 160,178 | 178,994 | - | - | 178,994 | 178,994 | 178,994 | 178,994 | 178,994 |
| TOTAL COSTS | 586,306 | 588,788 | 711,891 | 10,000 | - | 721,891 | 724,845 | 736,740 | 748,983 | 761,514 |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 8,781 | (8,781) | - | - | (8,781) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (11,043) | (11,043) | - | - | - | - | - | - | - | - |
| District of Sooke (for Silver Spray) | (69,350) | (77,166) | (71,430) | - | - | (71,430) | (72,860) | (74,320) | (75,810) | (77,330) |
| MFA Debt Reserve Fund Earning | (380) | (837) | (720) | - | - | (720) | (720) | (720) | (720) | (720) |
| Rental Revenue | (26,323) | (26,779) | (26,994) | - | - | (26,994) | (27,670) | (28,358) | (29,061) | (29,780) |
| Other Income | (1,260) | (3,794) | (1,300) | - | - | (1,300) | (1,320) | (1,340) | (1,360) | (1,380) |
| TOTAL REVENUE | (108,356) | (110,838) | (109,225) | - | - | (109,225) | (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 | \$0 |
| Equipment | \$6,800 | \$52,500 | \$65,160 | \$34,227 | \$94,102 | \$19,484 | \$265,473 | |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Vehicles | \$300,000 | \$450,000 | \$0 | \$625,000 | \$0 | \$0 | \$1,075,000 | |
| | \$306,800 | \$502,500 | \$65,160 | \$659,227 | \$94,102 | \$19,484 | \$1,340,473 | |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|-----------------|------------------|-----------------|-----------------|--------------------|--|
| Capital Funds on Hand | \$3,300 | \$0 | \$3,300 | \$0 | \$0 | \$0 | \$3,300 | |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Equipment Replacement Fund | \$303,500 | \$502,500 | \$53,860 | \$651,227 | \$94,102 | \$19,484 | \$1,321,173 | |
| 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 | \$8,000 | \$8,000 | \$0 | \$0 | \$16,000 | |
| | \$306,800 | \$502,500 | \$65,160 | \$659,227 | \$94,102 | \$19,484 | \$1,340,473 | |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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 | |
| 19-01 | Replacement | Squad Car | Replace 1999 Squad Vehicle | \$ 300,000 | V | ERF | \$ 300,000 | \$ 300,000 | \$ - | \$ - | \$ - | \$ - | \$ 300,000 | |
| 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 | \$ - | \$ - | \$ - | \$ 5,000 | \$ - | \$ - | \$ 5,000 | |
| 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 | Cap | \$ 3,300 | \$ - | \$ 3,300 | \$ - | \$ - | \$ - | \$ 3,300 | |
| 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 | \$ 1,352,173 | | | | \$ 502,500 | \$ 65,160 | \$ 659,227 | \$ 94,102 | \$ 19,484 | \$ 1,340,473 | |

Service:

1.357

East Sooke Fire

Project Number

17-05

Capital Project Title

Turn out Gear

Capital Project Description

Turn out Gear

Project Rationale

Replacement of 4 sets of turnout gear. Turnout gear expires after 10 years.

Project Number

18-01

Capital Project Title

Tender 2

Capital Project Description

Tender 2 Replacement

Project Rationale

Replacement for our 1998 Tender 2 . The plan is to replace the vehicle with a used 10-year old truck.

Project Number

21-03

Capital Project Title

Extrication gear

Capital Project Description

Replacement of extrication gear (jaws of life)

Project Rationale

Replacement of extrication gear (jaws of life)

Project Number

21-05

Capital Project Title

Roof seal replacement

Capital Project Description

Roof seal replacement

Project Rationale

Replacement of Roof seals (recommended every 5 years)

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

Project Number 19-01

Capital Project Title

Squad Car

Capital Project Description

Replace 1999 Squad Vehicle

Project Rationale

**East Sooke Fire Protection
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|--------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund-Fire Dep | 37,748 | 42,898 | 40,148 | 37,508 | 42,978 | 48,558 |
| Capital Reserve Fund-Comm Hall | 13,523 | 13,523 | 13,523 | 13,523 | 13,523 | 13,523 |
| Equipment Replacement Fund | 1,031,939 | 638,439 | 695,759 | 157,932 | 179,500 | 277,996 |
| Total | 1,083,210 | 694,860 | 749,430 | 208,963 | 236,001 | 340,077 |

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: Fund Centre: | 1079 101309 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 44,125 | 37,748 | 42,898 | 40,148 | 37,508 | 42,978 |
| Transfer from Ops Budget | | 5,000 | 5,150 | 5,250 | 5,360 | 5,470 | 5,580 |
| Transfer from Cap Fund | | - | - | - | - | - | - |
| Transfer to Cap Fund | | (13,000) | - | (8,000) | (8,000) | - | - |
| Interest Income* | | 1,623 | | | | | |
| Ending Balance \$ | | 37,748 | 42,898 | 40,148 | 37,508 | 42,978 | 48,558 |

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 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102246 | | | | | | |
| Beginning Balance | | 12,921 | 13,523 | 13,523 | 13,523 | 13,523 | 13,523 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Planned Purchase | | - | | | | | |
| Interest Income* | | 602 | | | | | |
| Ending Balance \$ | | 13,523 | 13,523 | 13,523 | 13,523 | 13,523 | 13,523 |

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: Fund Centre: | 1022 101948 | Actual | Budget | | | | |
|--------------------------|----------------|------------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 829,133 | 1,031,939 | 638,439 | 695,759 | 157,932 | 179,500 |
| Transfer from Ops Budget | | 129,573 | 109,000 | 111,180 | 113,400 | 115,670 | 117,980 |
| Planned Purchase | | (30,582) | (502,500) | (53,860) | (651,227) | (94,102) | (19,484) |
| Proceeds of Disposal | | 99,000 | - | - | - | - | - |
| Interest Income | | 4,815 | | | | | |
| Ending Balance \$ | | 1,031,939 | 638,439 | 695,759 | 157,932 | 179,500 | 277,996 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 Budget

Port Renfrew Fire

FINAL BUDGET

MARCH 2025

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

FUNDING:

User fee and requisition.

| 1.358 - Port Renfrew Fire | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries, Wages, Benefits | 73,360 | 85,622 | 75,560 | - | - | 75,560 | 77,070 | 78,610 | 80,180 | 81,780 |
| Materials and Supplies | 18,760 | 14,360 | 19,330 | - | - | 19,330 | 19,720 | 20,110 | 20,510 | 20,920 |
| Repairs and Maintenance | 2,520 | 7,521 | 2,600 | - | - | 2,600 | 2,650 | 2,700 | 2,760 | 2,820 |
| Utilities | 14,560 | 12,930 | 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 | 61,207 | 60,872 | 20,000 | - | 80,872 | 82,782 | 84,748 | 86,794 | 88,904 |
| TOTAL OPERATING COSTS | 174,176 | 188,369 | 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% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| 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 | 13,132 | 24,210 | - | - | 24,210 | 24,690 | 25,180 | 25,680 | 26,190 |
| TOTAL CAPITAL / RESERVES | 25,354 | 14,986 | 26,120 | - | - | 26,120 | 26,640 | 27,170 | 27,710 | 28,260 |
| TOTAL FIRE OPERATING COSTS | 199,530 | 203,355 | 208,171 | 20,000 | - | 228,171 | 233,113 | 238,078 | 243,187 | 248,414 |
| Debt Charges | 2,908 | 2,720 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 202,438 | 206,075 | 208,171 | 20,000 | - | 228,171 | 233,113 | 238,078 | 243,187 | 248,414 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Grants in Lieu of Taxes | (1,110) | (1,096) | (1,268) | - | - | (1,268) | (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) | (3,881) | (230) | - | - | (230) | (230) | (230) | (230) | (230) |
| TOTAL REVENUE | (82,038) | (85,675) | (85,102) | (8,000) | - | (93,102) | (94,898) | (96,170) | (98,263) | (100,522) |
| REQUISITION | (120,400) | (120,400) | (123,069) | (12,000) | - | (135,069) | (138,215) | (141,908) | (144,924) | (147,892) |
| *Percentage increase over prior year Requisition | | | 2.2% | 10.0% | | 12.2% | 2.3% | 2.7% | 2.1% | 2.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.358 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Port Renfrew Fire | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------|------------------|
| Buildings | \$0 | \$10,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,000 |
| Equipment | \$31,000 | \$47,000 | \$16,000 | \$16,000 | \$16,000 | \$16,000 | \$0 | \$95,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$31,000 | \$57,000 | \$16,000 | \$16,000 | \$16,000 | \$16,000 | \$0 | \$105,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------|------------------|
| Capital Funds on Hand | \$15,000 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$15,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$16,000 | \$32,000 | \$16,000 | \$16,000 | \$16,000 | \$16,000 | \$0 | \$80,000 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$10,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,000 |
| | \$31,000 | \$57,000 | \$16,000 | \$16,000 | \$16,000 | \$16,000 | \$0 | \$105,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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 | \$ 10,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - | \$ 25,000 |
| 25-01 | Replacement | SCBA Replacements | SCBA Replacements | \$ 55,000 | E | ERF | \$ 11,000 | \$ 22,000 | \$ 11,000 | \$ 11,000 | \$ 11,000 | \$ - | \$ 55,000 |
| 24-03 | Replacement | Electrical Upgrade | Security | \$ 20,000 | E | Cap | \$ 15,000 | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 115,000 | | | | \$ 57,000 | \$ 16,000 | \$ 16,000 | \$ 16,000 | \$ - | \$ 105,000 |

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

Project Number

24-03

Capital Project Title

Electrical Upgrade

Capital Project Description

Security

Project Rationale

Port Renfrew Fire
Reserve Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 14,488 | 6,398 | 8,348 | 10,338 | 12,368 | 14,438 |
| Equipment Replacement Fund | 198,333 | 190,543 | 199,233 | 208,413 | 218,093 | 244,283 |
| Total | 212,821 | 196,941 | 207,581 | 218,751 | 230,461 | 258,721 |

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 | Actual | Budget | | | | |
|--------------------------|--------|---------------|--------------|--------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102161 | | | | | | |
| Beginning Balance | | 40,937 | 14,488 | 6,398 | 8,348 | 10,338 | 12,368 |
| Transfer from Ops Budget | | 1,854 | 1,910 | 1,950 | 1,990 | 2,030 | 2,070 |
| Transfer to Cap Fund | | (30,000) | (10,000) | - | - | - | - |
| Interest Income* | | 1,698 | | | | | |
| Ending Balance \$ | | 14,488 | 6,398 | 8,348 | 10,338 | 12,368 | 14,438 |

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 | Actual | Budget | | | | |
|---------------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101434 | | | | | | |
| Beginning Balance | | 210,713 | 198,333 | 190,543 | 199,233 | 208,413 | 218,093 |
| Transfer from Ops Budget | | 14,204 | 24,210 | 24,690 | 25,180 | 25,680 | 26,190 |
| Planned Purchase | | (27,759) | (32,000) | (16,000) | (16,000) | (16,000) | - |
| Interest Income | | 1,174 | | | | | |
| Ending Balance \$ | | 198,333 | 190,543 | 199,233 | 208,413 | 218,093 | 244,283 |

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

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|---|------------------|------------------|------------------|-----------------|----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Honoraria | 42,580 | 31,254 | 43,860 | 10,500 | - | 54,360 | 55,450 | 56,560 | 57,690 | 58,840 |
| Travel - Vehicles | 4,470 | 2,984 | 4,600 | - | - | 4,600 | 4,690 | 4,780 | 4,880 | 4,980 |
| Insurance | 7,887 | 8,036 | 9,272 | - | - | 9,272 | 9,817 | 10,419 | 11,070 | 11,777 |
| Maintenance | 12,620 | 15,583 | 13,000 | - | - | 13,000 | 13,250 | 13,520 | 13,790 | 14,060 |
| Staff Development | 8,000 | 4,815 | 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 | 20,642 | 21,310 | - | - | 21,310 | 21,740 | 22,170 | 22,610 | 23,060 |
| Contingency | 3,000 | - | 3,090 | - | - | 3,090 | 3,150 | 3,210 | 3,270 | 3,340 |
| Operating - Other | 20,360 | 24,142 | 20,970 | - | - | 20,970 | 21,370 | 21,780 | 22,200 | 22,620 |
| TOTAL OPERATING COSTS | 125,634 | 113,473 | 130,624 | 10,500 | - | 141,124 | 144,337 | 147,609 | 150,982 | 154,453 |
| *Percentage Increase over prior year | | | 4.0% | 8.4% | | 12.3% | 2.3% | 2.3% | 2.3% | 2.3% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Purchases - Equipment | 10,000 | 1,964 | 10,300 | - | 1,430 | 11,730 | 10,510 | 10,720 | 10,930 | 11,150 |
| Transfer to Equipment Replacement Fund | 39,456 | 60,335 | 40,640 | 12,000 | - | 52,640 | 53,660 | 54,480 | 55,150 | 55,990 |
| 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 | 87,299 | 76,540 | 12,000 | 1,430 | 89,970 | 90,270 | 91,690 | 93,100 | 94,510 |
| TOTAL COSTS | 200,090 | 200,772 | 207,164 | 22,500 | 1,430 | 231,094 | 234,607 | 239,299 | 244,082 | 248,963 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Interest Income | (210) | (892) | (220) | - | - | (220) | (220) | (220) | (220) | (220) |
| TOTAL REVENUE | (210) | (892) | (220) | - | - | (220) | (220) | (220) | (220) | (220) |
| REQUISITION | (199,880) | (199,880) | (206,944) | (22,500) | (1,430) | (230,874) | (234,387) | (239,079) | (243,862) | (248,743) |
| *Percentage increase over prior year Requisition | | | 3.5% | 11.3% | 0.7% | 15.5% | 1.5% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.360 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Shirley Fire Department | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$10,000 | \$12,380 | \$10,000 | \$10,000 | \$12,380 | \$54,760 | |
| 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 | \$10,000 | \$12,380 | \$10,000 | \$10,000 | \$12,380 | \$54,760 | |

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 | \$10,000 | \$12,380 | \$10,000 | \$10,000 | \$12,380 | \$54,760 |
| 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 | \$10,000 | \$12,380 | \$10,000 | \$10,000 | \$12,380 | \$54,760 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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 | Structural Firefighting Hose | Structural Firefighting Hose | \$ 4,760 | E | ERF | \$ - | \$ - | \$ 2,380 | \$ - | \$ - | \$ 2,380 | \$ 4,760 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 54,760 | | | | \$ 10,000 | \$ 12,380 | \$ 10,000 | \$ 10,000 | \$ 12,380 | \$ 54,760 |

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

Structural Firefighting Hose

Capital Project Description

Structural Firefighting Hose

Project Rationale

Shirley Fire Protection
Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 195,394 | 220,994 | 247,094 | 273,584 | 300,604 | 327,974 |
| Equipment Replacement Fund | 446,968 | 489,608 | 530,888 | 575,368 | 620,518 | 664,128 |
| Total | 642,362 | 710,602 | 777,982 | 848,952 | 921,122 | 992,102 |

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 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101701 | | | | | | |
| Beginning Balance | | 162,401 | 195,394 | 220,994 | 247,094 | 273,584 | 300,604 |
| Transfer from Ops Budget | | 25,000 | 25,600 | 26,100 | 26,490 | 27,020 | 27,370 |
| Transfer from Cap Fund | | - | - | - | - | - | - |
| Interest Income* | | 7,993 | | | | | |
| Ending Balance \$ | | 195,394 | 220,994 | 247,094 | 273,584 | 300,604 | 327,974 |

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 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101436 | | | | | | |
| Beginning Balance | | 384,412 | 446,968 | 489,608 | 530,888 | 575,368 | 620,518 |
| Transfer from Ops Budget | | 60,335 | 52,640 | 53,660 | 54,480 | 55,150 | 55,990 |
| Planned Purchase | | - | (10,000) | (12,380) | (10,000) | (10,000) | (12,380) |
| Interest Income | | 2,220 | | | | | |
| Ending Balance \$ | | 446,968 | 489,608 | 530,888 | 575,368 | 620,518 | 664,128 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 Budget

Electoral Area Fire Services

FINAL BUDGET

MARCH 2025

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

1.369 - Electoral Area Fire Services

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Fire Services Compliance and Coordination | 45,000 | 37,100 | - | 35,000 | 45,000 | 80,000 | 35,700 | 36,410 | 37,140 | 37,880 |
| Wages & Salaries | 194,602 | 187,750 | 230,877 | 29,433 | - | 260,310 | 276,599 | 283,229 | 290,013 | 296,956 |
| Contract for Service | 27,430 | 7,300 | 30,250 | - | - | 30,250 | 30,860 | 31,480 | 32,110 | 32,750 |
| Staff Training & Development | 5,560 | 1,275 | 5,500 | - | - | 5,500 | 5,610 | 5,720 | 5,830 | 5,950 |
| Software Licenses | 2,070 | 410 | 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 | 5,967 | 2,950 | - | - | 2,950 | 3,000 | 3,050 | 3,100 | 3,150 |
| TOTAL OPERATING COSTS | 375,564 | 330,514 | 375,955 | 64,433 | 48,604 | 488,992 | 464,065 | 470,757 | 481,266 | 492,031 |
| *Percentage Increase over prior year | | | 0.1% | 17.2% | 12.9% | 30.2% | -5.1% | 1.4% | 2.2% | 2.2% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Equipment Purchases | 2,500 | - | 2,500 | - | - | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Transfer to Operating Reserve Fund | - | 49,500 | - | - | - | - | 14,475 | 31,835 | 31,420 | 30,960 |
| TOTAL CAPITAL / RESERVE | 2,500 | 49,500 | 2,500 | - | - | 2,500 | 16,975 | 34,335 | 33,920 | 33,460 |
| TOTAL COSTS | 378,064 | 380,014 | 378,455 | 64,433 | 48,604 | 491,492 | 481,040 | 505,092 | 515,186 | 525,491 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (171,704) | (171,704) | (42,000) | - | (48,604) | (90,604) | - | - | - | - |
| Interest Income | (120) | (2,070) | (120) | - | - | (120) | (120) | (120) | (120) | (120) |
| TOTAL REVENUE | (171,824) | (173,774) | (42,120) | - | (48,604) | (90,724) | (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: Fund Centre: | 1500 105404 | Actual | Budget | | | | |
|----------------------------------|----------------|----------------|---------------|---------------|---------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 219,930 | 121,461 | 30,857 | 45,332 | 77,167 | 108,587 |
| Transfer from Ops Budget | | 49,508 | - | 14,475 | 31,835 | 31,420 | 30,960 |
| Return of Project Surplus | | 18,684 | | | | | |
| Transfer to Ops Budget | | (171,704) | (90,604) | - | - | - | - |
| Interest Income* | | 5,044 | | | | | |
| Ending Balance \$ | | 121,461 | 30,857 | 45,332 | 77,167 | 108,587 | 139,547 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

EA - Community Recreation (JDF)

FINAL BUDGET

MARCH 2025

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 | | | | FUTURE PROJECTIONS | | | |
|---|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries & Wages | 53,952 | 53,772 | 55,651 | - | - | 55,651 | 57,016 | 58,414 | 59,846 | 61,313 |
| Recreation Programs | 9,550 | 5,900 | 8,597 | - | - | 8,597 | 8,040 | 7,534 | 7,143 | 6,699 |
| Maintenance | 10,620 | 9,632 | 4,550 | - | - | 4,550 | 4,640 | 4,730 | 4,820 | 4,920 |
| Utilities & fuel | 6,630 | 5,122 | 6,830 | - | - | 6,830 | 6,960 | 7,100 | 7,240 | 7,380 |
| Supplies | 660 | 2,667 | 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 | 3,297 | 4,610 | - | - | 4,610 | 4,932 | 5,285 | 5,669 | 6,088 |
| TOTAL OPERATING COSTS | 98,812 | 94,260 | 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% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | 10,057 | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVE | - | 10,057 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 98,812 | 104,317 | 95,380 | - | - | 95,380 | 97,290 | 99,230 | 101,210 | 103,230 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | (6,200) | (6,200) | - | - | - | - | - | - | - | - |
| Rentals | (21,750) | (26,647) | (22,400) | - | - | (22,400) | (22,850) | (23,310) | (23,780) | (24,260) |
| Revenue - Other | (230) | (838) | (230) | - | - | (230) | (230) | (230) | (230) | (230) |
| TOTAL REVENUE | (28,180) | (33,685) | (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% |
| <u>AUTHORIZED POSITIONS</u> | | | | | | | | | | |
| Salaried FTE | 0.18 | 0.18 | 0.18 | | | 0.18 | 0.18 | 0.18 | 0.18 | 0.18 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.408

Service Name: 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 | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 25-01 | New | Otter Point Community Hall Development | Feasibility, design, project initiation | \$ 100,000 | B | Grant | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| 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 initiation

Project Rationale

Reserve Schedule

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

ERF Group: JDFCOMRES.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102262 | | | | | | |
| Beginning Balance | | 6,319 | 16,410 | 16,410 | 16,410 | 16,410 | 16,410 |
| Transfer from Ops Budget | | 10,057 | - | - | - | - | - |
| Planned Expenditures | | - | - | - | - | - | - |
| Interest Income | | 34 | | | | | |
| Ending Balance \$ | | 16,410 | 16,410 | 16,410 | 16,410 | 16,410 | 16,410 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 Budget

Port Renfrew Refuse Disposal

FINAL BUDGET

MARCH 2025

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.

| 1.523 - Port Renfrew Refuse Disposal | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|-----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries and Wages | - | 9,682 | - | 45,000 | - | 45,000 | 45,900 | 46,820 | 47,760 | 48,720 |
| Contract - Operation | 13,970 | 11,725 | 14,390 | (14,390) | - | - | - | - | - | - |
| Contract for Services | 69,810 | 79,891 | 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 | 2,050 | 1,250 | - | - | 1,250 | 1,280 | 1,310 | 1,340 | 1,370 |
| Other Operating Expenses | 3,220 | 2,682 | 2,891 | - | - | 2,891 | 2,951 | 3,012 | 3,074 | 3,137 |
| TOTAL OPERATING COSTS | 92,681 | 110,501 | 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% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 2,000 | - | 2,000 | - | - | 2,000 | 2,040 | 2,080 | 2,120 | 2,160 |
| Transfer to Capital Reserve Fund | 15,950 | 4,471 | 16,000 | - | - | 16,000 | 16,320 | 16,650 | 16,980 | 17,320 |
| TOTAL CAPITAL / RESERVES | 17,950 | 4,471 | 18,000 | - | - | 18,000 | 18,360 | 18,730 | 19,100 | 19,480 |
| TOTAL COSTS | 110,631 | 114,972 | 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 | 88,532 | 85,842 | 51,700 | - | 137,542 | 140,346 | 143,158 | 146,030 | 148,964 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Sale - Recyclables | (5,000) | (6,076) | (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) | (378) | (400) | - | - | (400) | (410) | (420) | (430) | (440) |
| Licensing Fees | - | (3,150) | - | (2,400) | - | (2,400) | (2,400) | (2,400) | (2,400) | (2,400) |
| Other Revenue | (50) | (177) | (50) | - | - | (50) | (50) | (50) | (50) | (50) |
| TOTAL REVENUE | (44,815) | (49,156) | (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 Port Renfrew Refuse Disposal | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------|---------------------------------------|-------------------------------|------|------|------|------|------|-------|
|-------------|---------------------------------------|-------------------------------|------|------|------|------|------|-------|

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|-----------------|------------|------------|------------|------------|------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$304,500 | \$334,500 | \$27,500 | \$0 | \$0 | \$0 | \$0 | \$362,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$304,500 | \$334,500 | \$27,500 | \$0 | \$0 | \$0 | \$0 | \$362,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|-----------------|------------|------------|------------|------------|------------------|
| Capital Funds on Hand | \$292,500 | \$292,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$292,500 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$12,000 | \$42,000 | \$27,500 | \$0 | \$0 | \$0 | \$0 | \$69,500 |
| | \$304,500 | \$334,500 | \$27,500 | \$0 | \$0 | \$0 | \$0 | \$362,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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 | \$ | 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 containers, 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 | \$ | Cap | \$ 262,500 | \$ 262,500 | \$ - | \$ - | \$ - | \$ - | \$ 262,500 |
| 24-01 | New | Site efficiency upgrades | | | \$ | Res | \$ - | \$ 30,000 | \$ 27,500 | \$ - | \$ - | \$ - | \$ 57,500 |
| 24-01 | New | Site efficiency upgrades | | | \$ | Cap | \$ 30,000 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| 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 containers, 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

| | Actual | Budget | | | | |
|----------------------------|----------------|---------------|---------------|---------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 61,466 | 35,466 | 24,286 | 40,936 | 57,916 | 75,236 |
| Equipment Replacement Fund | 41,848 | 43,848 | 45,888 | 47,968 | 50,088 | 52,248 |
| Total | 103,313 | 79,313 | 70,173 | 88,903 | 108,003 | 127,483 |

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 | Actual | Budget | | | | |
|---------------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101365 | | | | | | |
| Beginning Balance | | 44,414 | 61,466 | 35,466 | 24,286 | 40,936 | 57,916 |
| Transfer from Ops Budget | | 4,471 | 16,000 | 16,320 | 16,650 | 16,980 | 17,320 |
| Transfer from Cap Fund | | 10,239 | | | | | |
| Transfer to Cap Fund | | - | (42,000) | (27,500) | - | - | - |
| Interest Income* | | 2,342 | | | | | |
| Ending Balance \$ | | 61,466 | 35,466 | 24,286 | 40,936 | 57,916 | 75,236 |

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 | Actual | Budget | | | | |
|---------------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101448 | | | | | | |
| Beginning Balance | | 41,618 | 41,848 | 43,848 | 45,888 | 47,968 | 50,088 |
| Transfer from Ops Budget | | - | 2,000 | 2,040 | 2,080 | 2,120 | 2,160 |
| Transfer from Cap Fund | | - | | | | | |
| Planned Purchase | | - | | | | | |
| Interest Income | | 230 | | | | | |
| Ending Balance \$ | | 41,848 | 43,848 | 45,888 | 47,968 | 50,088 | 52,248 |

| |
|--|
| |
|--|

CAPITAL REGIONAL DISTRICT

2025 Budget

Port Renfrew Water

FINAL BUDGET

MARCH 2025

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 Fuca EA) established by Bylaw No. 3281 (September 14, 2005).

FUNDING:

User Charge:

50% of operating cost to be collected by an annual user fee to be charged per single family equivalency actually connected to the system.

Parcel Tax:

50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

Connection Charges:

At cost - Bylaw No. 1803 (amended Bylaw 3892).

RESERVE FUND:

Approved by Bylaw No. 2138 (June 23, 1993); amended to sewer and water reserve fund by Bylaw No. 2577 (December 1997).

| 2.650 - Port Renfrew Water | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|-----------------|------------------|-----------------|----------|-----------------|-----------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Repairs & Maintenance | 8,610 | 3,167 | 8,870 | - | - | 8,870 | 17,040 | 9,210 | 9,380 | 9,570 |
| Allocations - Operations | 84,960 | 101,521 | 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 | 7,115 | 6,000 | - | - | 6,000 | 6,120 | 6,240 | 6,360 | 6,490 |
| Supplies | 9,290 | 16,145 | 15,330 | - | - | 15,330 | 15,630 | 15,940 | 16,250 | 16,570 |
| Water Testing | 3,226 | 3,135 | 3,341 | - | - | 3,341 | 3,406 | 3,472 | 3,539 | 3,606 |
| Other Operating Expenses | 3,157 | 15,112 | 4,070 | - | 10,000 | 14,070 | 4,279 | 4,505 | 17,751 | 5,016 |
| TOTAL OPERATING COSTS | 124,180 | 155,692 | 136,645 | - | 10,000 | 146,645 | 147,555 | 142,468 | 158,445 | 148,525 |
| *Percentage Increase over prior year | | | 10.0% | | 8.1% | 18.1% | 0.6% | -3.4% | 11.2% | -6.3% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| 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 | 155,692 | 166,645 | - | 10,000 | 176,645 | 208,005 | 229,858 | 277,187 | 303,661 |
| *Percentage Increase over prior year | | | 15.6% | | 6.9% | 22.5% | 17.8% | 10.5% | 20.6% | 9.6% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | (7,395) | 7,395 | - | - | 7,395 | - | - | - | - |
| Transfer from Operating Reserve Fund | - | (3,708) | - | - | (10,000) | (10,000) | (8,000) | - | (13,000) | - |
| User Charges | (70,830) | (70,838) | (85,550) | - | - | (85,550) | (98,383) | (113,139) | (130,110) | (149,627) |
| Other Revenue | (1,102) | (1,503) | (1,161) | - | - | (1,161) | (1,190) | (1,220) | (1,250) | (1,280) |
| TOTAL REVENUE | (71,932) | (83,444) | (79,316) | - | (10,000) | (89,316) | (107,573) | (114,359) | (144,360) | (150,907) |
| REQUISITION - PARCEL TAX | (72,248) | (72,248) | (87,329) | - | - | (87,329) | (100,432) | (115,499) | (132,827) | (152,754) |
| *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 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Port Renfrew Water | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|-----------------|--------------------|------------------|------------------|--------------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$50,000 | \$200,000 | \$0 | \$250,000 | \$250,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$175,000 | \$185,000 | \$30,000 | \$2,100,000 | \$400,000 | \$350,000 | \$3,065,000 | \$3,065,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$175,000 | \$185,000 | \$30,000 | \$2,150,000 | \$600,000 | \$350,000 | \$3,315,000 | \$3,315,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|-----------------|--------------------|------------------|------------------|--------------------|--------------------|
| Capital Funds on Hand | \$175,000 | \$175,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$175,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$916,667 | \$600,000 | \$350,000 | \$1,866,667 | \$1,866,667 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$1,233,333 | \$0 | \$0 | \$1,233,333 | \$1,233,333 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$10,000 | \$30,000 | \$0 | \$0 | \$0 | \$40,000 | \$40,000 |
| | \$175,000 | \$185,000 | \$30,000 | \$2,150,000 | \$600,000 | \$350,000 | \$3,315,000 | \$3,315,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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. | \$ 1,900,000 | 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 | \$ 175,000 | \$ 175,000 | \$ - | \$ - | \$ - | \$ - | \$ 175,000 |
| 25-01 | Replacement | Service Line Replacements | Initial budget for replacement of problem service lines | \$ 25,000 | 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 | \$ 3,315,000 | | | \$ 175,000 | \$ 185,000 | \$ 30,000 | \$ 2,150,000 | \$ 600,000 | \$ 350,000 | \$ 3,315,000 |

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 required to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv, approximately 1 km of pipe. | | |

| | | |
|--|---|---|
| Project Number 23-03 | Capital Project Title Miscellaneous Repairs & Replacements | Capital Project Description Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof |
| Project Rationale The SCADA equipment is nearing its end of life and requires replacement before the equipment fails. The water treatment roof has had some minor repairs to address leaks, but requires replacement. | | |

Service: 2.650 Port Renfrew Water

Project Number 24-01

Capital Project Title Water Master Plan Study

Capital Project Description

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 25-01

Capital Project Title

Service Line Replacements

Capital Project Description

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 28-01

Capital Project Title

System Renewal

Capital Project Description

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

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 2,894 | 7,894 | 19,894 | 39,894 | 46,894 | 66,894 |
| Capital Reserve Fund | 51,483 | 56,483 | 66,933 | 115,073 | 137,659 | 156,439 |
| Total | 54,377 | 64,377 | 86,827 | 154,967 | 184,553 | 223,333 |

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105536 | Actual | Budget | | | | |
|---------------------------------|----------------|--------------|--|-----------------------|---------------|--|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 6,286 | 2,894 | 7,894 | 19,894 | 39,894 | 46,894 |
| Transfer from Ops Budget | | - | 15,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Expenditures | | - | (10,000) | (8,000) | - | (13,000) | - |
| Planned Maintenance Activity | | | Tree clearing for high voltage hydro lines | Reservoir Cleaning | | Tree clearing for high voltage hydro lines | |
| Deficit Recovery | | (3,708) | | | | | |
| Interest Income* | | 316 | | | | | |
| Ending Balance \$ | | 2,894 | 7,894 | 19,894 | 39,894 | 46,894 | 66,894 |

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: Fund Centre: | 1026 101370 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 44,275 | 51,483 | 56,483 | 66,933 | 115,073 | 137,659 |
| Transfer from Ops Budget | | - | 15,000 | 40,450 | 48,140 | 22,586 | 18,780 |
| Transfer from Cap Fund | | 5,076 | | | | | |
| Transfer to Cap Fund | | - | (10,000) | (30,000) | - | - | - |
| Interest Income* | | 2,132 | | | | | |
| Ending Balance \$ | | 51,483 | 56,483 | 66,933 | 115,073 | 137,659 | 156,439 |

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

FINAL BUDGET

MARCH 2025

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 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|------------------|------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| | | | | | | | | | | |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contract for Services | 4,960 | 4,807 | 990 | - | 10,000 | 10,990 | 5,010 | 11,030 | 5,050 | 11,070 |
| Allocations | 10,547 | 10,547 | 10,841 | - | - | 10,841 | 11,135 | 11,365 | 11,602 | 11,842 |
| Electricity | 7,090 | 4,094 | 7,300 | - | - | 7,300 | 7,450 | 7,600 | 7,750 | 7,910 |
| Supplies | 25,930 | 48,827 | 26,865 | - | - | 26,865 | 27,400 | 27,900 | 28,450 | 29,020 |
| Labour Charges | 74,780 | 65,722 | 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 | 11,927 | 9,770 | - | - | 9,770 | 9,967 | 10,165 | 10,366 | 10,569 |
| Other Operating Expenses | 2,090 | 4,546 | 2,150 | - | - | 2,150 | 2,190 | 2,230 | 2,270 | 2,310 |
| TOTAL OPERATING COSTS | 136,347 | 151,920 | 139,186 | - | 10,000 | 149,186 | 146,218 | 155,213 | 152,323 | 161,523 |
| *Percentage Increase over prior year | | | 2.1% | | 7.3% | 9.4% | -2.0% | 6.2% | -1.9% | 6.0% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| 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 | 133 | 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 | 31,797 | 41,314 | - | - | 41,314 | 63,064 | 66,181 | 67,289 | 68,394 |
| TOTAL COSTS | 168,071 | 183,717 | 180,500 | - | 10,000 | 190,500 | 209,282 | 221,394 | 219,612 | 229,917 |
| *Percentage Increase over prior year | | | 7.4% | | 5.9% | 13.3% | 9.9% | 5.8% | -0.8% | 4.7% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| 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) | (4,301) | - | - | (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) | (455) | (160) | - | - | (160) | (160) | (160) | (160) | (160) |
| TOTAL REVENUE | (100,576) | (116,222) | (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 | \$4,000 | \$54,000 | \$50,000 | \$733,200 | \$6,632,000 | \$0 | \$7,469,200 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | |
| | \$4,000 | \$74,000 | \$50,000 | \$733,200 | \$6,632,000 | \$0 | \$7,489,200 |

SOURCE OF FUNDS

| | | | | | | | |
|---------------------------------|----------------|-----------------|-----------------|------------------|--------------------|------------|--------------------|
| Capital Funds on Hand | \$4,000 | \$4,000 | \$0 | \$0 | \$0 | \$0 | \$4,000 |
| 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 | \$50,000 | \$0 | \$0 | \$6,632,000 | \$0 | \$6,682,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$20,000 | \$10,000 | \$0 | \$0 | \$0 | \$30,000 |
| | | | | | | | |
| | \$4,000 | \$74,000 | \$50,000 | \$733,200 | \$6,632,000 | \$0 | \$7,489,200 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 2.691
 Service Name: 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 |
| 24-01 | New | Wooden Intake Platform Replacement | The intake platform is in dangerous condition and needs to be replaced. | \$ 100,000 | S | Grant | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 24-01 | New | Wooden Intake Platform Replacement | The intake platform is in dangerous condition and needs to be replaced. | | S | Cap | \$ 4,000 | \$ 4,000 | \$ - | \$ - | \$ - | \$ - | \$ 4,000 |
| 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 | \$ 7,535,200 | | | \$ 4,000 | \$ 74,000 | \$ 50,000 | \$ 733,200 | \$ 6,632,000 | \$ - | \$ 7,489,200 |

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 | | | | | |

Service:

2.691

Wilderness Mountain Water Service

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.

Project Number

27-01

Capital Project Title

Island Health Compliance - Capital Improvements

Capital Project Description

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.

Project Number

24-01

Capital Project Title

Wooden Intake Platform Replacement

Capital Project Description

The intake platform is in dangerous condition and needs to be replaced.

Project Rationale

**Wilderness Mountain Reserves
 Summary Schedule
 2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 1,795 | 2,795 | 14,245 | 16,245 | 18,815 | 17,990 |
| Capital Reserve Fund | 43,494 | 28,034 | 39,034 | 54,034 | 61,034 | 66,534 |
| Total | 45,289 | 30,829 | 53,279 | 70,279 | 79,849 | 84,524 |

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 | Actual | Budget | | | | |
|--|--------|--|---|--|---|--|---|
| Fund Centre: | 105540 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 53 | 1,795 | 2,795 | 14,245 | 16,245 | 18,815 |
| 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 | | (4,301) | (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* | | 43 | | | | | |
| Ending Balance \$ | | 1,795 | 2,795 | 14,245 | 16,245 | 18,815 | 17,990 |

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: Fund Centre: | 1075 101994 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 46,513 | 43,494 | 28,034 | 39,034 | 54,034 | 61,034 |
| 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* | | 1,981 | | | | | |
| Ending Balance \$ | | 43,494 | 28,034 | 39,034 | 54,034 | 61,034 | 66,534 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Port Renfrew Sewer

FINAL BUDGET

MARCH 2025

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 Fuca EA) established by Bylaw No. 3281 (September 14, 2005).

FUNDING:

User Charge: 50% of operating cost to be imposed as an annual user fee to each connected property.

Parcel Tax: 50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

Connection Charge: Based on actual cost.

RESERVE FUND:

Port Renfrew Sewer System Capital Reserve Fund, Bylaw No. 2139 (June 23, 1993).

3.850 - Port Renfrew Sewer

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Grit Disposal | 11,300 | - | 11,640 | - | - | 11,640 | 11,870 | 12,110 | 12,350 | 12,600 |
| Electricity | 7,300 | 6,101 | 7,520 | - | - | 7,520 | 7,670 | 7,820 | 7,980 | 8,140 |
| Supplies | 2,750 | 1,953 | 2,840 | - | - | 2,840 | 2,900 | 2,960 | 3,020 | 3,080 |
| Allocations - Operations | 62,431 | 74,107 | 65,281 | - | - | 65,281 | 66,592 | 67,933 | 69,295 | 70,687 |
| Allocations - Other | 18,107 | 13,156 | 18,747 | - | - | 18,747 | 19,180 | 19,560 | 19,946 | 20,338 |
| Other Operating Expenses | 12,140 | 23,897 | 12,700 | - | - | 12,700 | 13,001 | 13,310 | 13,647 | 13,994 |
| TOTAL OPERATING COSTS | 114,028 | 119,214 | 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% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Capital Reserve | 17,580 | 16,486 | 19,120 | - | - | 19,120 | 23,205 | 27,635 | 28,180 | 17,280 |
| Transfer to Operating Reserve | 4,000 | - | 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 | 16,486 | 23,620 | - | - | 23,620 | 28,205 | 33,135 | 38,380 | 43,950 |
| TOTAL COSTS | 135,608 | 135,700 | 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% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| 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) | (185) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (68,589) | (68,681) | (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 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Port Renfrew Sewer | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|------------|-----------------|------------------|------------------|------------------|------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$175,000 | \$190,000 | \$0 | \$20,000 | \$200,000 | \$300,000 | \$710,000 | \$710,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$175,000 | \$190,000 | \$0 | \$20,000 | \$200,000 | \$300,000 | \$710,000 | \$710,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|------------|-----------------|------------------|------------------|------------------|------------------|
| Capital Funds on Hand | \$175,000 | \$175,000 | \$0 | \$0 | \$0 | \$0 | \$175,000 | \$175,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$200,000 | \$300,000 | \$500,000 | \$500,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$15,000 | \$0 | \$20,000 | \$0 | \$0 | \$35,000 | \$35,000 |
| | \$175,000 | \$190,000 | \$0 | \$20,000 | \$200,000 | \$300,000 | \$710,000 | \$710,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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% CCF) | \$ 175,000 | S | Cap | \$ 175,000 | \$ 175,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 175,000 |
| 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 |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 710,000 | | | | \$ 190,000 | \$ - | \$ 20,000 | \$ 200,000 | \$ 300,000 | \$ - | \$ 710,000 |

Service: **3.850** **Port Renfrew Sewer**

| | | |
|---|---|---|
| Project Number 22-02 | 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 works identified in the Sewer Master Plan. |
| Project Rationale Public engagement for authorization to develop a loan authorization bylaw. | | |

| | | |
|---|--|---|
| Project Number 24-01 | Capital Project Title Sewer Master Plan Study | Capital Project Description 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 27-01 | Capital Project Title Sewer Outfall Repairs | Capital Project Description 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 28-01 | Capital Project Title System Renewal | Capital Project Description 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

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|---------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 9,056 | 13,556 | 18,556 | 24,056 | 30,056 | 36,556 |
| Capital Reserve Fund | 26,358 | 30,478 | 53,683 | 61,318 | 89,498 | 106,778 |
| Total | 35,413 | 44,033 | 72,238 | 85,373 | 119,553 | 143,333 |

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105537 | Actual | Budget | | | | |
|--------------------------|----------------|--------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 8,635 | 9,056 | 13,556 | 18,556 | 24,056 | 30,056 |
| Transfer from Ops Budget | | - | 4,500 | 5,000 | 5,500 | 6,000 | 6,500 |
| Transfer to Ops Budget | | - | - | - | - | - | - |
| Interest Income* | | 420 | | | | | |
| Ending Balance \$ | | 9,056 | 13,556 | 18,556 | 24,056 | 30,056 | 36,556 |

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: Fund Centre: | 1044 101388 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 38,844 | 26,358 | 30,478 | 53,683 | 61,318 | 89,498 |
| Transfer from Ops Budget | | 16,486 | 19,120 | 23,205 | 27,635 | 28,180 | 17,280 |
| Transfer from Cap Fund | | 27 | | | | | |
| Transfer to Cap Fund | | (30,000) | (15,000) | - | (20,000) | - | - |
| Interest Income* | | 1,000 | | | | | |
| Ending Balance \$ | | 26,358 | 30,478 | 53,683 | 61,318 | 89,498 | 106,778 |

Assumptions/Background:

Transfer as much as operating budget will allow.

* Interest in planning years nets against inflation which is not included.

Electoral Areas Committee - March 2025
2025 Final Electoral Area Budget Review

Appendix C-1: Requisition Summary - Salt Spring Island

| Electoral Area Salt Spring Island | Final 2025 | Cost per Avg. Residential Assessment | Final 2024 | Cost per Avg. Residential Assessment | Change in Requisition | | Change in Cost per Avg. Residential Assessment | |
|--|--------------------|--|--------------------|--|-----------------------|--------------|---|--------------|
| | | | | | \$ | % | \$ | % |
| 1.010 Legislative & General Government | 437,902 | 66.00 | 400,984 | 60.48 | 36,918 | 9.2% | 5.52 | 9.1% |
| 1.10X Facilities Management | 5,533 | 0.83 | 5,686 | 0.86 | (153) | -2.7% | (0.02) | -2.8% |
| 1.101 G.I.S. | 4,904 | 0.74 | 4,367 | 0.66 | 537 | 12.3% | 0.08 | 12.3% |
| 1.224 Community Health | 20,346 | 3.07 | 26,497 | 4.00 | (6,150) | -23.2% | (0.93) | -23.3% |
| 1.280 Regional Parks | 612,961 | 92.39 | 589,157 | 88.67 | 23,803 | 4.0% | 3.52 | 4.0% |
| 1.309 Climate Action and Adaptation | 49,075 | 7.40 | 47,305 | 7.14 | 1,769 | 3.7% | 0.26 | 3.7% |
| 1.310 Land Banking & Housing | 106,661 | 16.08 | 60,998 | 9.20 | 45,663 | 74.9% | 6.88 | 74.7% |
| 1.312 Regional Goose Management | 7,526 | 1.13 | 7,238 | 1.09 | 288 | 4.0% | 0.04 | 3.9% |
| 1.315 Biodiversity & Environmental Stewardship | 3,319 | 0.50 | - | - | 3,319 | 100.0% | 0.50 | 100.0% |
| 1.324 Regional Planning Services | 42,545 | 6.41 | 41,655 | 6.28 | 890 | 2.1% | 0.13 | 2.1% |
| 1.326 Foodlands Access | 8,114 | 1.22 | - | - | 8,114 | 100.0% | 1.22 | 100.0% |
| 1.335 Geo-Spatial Referencing System | 5,600 | 0.84 | 5,486 | 0.83 | 114 | 2.1% | 0.02 | 2.0% |
| 1.374 Regional Emergency Program Support | 4,251 | 0.64 | 4,183 | 0.63 | 68 | 1.6% | 0.01 | 1.6% |
| 1.375 Hazardous Material Incident Response | 14,332 | 2.16 | 10,590 | 1.60 | 3,743 | 35.3% | 0.56 | 35.2% |
| 1.911 911 Systems | 13,087 | 1.97 | 8,240 | 1.24 | 4,846 | 58.8% | 0.73 | 58.7% |
| 1.921 Regional CREST Contribution | 52,107 | 7.85 | 49,358 | 7.44 | 2,749 | 5.6% | 0.41 | 5.5% |
| 21.ALL Feasibility Study Reserve Fund - All | 4,312 | 0.65 | 6,881 | 1.04 | (2,569) | -37.3% | (0.39) | -37.4% |
| Total Regional | \$1,392,577 | \$209.90 | \$1,268,626 | \$191.35 | \$123,951 | 9.8% | \$18.54 | 9.7% |
| 1.230 Traffic Safety Commission | 2,501 | 0.38 | 2,501 | 0.38 | 1 | 0.0% | (0.00) | 0.0% |
| 1.311 Regional Housing Trust Fund | - | - | 25,858 | 3.90 | (25,858) | -100.0% | (3.90) | -100.0% |
| 1.313 Animal Care Services | 147,101 | 22.17 | 129,393 | 19.52 | 17,709 | 13.7% | 2.65 | 13.6% |
| 1.913 913 Fire Dispatch | 62,152 | 9.37 | 61,702 | 9.31 | 450 | 0.7% | 0.06 | 0.7% |
| Total Sub-Regional | \$211,755 | \$31.92 | \$219,454 | \$33.10 | (\$7,699) | -3.5% | (\$1.18) | -3.6% |
| 1.103 Elections | - | - | 16,859 | 2.54 | (16,859) | -100.0% | (2.54) | -100.0% |
| 1.104 U.B.C.M. | 5,788 | 0.87 | 5,368 | 0.81 | 420 | 7.6% | 0.06 | 7.7% |
| 1.108 Joint Electoral Area Admin | 75,027 | 11.31 | - | - | 75,027 | 100.0% | 11.31 | 100.0% |
| 1.318 Building Inspection | 285,864 | 43.09 | 243,128 | 36.67 | 42,738 | 17.6% | 6.42 | 17.5% |
| 1.320 Noise Control | 33,162 | 5.00 | 27,985 | 4.22 | 5,177 | 18.5% | 0.78 | 18.4% |
| 1.322 Nuisances & Unightly Premises | 24,110 | 3.63 | 22,185 | 3.35 | 1,925 | 8.7% | 0.29 | 8.6% |
| 1.372 Electoral Area Emergency Program | 76,890 | 11.59 | 71,451 | 10.78 | 5,439 | 7.6% | 0.81 | 7.5% |
| Total Joint Electoral Area | \$500,841 | \$75.49 | \$386,973 | \$58.37 | \$113,868 | 29.4% | \$17.12 | 29.3% |
| 1.116 Grant-in-Aid - Salt Spring Island | 73,725 | 11.11 | 43,752 | 6.60 | 29,973 | 68.5% | 4.51 | 68.4% |
| 1.124 SSI Economic Development Commission | 64,482 | 9.72 | 53,699 | 8.10 | 10,783 | 20.1% | 1.62 | 20.0% |
| 1.141 Salt Spring Island Public Library | 766,678 | 115.56 | 717,294 | 108.19 | 49,384 | 6.9% | 7.36 | 6.8% |
| 1.236 Salt Spring Island Fernwood Dock | 17,870 | 3.05 | 16,380 | 2.80 | 1,490 | 9.1% | 0.25 | 9.0% |
| 1.238A Community Transit (SSI) | 454,571 | 68.52 | 353,679 | 53.35 | 100,892 | 28.5% | 15.17 | 28.4% |
| 1.238B Community Transportation (SSI) | 72,015 | 10.85 | 88,059 | 13.28 | (16,044) | -18.2% | (2.43) | -18.3% |
| 1.299 Salt Spring Island Arts | 145,393 | 21.91 | 133,716 | 20.17 | 11,677 | 8.7% | 1.75 | 8.7% |
| 1.342 SSI Livestock Injury Compensation | 13 | 0.00 | 13 | 0.00 | - | 0.0% | (0.00) | -0.1% |
| 1.378 SSI Search and Rescue | 26,480 | 3.99 | 22,917 | 3.46 | 3,563 | 15.5% | 0.53 | 15.5% |
| 1.455 Salt Spring Island - Community Parks | 653,536 | 98.50 | 588,527 | 88.77 | 65,009 | 11.0% | 9.73 | 11.0% |
| 1.458 Salt Spring Is. - Community Rec | 135,060 | 20.36 | 118,975 | 17.95 | 16,085 | 13.5% | 2.41 | 13.4% |
| 1.459 Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog | 2,069,951 | 311.99 | 1,888,013 | 284.78 | 181,938 | 9.6% | 27.22 | 9.6% |
| 3.705 SSI Liquid Waste Disposal | 406,177 | 69.28 | 416,125 | 71.05 | (9,948) | -2.4% | (1.77) | -2.5% |
| Total SSI LCC Services | \$4,885,951 | \$744.85 | \$4,441,149 | \$678.49 | \$444,802 | 10.0% | \$66.36 | 9.8% |
| 1.111 Electoral Area Admin Exp - SSI | 811,235 | 122.27 | 659,598 | 99.49 | 151,637 | 23.0% | 22.78 | 22.9% |
| 1.316 SSI Building Numbering | 10,575 | 1.59 | 10,265 | 1.55 | 310 | 3.0% | 0.05 | 2.9% |
| 1.371 SSI Emergency Program | 124,080 | 18.70 | 130,170 | 19.63 | (6,090) | -4.7% | (0.93) | -4.7% |
| 1.535 Stormwater Quality Management - SSI | 15,350 | 2.31 | 24,610 | 3.71 | (9,260) | -37.6% | (1.40) | -37.7% |
| 1.925 Emergency Comm - CREST - SSI | 155,771 | 23.48 | 150,818 | 22.75 | 4,953 | 3.3% | 0.73 | 3.2% |
| 21.E.A. Feasibility Study Reserve Fund - E.A. | - | - | (10,000) | (1.51) | 10,000 | 100.0% | 1.51 | 100.0% |
| Total Other SSI Electoral Area | \$1,117,011 | \$168.36 | \$965,461 | \$145.62 | \$151,550 | 15.7% | \$22.74 | 15.6% |
| Total SSI Electoral Area (Including SSI LCC Services) | \$6,002,962 | \$913.21 | \$5,406,610 | \$824.11 | \$596,352 | 11.0% | \$89.10 | 10.8% |
| Total Capital Regional District | \$8,108,135 | \$1,230.51 | \$7,281,663 | \$1,106.93 | \$826,472 | 11.4% | \$123.58 | 11.2% |
| CRHD Capital Regional Hospital District | 860,672 | 129.72 | 867,193 | \$130.80 | (6,520) | -0.8% | (1.08) | -0.8% |
| Total CRD and CRHD | \$8,968,807 | \$1,360.23 | \$8,148,856 | \$1,237.73 | \$819,952 | 10.1% | \$122.50 | 9.9% |
| Average residential assessment - 2025/2024 | | \$1,052,147 | \$1,048,500 | | | | | |

| Major Impacts (Changes in \$/Avg HH +/- \$1.00) | Change in Requisition | | Change in Cost / Avg. Res Asst | |
|--|-----------------------|--------------|--------------------------------|--------------|
| | \$ | % | \$ | % |
| REGIONAL | | | | |
| Legislative & General Government | 36,918 | 0.5% | 5.52 | 0.4% |
| Regional Parks | 23,803 | 0.3% | 3.52 | 0.3% |
| Land Banking & Housing | 45,663 | 0.6% | 6.88 | 0.6% |
| Foodlands Access | 8,114 | 0.1% | 1.22 | 0.1% |
| SUB-REGIONAL | | | | |
| Regional Housing Trust Fund | (25,858) | -0.3% | (3.90) | -0.3% |
| Animal Care Services | 17,709 | 0.2% | 2.65 | 0.2% |
| JOINT EA | | | | |
| Elections | (16,859) | -0.2% | (2.54) | -0.2% |
| Joint Electoral Area Admin | 75,027 | 0.9% | 11.31 | 0.9% |
| Building Inspection | 42,738 | 0.5% | 6.42 | 0.5% |
| SSI LCC EA | | | | |
| Grant-in-Aid - Salt Spring Island | 29,973 | 0.4% | 4.51 | 0.4% |
| SSI Economic Development Commission | 10,783 | 0.1% | 1.62 | 0.1% |
| Salt Spring Island Public Library | 49,384 | 0.6% | 7.36 | 0.6% |
| Community Transit (SSI) | 100,892 | 1.2% | 15.17 | 1.2% |
| Community Transportation (SSI) | (16,044) | -0.2% | (2.43) | -0.2% |
| Salt Spring Island Arts | 11,677 | 0.1% | 1.75 | 0.1% |
| Salt Spring Island - Community Parks | 65,009 | 0.8% | 9.73 | 0.8% |
| Salt Spring Is. - Community Rec | 16,085 | 0.2% | 2.41 | 0.2% |
| Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog | 181,938 | 2.2% | 27.22 | 2.2% |
| SSI Liquid Waste Disposal | (9,948) | -0.1% | (1.77) | -0.1% |
| OTHER SSI EA | | | | |
| Electoral Area Admin Exp - SSI | 151,637 | 1.9% | 22.78 | 1.8% |
| Stormwater Quality Management - SSI | (9,260) | -0.1% | (1.40) | -0.1% |
| Feasibility Study Reserve Fund - E.A. | 10,000 | 0.1% | 1.51 | 0.1% |
| Capital Regional Hospital District | (6,520) | -0.1% | (1.08) | -0.1% |
| Other | 27,090 | 0.3% | 4.03 | 0.3% |
| TOTAL CRD & CRHD | \$19,952 | 10.1% | \$122.50 | 9.9% |

| Local/Specified/Defined Services Salt Spring Island | Cost per Avg. Residential Assessment | | Cost per Avg. Residential Assessment | | Change in Requisition | | Change in Cost per Avg. Residential Assessment | |
|---|--|--------|--|--------|-----------------------|--------|---|--------|
| | Final 2025 | | Final 2024 | | \$ | % | \$ | % |
| 1.234 SSI Street Lighting (LCC Service) | 32,832 | 5.08 | 31,869 | 4.93 | 963 | 3.0% | 0.14 | 2.9% |
| 2.620 SSI Highland Water System | 8,544 | 33.64 | 31,726 | 124.91 | (23,182) | -73.1% | (91.27) | -73.1% |
| 2.621 Highland / Fernwood Water - SSI | 87,756 | 263.53 | 77,630 | 233.12 | 10,126 | 13.0% | 30.41 | 13.0% |
| 2.624 Beddis Water | 94,523 | 695.02 | 85,940 | 631.91 | 8,583 | 10.0% | 63.11 | 10.0% |
| 2.626 Fulford Water | 56,888 | 557.73 | 55,230 | 541.47 | 1,658 | 3.0% | 16.25 | 3.0% |
| 2.628 Cedar Lane Water (SSI) | 19,117 | 516.68 | 17,820 | 481.62 | 1,297 | 7.3% | 35.05 | 7.3% |
| 2.660 Fernwood Water | 5,034 | 63.72 | 14,621 | 185.08 | (9,587) | -65.6% | (121.35) | -65.6% |
| 3.755 Regional Source Control - Maliview Estates / Ganges Sewer | 7,896 | 10.46 | 7,615 | 10.01 | 281 | 3.7% | 0.44 | 4.4% |
| 3.810 Ganges Sewer | 64,000 | 153.85 | 62,134 | 149.36 | 1,866 | 3.0% | 4.49 | 3.0% |
| 3.820 Maliview Estates Sewer System | 5,220 | 55.53 | 5,070 | 53.94 | 150 | 3.0% | 1.60 | 3.0% |
| Total Local/Specified/Defined Services | 381,810 | | 389,655 | | (7,845) | | | |

Electoral Areas Committee - March 2025
 2025 Final Electoral Area Budget Review

Appendix C2: SSI - Change in Requisition from Provisional to Final - Budget Review 2025

Change in Requisition (2025 Final vs Provisional) - Salt Spring Island
 (Requisition Changes > ±\$3,000) by Services

| Electoral Area Salt Spring Island | 2025 Requisition | | 2025 Per Avg Res Asst | | Chg in Requisition | | Chg in Per Avg Res Asst | | Main Driver - Change in Requisition |
|---|------------------|-------------------|-----------------------|-------------------|--------------------------------|---------------|--------------------------------|---------------|---|
| | Final \$ | Provisional \$ | Final \$ | Provisional \$ | Final vs Provisional \$ +/- | % | Final vs Provisional \$ +/- | % | |
| Total Regional and Sub-Regional | 1,604,331 | 1,628,960 | 241.81 | 245.70 | (24,628) | -1.5% | (3.89) | -1.6% | To be discussed at the CRD Board Budget Review on March 12, 2025 |
| 1.103 Elections | - | 17,365 | - | 2.62 | (17,365) | -100.0% | (2.62) | -100.0% | Board approved at Provisional: one-time deferral of reserve transfer (ORF) to 2026 to mitigate requisition increase |
| 1.318 Building Inspection | 285,864 | 313,723 | 43.09 | 47.32 | (27,859) | -8.9% | (4.23) | -8.9% | a) Board approved at Provisional: one-time reduction in reserve transfer (ERF) to mitigate requisition increase; b) Increased operating reserve fund (ORF) as revenue in 2025 to mitigate requisition increase with higher 2024 surplus transferred into ORF |
| 1.320 Noise Control | 33,162 | 38,531 | 5.00 | 5.81 | (5,369) | -13.9% | (0.81) | -14.0% | Decrease due to lower 2024 Deficit Carryover to be recovered by Requisition |
| Total Joint Electoral Area | 319,026 | 369,620 | 48.09 | 55.75 | (50,594) | -13.7% | (7.67) | -13.8% | |
| 1.236 Salt Spring Island Fernwood Dock | 17,870 | 21,870 | 3.05 | 3.73 | (4,000) | -18.3% | (0.69) | -18.4% | LCC Motion - One-time reduction of reserve transfers to mitigate Requisition |
| 1.238A Community Transit (SSI) | 454,571 | 495,151 | 68.52 | 74.69 | (40,580) | -8.2% | (6.17) | -8.3% | Operating budget net decrease from BC Transit |
| 1.238B Community Transportation (SSI) | 72,015 | 101,950 | 10.85 | 15.38 | (29,935) | -29.4% | (4.52) | -29.4% | LCC Motion - One-time reduction of reserve transfers to mitigate Requisition |
| 1.455 Salt Spring Island - Community Parks | 653,536 | 648,609 | 98.50 | 97.83 | 4,927 | 0.8% | 0.67 | 0.7% | LCC Motion - Increase due to additional Centennial Park Facility hours funded by Requisition |
| 1.459 Salt Spring Is- Pool, Parks, Land, Art & Rec. Prd | 2,069,951 | 2,100,131 | 311.99 | 316.77 | (30,180) | -1.4% | (4.78) | -1.5% | LCC Motion - One-time reduction of reserve transfers to mitigate Requisition |
| 3.705 SSI Liquid Waste Disposal | 406,177 | 416,177 | 69.28 | 71.06 | (10,000) | -2.4% | (1.78) | -2.5% | LCC Motion - One-time reduction of reserve transfers to mitigate Requisition |
| Total SSI LCC Services | 3,674,120 | 3,783,888 | 562.19 | 579.46 | (109,768) | -2.9% | (17.27) | -3.0% | |
| 1.111 Electoral Area Admin Exp - SSI | 811,235 | 853,366 | 122.27 | 128.72 | (42,131) | -4.9% | (6.44) | -5.0% | 2025 surplus carryover; One-time reduction of reserve transfers to mitigate Requisition |
| 1.371 SSI Emergency Program | 124,080 | 134,080 | 18.70 | 20.22 | (10,000) | -7.5% | (1.52) | -7.5% | One-time increase in Operating Reserve Funding in 2025 to mitigate Requisition |
| 1.535 Stormwater Quality Management - SSI | 15,350 | 25,350 | 2.31 | 3.82 | (10,000) | -39.4% | (1.51) | -39.5% | One-time increase in Operating Reserve Funding in 2025 to mitigate Requisition |
| Total Other SSI Electoral Area | 950,665 | 1,012,796 | 143.29 | 152.76 | (62,131) | -6.1% | (9.48) | -6.2% | |
| Other <±\$3,000 | 2,420,665 | 2,426,799 | 364.85 | 366.04 | (6,134) | -0.3% | (1.19) | -0.3% | |
| Total CRD and CRHD (SSI) | 8,968,807 | 9,222,062 | 1,360.23 | 1,399.72 | (253,255) | -2.7% | (39.49) | -2.8% | |
| 2.620 SSI Highland Water System | 8,544 | 13,664 | 33.64 | 53.80 | (5,120) | -37.5% | (20.16) | -37.5% | Increased 2024 surplus carryover to offset Requisition |
| Other <±\$3,000 | 373,266 | 377,554 | | | (4,288) | -1.1% | | | |
| Total Local/Specified/Defined Services | 381,810 | 391,218 | | | (9,408) | -2.4% | | | |

*SSI Local Community Commission (LCC) budgets highlighted

Electoral Areas Committee - March 2025
2025 Final Electoral Area Budget Review

Appendix C-3: Change in Requisition (2025 Final vs Provisional) by Cost Driver - Salt Spring Island
(Requisition Change >±3,000)

| Cost Driver | Service | Service Name | Requisition \$ | | Requisition per Avg Res Asst | | Comments |
|--|------------------------------------|--|----------------------|------------------|------------------------------|-----------------|---|
| | | | % Increase over 2024 | \$ Requisition | % Increase over 2024 | \$/Avg Res | |
| Provisional - (CRD&CRHD) | | | 13.2% | 9,222,062 | 13.1% | 1,399.72 | |
| Change in Cost Apportionment | | | | | | | |
| Regional & Sub-Regional | Various Services | | -0.2% | (15,938) | -0.2% | (2.58) | |
| CRHD | Capital Regional Hospital District | | -0.1% | (6,533) | -0.1% | (1.08) | |
| SSI LCC Services | | | | | 0.0% | (0.56) | Change in residential assessment |
| Other SSI EA Wide Services | Excluding LCC SSI EA Wide Services | | | | 0.0% | (0.12) | Change in residential assessment |
| | Others <+/-3,000 | | 0.0% | (1,703) | 0.0% | (0.31) | |
| | Subtotal | | -0.3% | (24,174) | -0.4% | (4.66) | |
| Budget Changes | | | | | | | |
| Regional & Sub-Regional | Various Services | | -0.1% | (8,690) | -0.1% | (1.31) | To be discussed at the CRD Board Budget Review - March 12, 2025 |
| Joint EA | 1.103 | Elections | -0.2% | (17,365) | -0.2% | (2.62) | Board approved at Provisional: one-time deferral of reserve transfer (ORF) to 2026 to mitigate requisition increase |
| | 1.318 | Building Inspection | -0.3% | (26,887) | -0.3% | (4.06) | a) Board approved at Provisional: one-time reduction in reserve transfer (ERF) to mitigate requisition increase; b) Increased operating reserve fund (ORF) as revenue in 2025 to mitigate requisition increase with higher 2024 surplus transferred into ORF |
| | 1.320 | Noise Control | -0.1% | (5,257) | -0.1% | (0.79) | Decrease due to lower 2024 Deficit Carryover to be recovered by Requisition |
| SSI LCC Services | 1.236 | Salt Spring Island Fernwood Dock | 0.0% | (4,000) | -0.1% | (0.68) | One-time reduction of reserve transfers to mitigate Requisition |
| | 1.238A | Community Transit (S.S.I.) | -0.5% | (40,580) | -0.5% | (6.12) | BC Transit budget net decrease |
| | 1.238B | Community Transportation (S.S.I.) | -0.4% | (29,935) | -0.4% | (4.52) | One-time reduction of reserve transfers to mitigate Requisition |
| | 1.455 | Salt Spring Island Community Parks | 0.1% | 4,927 | 0.1% | 0.74 | One-time increase in Centennial Park Facility hours funded by Requisition |
| | 1.459 | Salt Spring Island Park, Land & Rec Prog | -0.4% | (30,180) | -0.4% | (4.55) | One-time reduction of reserve transfers to mitigate Requisition |
| | 3.705 | S.S.I. Liquid Waste Disposal | -0.1% | (10,000) | -0.1% | (1.71) | One-time reduction of reserve transfers to mitigate Requisition |
| Other SSI EA Wide Services | 1.111 | Electoral Area Admin Exp-SSI | -0.5% | (42,131) | -0.5% | (6.35) | Reduction of reserve transfers to mitigate Requisition; 2024 Surplus Carryover |
| | 1.371 | SSI Emergency Program | -0.1% | (10,000) | -0.1% | (1.51) | One-time increase in Operating Reserve Funding in 2025 to mitigate Requisition |
| | 1.535 | Stormwater Quality Management - SSI | -0.1% | (10,000) | -0.1% | (1.51) | One-time increase in Operating Reserve Funding in 2025 to mitigate Requisition |
| | Others <+/-3,000 | | 0.0% | 1,018 | 0.0% | 0.15 | Changes related to 2024 surplus/deficit, GLT and minor budget changes |
| | Subtotal | | -2.8% | (229,081) | -2.8% | (34.83) | |
| Final - CRD&CRHD over 2024 | | | 10.1% | 8,968,807 | 9.9% | 1,360.23 | |
| Change - Final over Provisional | | | -3.1% | (253,255) | -3.2% | (39.49) | |

*Requisition excludes Local/Specified/Defined area services.
**SSI Local Community Commission (LCC) budgets highlighted

**Appendix C-4: Capital Plan Summary Overview by Service - Salt Spring Island
 2025 Final Budget**

| Service # | Service Name | CAPITAL EXPENDITURE | | | | | TOTAL | SOURCE OF FUNDING | | | | | | TOTAL | |
|--------------|---|---------------------|----------------|------------------|-----------------------|----------------|------------------|-----------------------|------------------|---------------------|------------------|------------------|----------------|-------|------------------|
| | | Equipment | Vehicles | Buildings | Engineered Structures | Land | | Capital Funds on Hand | Debt | Equipment Repl Fund | Grants | Capital Reserves | Other | | |
| 1.111 | SSI Admin. Expenditures | 24,900 | | | | | 24,900 | | | 24,900 | | | | | 24,900 |
| 1.141 | SSI Public Library | | | 140,000 | | | 140,000 | | | | 110,000 | 30,000 | | | 140,000 |
| 1.236 | SSI Small Craft Harbour (Fernwood Dock) | | | | 250,000 | | 250,000 | 30,000 | | | 95,000 | 125,000 | | | 250,000 |
| 1.238A | Community Transit (SSI) | | | | 175,000 | | 175,000 | 105,000 | | | 60,000 | 10,000 | | | 175,000 |
| 1.238B | Community Transportation (SSI) | | | | 871,000 | | 871,000 | 235,000 | | | 536,000 | 100,000 | | | 871,000 |
| 1.371 | SSI Emergency Program | 31,700 | | | | | 31,700 | | | 1,700 | 10,000 | 20,000 | | | 31,700 |
| 1.455 | SSI Community Parks | 50,000 | 90,000 | | 305,000 | | 445,000 | 155,000 | | 45,000 | 200,000 | 40,000 | 5,000 | | 445,000 |
| 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 | 120,000 | 1,683,000 | 805,000 | | 40,000 | 325,000 | 135,000 | 378,000 | | 1,683,000 |
| 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 | | | 116,000 | | 131,000 | 15,000 | | | 92,000 | 24,000 | | | 131,000 |
| 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 | | | 86,000 | | 247,000 | 98,000 | | | 90,000 | 59,000 | | | 247,000 |
| 2.628 | Cedar Lane Water (SSI) | | | | 343,000 | | 343,000 | 80,000 | 143,000 | | 110,000 | 10,000 | | | 343,000 |
| 3.705 | SSI Septage / Composting | | | | 319,196 | | 319,196 | 75,000 | 120,000 | | 60,000 | 31,000 | 33,196 | | 319,196 |
| 3.810 | Ganges Sewer Utility (SSI) | 525,000 | 77,000 | | 310,000 | | 912,000 | 764,000 | | | 75,000 | 73,000 | | | 912,000 |
| 3.820 | Maliview Sewer Utility (SSI) | | | | 1,713,000 | | 1,713,000 | 102,000 | 601,000 | | 950,000 | 60,000 | | | 1,713,000 |
| Total | | 906,600 | 167,000 | 1,083,000 | 6,847,196 | 120,000 | 9,123,796 | 2,698,500 | 1,874,000 | 116,600 | 2,903,000 | 1,115,500 | 416,196 | | 9,123,796 |

Electoral Areas Committee - March 2025
 2025 Final Electoral Area Budget Review

Appendix C-5: Change in Capital Plan (2025 Final vs Provisional) - Salt Spring Island

| Service | Service Name | Project Description | Amount \$ | | | Comments |
|---|---|--|------------------|------------------|----------------|---|
| | | | Provisional | Final | Change | |
| 1.111 | SSI Admin. Expenditures | Boardroom Electronic Equipment | 40,000 | 20,000 | (20,000) | Revised budget spending in 2025 |
| 1.141 | SSI Public Library | Washroom Upgrade Project | - | 100,000 | 100,000 | Upgrade existing washroom and implement accessibility recommendations |
| 1.236 | SSI Small Craft Harbour (Fernwood Dock) | Annual Preventative Maintenance and Repairs | 20,000 | 10,000 | (10,000) | Revised budget spending in 2025 |
| | | Anticipated work from 2023 inspection | 200,000 | 210,000 | 10,000 | Revised budget spending in 2025 |
| 1.238B | Community Transportation (S.S.I) | Ganges Crosswalk study | - | 30,000 | 30,000 | Ganges Cross Walk Study with Grant funding from ICBC |
| | | Pathway Maintenance Equipment | 6,000 | - | (6,000) | Project completed; No carryforward to 2025 |
| 1.371 | SSI Emergency Program | EOC upgrades | - | 20,000 | 20,000 | Moved from 2026 to 2025 |
| 1.455 | SSI Community Parks | ERF Park Maintenance Vehicle Replacement | - | 90,000 | 90,000 | Carryforward from 2024 to 2025 |
| 1.459 | SSI Park Land & Rec Programs | Firehall Repurpose | 50,000 | 80,000 | 30,000 | Revised budget spending in 2025 |
| | | Park Land Acquisition | 50,000 | 40,000 | (10,000) | Carryforward from 2024 to 2025 |
| 2.622 | Cedars of Tuam Water (SSI) | Referendum or Alternative Approval Process - Funding for Future Projects | 10,000 | - | (10,000) | Moved from 2025 to 2026 |
| | | Public Engagement for Future Projects | 5,000 | - | (5,000) | Moved from 2025 to 2026 |
| 2.626 | Fulford Water (SSI) | Referendum or Alternative Approval Process - Funding for Future Projects | 20,000 | 10,000 | (10,000) | Revised budget spending in 2025 |
| 2.628 | Cedar Lane Water (SSI) | Power generation equipment design and construction | 60,000 | - | (60,000) | Moved from 2025 to 2026 |
| 3.705 | SSI Septage / Composting | Referendum or Alternative Approval Process - Funding for Future Projects | 35,000 | 25,000 | (10,000) | Revised budget spending in 2025 |
| 3.810 | Ganges Sewer Utility (SSI) | Key components and spares replacement schedule | 54,000 | 50,000 | (4,000) | Revised budget spending in 2025 |
| | | Ganges WWTP Replacement of Electrical & Instrumentation | - | 475,000 | 475,000 | Carryforward from 2024 to 2025 |
| 3.820 | Maliview Sewer Utility (SSI) | Wastewater Treatment Plant Upgrade | 1,206,000 | 1,221,000 | 15,000 | Carryforward from 2024 to 2025 |
| Total Changes - Salt Spring Island | | | 1,756,000 | 2,381,000 | 625,000 | |

Appendix C-6: SSI Service Budgets

SALT SPRING ISLANDS - EA WIDE

1.111 SSI Administration

1.316 SSI Building Numbering

1.371 SSI Emergency Program

1.535 Stormwater Quality Management

1.925 SSI Emergency Comm-CREST

LOCAL/SPECIFIED/DEFINED SERVICES

2.620 Highland Water

2.621 Highland/Fernwood Water

2.622 Cedars of Tuam Water

2.624 Beddis Water

2.626 Fulford Water

2.628 Cedar Lane Water

2.660 Fernwood Water

3.810 Ganges Sewer

3.820 Maliview Sewer

Appendix C-6: SSI Service Budgets

LOCAL COMMUNITY COMMISSION

- 1.116 SSI Grants in Aid**
- 1.124 SSI Economic Development**
- 1.141 SSI Public Library**
- 1.234 SSI Street Lighting**
- 1.236 Fernwood Dock**
- 1.238A Community Transit**
- 1.238B Community Transportation**
- 1.299 SSI Arts**
- 1.342 Livestock Injury Compensation**
- 1.378 SSI Search and Rescue**
- 1.45X SSI Parks & Recreation**
- 1.455 SSI Parks**
- 1.458 SSI Recreation**
- 1.459 SSI Pool & Parks Land**
- 3.705 Septage/Composting**

CAPITAL REGIONAL DISTRICT

2025 Budget

Admin Expenditures (SSI)

FINAL BUDGET

MARCH 2025

Service: 1.111 SSI Admin. Expenditures

Committee: Electoral Area

DEFINITION:

To establish, according to Section 800 of the Local Government Act, a service to provide funding for electoral area administrative expenditures.

SERVICE DESCRIPTION:

Electoral area administration funding pays for part of EA director remuneration (amount that exceeds Municipal Director amount included in Board expense) and alternate, Corporate services administration, telecommunications, travel, electoral area office space and other contractual support costs as needed by director.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition and internal allocation

**1.111 - Admin Expenditures (SSI)
Director, Management & LCC**

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|------------------|------------------|------------------|----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | 2025 ONE-TIME | 2025 TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Director Admin | 75,295 | 71,035 | 66,627 | (10,000) | - | 56,627 | 57,780 | 58,914 | 60,070 | 61,258 |
| Management Services | 1,160,634 | 953,026 | 1,190,559 | - | 103,923 | 1,294,482 | 1,234,408 | 1,278,317 | 1,297,649 | 1,333,026 |
| Local Community Commission (LCC) | 106,824 | 151,020 | 118,528 | 10,000 | 31,500 | 160,028 | 201,146 | 133,766 | 136,438 | 139,173 |
| TOTAL OPERATING COSTS | 1,342,753 | 1,175,081 | 1,375,714 | - | 135,423 | 1,511,137 | 1,493,334 | 1,470,997 | 1,494,157 | 1,533,457 |
| *Percentage Increase over prior year | | | 2.5% | | 10.1% | 12.5% | -1.2% | -1.5% | 1.6% | 2.6% |
| CAPITAL / RESERVES | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 30,000 | 30,000 | 30,000 | - | (30,000) | - | 36,000 | 36,000 | 34,000 | 31,000 |
| Transfer to Operating Reserve Fund | 5,000 | 5,000 | 43,000 | - | - | 43,000 | 50,000 | 35,095 | 35,180 | 35,250 |
| Capital Asset Purchase | 20,000 | 4,010 | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 55,000 | 39,010 | 73,000 | - | (30,000) | 43,000 | 86,000 | 71,095 | 69,180 | 66,250 |
| TOTAL COSTS | 1,397,753 | 1,214,091 | 1,448,714 | - | 105,423 | 1,554,137 | 1,579,334 | 1,542,092 | 1,563,337 | 1,599,707 |
| *Percentage Increase over prior year | | | 3.6% | | 7.5% | 11.2% | 1.6% | -2.4% | 1.4% | 2.3% |
| Labour Recovery | (410,161) | (235,614) | (432,730) | - | - | (432,730) | (441,380) | (450,230) | (459,230) | (468,390) |
| Internal Allocations | (273,685) | (273,685) | (281,910) | (6,000) | - | (287,910) | (293,660) | (299,520) | (305,470) | (311,530) |
| TOTAL RECOVERIES | (683,846) | (509,299) | (714,640) | (6,000) | - | (720,640) | (735,040) | (749,750) | (764,700) | (779,920) |
| COSTS LESS INTERNAL RECOVERIES | 713,907 | 704,792 | 734,074 | (6,000) | 105,423 | 833,497 | 844,294 | 792,342 | 798,637 | 819,787 |
| *Percentage Increase over prior year | | | 2.8% | -0.8% | 14.8% | 16.8% | 1.3% | -6.2% | 0.8% | 2.6% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Surplus c/fwd to 2025 (Management Component) | - | 49,050 | - | - | (49,050) | (49,050) | - | - | - | - |
| Surplus c/fwd to 2025 (Director Component) | - | 4,214 | - | - | (4,214) | (4,214) | - | - | - | - |
| Deficit c/fwd to 2025 (LCC Component) | - | (44,196) | - | - | 44,196 | 44,196 | - | - | - | - |
| Surplus c/fwd from 2023 to 2024 | (48,579) | (48,579) | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve Fund | - | - | - | - | (7,208) | (7,208) | (77,208) | (15,000) | - | - |
| Grants in Lieu of Taxes | (390) | (391) | (404) | - | - | (404) | (410) | (420) | (430) | (440) |
| Provincial Grant | (5,000) | (5,000) | (5,000) | - | - | (5,000) | (5,000) | (5,000) | (5,000) | (5,000) |
| Other Income | (340) | (292) | (582) | - | - | (582) | (510) | (520) | (530) | (540) |
| TOTAL REVENUE | (54,309) | (45,194) | (5,986) | - | (16,276) | (22,262) | (83,128) | (20,940) | (5,960) | (5,980) |
| REQUISITION | (659,598) | (659,598) | (728,088) | 6,000 | (89,147) | (811,235) | (761,166) | (771,402) | (792,677) | (813,807) |
| *Percentage increase over prior year Requisition | | | 10.4% | -0.9% | 13.5% | 23.0% | -6.2% | 1.3% | 2.8% | 2.7% |
| FTE's | 7.0 | 7.0 | 7.0 | | | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 |

**1.111 - Admin Expenditures (SSI)
Management Services**

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|------------------|------------------|------------------|----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries and Wages | 910,673 | 761,529 | 946,059 | - | 96,715 | 1,042,774 | 973,424 | 1,001,565 | 1,030,502 | 1,060,268 |
| Allocations | 69,421 | 69,421 | 81,500 | - | 7,208 | 88,708 | 94,706 | 92,112 | 94,071 | 96,182 |
| Vehicles & Travel | 9,830 | 4,896 | 8,730 | - | - | 8,730 | 8,900 | 9,080 | 9,260 | 9,450 |
| Legal Expenses | 10,000 | - | 10,000 | - | - | 10,000 | 10,200 | 10,400 | 10,610 | 10,820 |
| Staff Training, Moving & Dues | 16,030 | 4,730 | 14,600 | - | - | 14,600 | 14,890 | 15,190 | 15,490 | 15,810 |
| Contingency | 15,640 | - | - | - | - | - | - | - | - | - |
| Operating - Other | 129,040 | 112,450 | 129,670 | - | - | 129,670 | 132,288 | 149,970 | 137,716 | 140,496 |
| TOTAL OPERATING COSTS | 1,160,634 | 953,026 | 1,190,559 | - | 103,923 | 1,294,482 | 1,234,408 | 1,278,317 | 1,297,649 | 1,333,026 |
| *Percentage Increase over prior year | | | 2.6% | | 9.0% | 11.5% | -4.6% | 3.6% | 1.5% | 2.7% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 25,000 | 25,000 | 25,000 | - | (25,000) | - | 25,000 | 25,000 | 25,000 | 25,000 |
| Transfer to Operating Reserve Fund | - | - | 10,000 | - | - | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Capital Asset Purchase | 20,000 | 4,010 | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 45,000 | 29,010 | 35,000 | - | (25,000) | 10,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| TOTAL COSTS | 1,205,634 | 982,036 | 1,225,559 | - | 78,923 | 1,304,482 | 1,269,408 | 1,313,317 | 1,332,649 | 1,368,026 |
| *Percentage Increase over prior year | | | 1.7% | | 6.5% | 8.2% | -2.7% | 3.5% | 1.5% | 2.7% |
| Labour Recovery | (410,161) | (235,614) | (432,730) | - | - | (432,730) | (441,380) | (450,230) | (459,230) | (468,390) |
| Internal Allocations | (273,685) | (273,685) | (281,910) | (6,000) | - | (287,910) | (293,660) | (299,520) | (305,470) | (311,530) |
| TOTAL RECOVERIES | (683,846) | (509,299) | (714,640) | (6,000) | - | (720,640) | (735,040) | (749,750) | (764,700) | (779,920) |
| COSTS LESS INTERNAL RECOVERIES | 521,788 | 472,737 | 510,919 | (6,000) | 78,923 | 583,842 | 534,368 | 563,567 | 567,949 | 588,106 |
| *Percentage Increase over prior year | | | -2.1% | -1.1% | 15.1% | 11.9% | -8.5% | 5.5% | 0.8% | 3.5% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 49,050 | - | - | (49,050) | (49,050) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (35,640) | (35,640) | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve Fund | - | - | - | - | (7,208) | (7,208) | (7,208) | (15,000) | - | - |
| Grants in Lieu of Taxes | (330) | (329) | (358) | - | - | (358) | (350) | (360) | (370) | (380) |
| TOTAL REVENUE | (35,970) | 13,081 | (358) | - | (56,258) | (56,616) | (7,558) | (15,360) | (370) | (380) |
| REQUISITION | (485,818) | (485,818) | (510,561) | 6,000 | (22,665) | (527,226) | (526,810) | (548,207) | (567,579) | (587,726) |
| *Percentage increase over prior year Requisition | | | 5.1% | -1.2% | 4.7% | 8.5% | -0.1% | 4.1% | 3.5% | 3.5% |
| FTE's | 7.0 | 7.0 | 7.0 | | | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 |

**1.111 - Admin Expenditures (SSI)
Director Admin**

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|-----------------|------------------|-----------------|-----------------|----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries & Remunerations | 49,586 | 47,400 | 50,825 | (10,000) | - | 40,825 | 41,640 | 42,470 | 43,320 | 44,190 |
| SSI EA Management Allocation | 6,700 | 6,700 | 6,900 | - | - | 6,900 | 7,040 | 7,180 | 7,320 | 7,470 |
| Allocations | 11,349 | 11,349 | 3,742 | - | - | 3,742 | 3,854 | 3,931 | 4,010 | 4,090 |
| Travel & Training | 2,070 | 1,583 | 1,000 | - | - | 1,000 | 1,020 | 1,040 | 1,060 | 1,080 |
| Operating - Other | 5,590 | 4,003 | 4,160 | - | - | 4,160 | 4,226 | 4,293 | 4,360 | 4,428 |
| TOTAL OPERATING COSTS | 75,295 | 71,035 | 66,627 | (10,000) | - | 56,627 | 57,780 | 58,914 | 60,070 | 61,258 |
| *Percentage Increase over prior year | | | -11.5% | -13.3% | | -24.8% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | 6,000 | 6,000 | 4,000 | 1,000 |
| TOTAL CAPITAL / RESERVES | - | - | - | - | - | - | 6,000 | 6,000 | 4,000 | 1,000 |
| TOTAL COSTS | 75,295 | 71,035 | 66,627 | (10,000) | - | 56,627 | 63,780 | 64,914 | 64,070 | 62,258 |
| *Percentage Increase over prior year | | | -11.5% | -13.3% | | -24.8% | 12.6% | 1.8% | -1.3% | -2.8% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 4,214 | - | - | (4,214) | (4,214) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (12,939) | (12,939) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (60) | (62) | (46) | - | - | (46) | (60) | (60) | (60) | (60) |
| Other Income | (340) | (292) | (500) | - | - | (500) | (510) | (520) | (530) | (540) |
| TOTAL REVENUE | (13,339) | (9,079) | (546) | - | (4,214) | (4,760) | (570) | (580) | (590) | (600) |
| REQUISITION | (61,956) | (61,956) | (66,081) | 10,000 | 4,214 | (51,867) | (63,210) | (64,334) | (63,480) | (61,658) |
| *Percentage increase over prior year Requisition | | | 6.7% | -16.1% | -6.8% | -16.3% | 21.9% | 1.8% | -1.3% | -2.9% |

| 1.111 - Admin Expenditures (SSI) Local Community Commission | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|---------------------|------------------|-----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Remunerations & Salaries | 43,844 | 86,012 | 48,263 | 10,000 | 31,500 | 89,763 | 59,430 | 60,620 | 61,830 | 63,070 |
| SSI EA Management Allocation | 48,585 | 48,585 | 50,040 | - | - | 50,040 | 51,040 | 52,060 | 53,100 | 54,160 |
| Travel Costs | 6,000 | 1,927 | 6,180 | - | - | 6,180 | 6,300 | 6,430 | 6,560 | 6,690 |
| Allocations | 2,195 | 2,195 | 5,345 | - | - | 5,345 | 5,506 | 5,616 | 5,728 | 5,843 |
| Contract for Services | - | 6,375 | - | - | - | - | 70,000 | - | - | - |
| Other Operating | 6,200 | 5,926 | 8,700 | - | - | 8,700 | 8,870 | 9,040 | 9,220 | 9,410 |
| TOTAL OPERATING COSTS | 106,824 | 151,020 | 118,528 | 10,000 | 31,500 | 160,028 | 201,146 | 133,766 | 136,438 | 139,173 |
| *Percentage Increase over prior year | | | 11.0% | 9.4% | 29.5% | 49.8% | 25.7% | -33.5% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 5,000 | 5,000 | 33,000 | - | - | 33,000 | 40,000 | 25,095 | 25,180 | 25,250 |
| Transfer to Equipment Replacement Fund | 5,000 | 5,000 | 5,000 | - | (5,000) | - | 5,000 | 5,000 | 5,000 | 5,000 |
| TOTAL CAPITAL / RESERVES | 10,000 | 10,000 | 38,000 | - | (5,000) | 33,000 | 45,000 | 30,095 | 30,180 | 30,250 |
| TOTAL COSTS | 116,824 | 161,020 | 156,528 | 10,000 | 26,500 | 193,028 | 246,146 | 163,861 | 166,618 | 169,423 |
| *Percentage Increase over prior year | | | 34.0% | 8.6% | 22.7% | 65.2% | 27.5% | -33.4% | 1.7% | 1.7% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | (44,196) | - | - | 44,196 | 44,196 | - | - | - | - |
| Transfer from Operating Reserve | - | - | - | - | - | - | (70,000) | - | - | - |
| Provincial Grant for LCC | (5,000) | (5,000) | (5,000) | - | - | (5,000) | (5,000) | (5,000) | (5,000) | (5,000) |
| Other Income | - | - | (82) | - | - | (82) | - | - | - | - |
| TOTAL REVENUE | (5,000) | (49,196) | (5,082) | - | 44,196 | 39,114 | (75,000) | (5,000) | (5,000) | (5,000) |
| REQUISITION | (111,824) | (111,824) | (151,446) | (10,000) | (70,696) | (232,142) | (171,146) | (158,861) | (161,618) | (164,423) |
| *Percentage increase over prior year Requisition | | | 35.4% | 8.9% | 63.2% | 107.6% | -26.3% | -7.2% | 1.7% | 1.7% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.111 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | SSI Admin. Expenditures | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|------------------|-----|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$40,000 | \$24,900 | \$15,900 | \$85,900 | \$6,100 | \$6,000 | \$138,800 | |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$65,000 | \$65,000 | |
| | | | | | | | | |
| | \$40,000 | \$24,900 | \$15,900 | \$85,900 | \$6,100 | \$71,000 | \$203,800 | |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|------------------|-----|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Equipment Replacement Fund | \$40,000 | \$24,900 | \$15,900 | \$85,900 | \$6,100 | \$71,000 | \$203,800 | |
| 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 | |
| | | | | | | | | |
| | \$40,000 | \$24,900 | \$15,900 | \$85,900 | \$6,100 | \$71,000 | \$203,800 | |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.111

Service Name: SSI Admin. 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 |
| 24-01 | Replacement | Computer | Computer Replacement - SSI Admin | \$ 43,900 | E | ERF | \$ - | \$ 4,900 | \$ 14,250 | \$ 10,900 | \$ 6,100 | \$ 6,000 | \$ 42,150 |
| 24-01 | Replacement | Computer | Computer Replacement - Director | | E | ERF | \$ - | \$ - | \$ 1,650 | \$ - | \$ - | \$ - | \$ 1,650 |
| 25-01 | New | Vehicle | Electric vehicle | \$ 65,000 | V | ERF | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 65,000 | \$ 65,000 |
| 24-02 | Replacement | Boardroom Electronic Equipment | Upgrade AV equipment in LCC Board Room (Total costs shared between Management, Director and LCC components) | \$ 95,000 | E | ERF | \$ 40,000 | \$ 20,000 | \$ - | \$ 75,000 | \$ - | \$ - | \$ 95,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| Grand Total | | | | \$ 203,900 | | | | \$ 24,900 | \$ 15,900 | \$ 85,900 | \$ 6,100 | \$ 71,000 | \$ 203,800 |

Service: 1.111 SSI Admin. Expenditures

Project Number 24-01

Capital Project Title Computer

Capital Project Description Computer Replacement - SSI Admin

Project Rationale Equipment replacement / lifecycle

Project Number 25-01

Capital Project Title Vehicle

Capital Project Description Electric vehicle

Project Rationale Equipment replacement / lifecycle

Project Number 24-02

Capital Project Title Boardroom Electronic Equipment

Capital Project Description Upgrade AV equipment in LCC Board Room (Total costs shared between Management, Director and LCC components)

Project Rationale Upgrade AV equipment in LCC Board Room (Total costs shared between Management, Director and LCC components)

**Admin Expenditures (SSI)
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|---|----------------|----------------|----------------|---------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund - Local Community Commission | 5,119 | 38,119 | 8,119 | 33,214 | 58,394 | 83,644 |
| Operating Reserve Fund - Management | 6,065 | 8,857 | 11,649 | 6,649 | 16,649 | 26,649 |
| Equipment Replacement Fund - Management | 82,646 | 67,746 | 78,496 | 42,596 | 61,496 | 15,496 |
| Equipment Replacement Fund - Director | 13,858 | 8,858 | 13,208 | 6,708 | 10,708 | 11,708 |
| Equipment Replacement Fund - Local Community Commission | 16,772 | 11,772 | 16,772 | 9,272 | 14,272 | 19,272 |
| Total | 124,458 | 135,350 | 128,242 | 98,437 | 161,517 | 156,767 |

Reserve Schedule

Reserve Fund: 1.111 Admin Expenditures (SSI) - Operating Reserve Fund - Local Community Commission

Bylaw No. 4584
Created in 2023

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105558 | Actual | Budget | | | | |
|--------------------------|----------------|--------------|---------------|--------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | - | 5,119 | 38,119 | 8,119 | 33,214 | 58,394 |
| Transfer from Ops Budget | | 5,000 | 33,000 | 40,000 | 25,095 | 25,180 | 25,250 |
| Transfer to Ops Budget | | - | - | (70,000) | - | - | - |
| Interest Income* | | 119 | | | | | |
| Ending Balance \$ | | 5,119 | 38,119 | 8,119 | 33,214 | 58,394 | 83,644 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.111 Admin Expenditures (SSI) - Operating Reserve Fund - Management Budget

Bylaw No. 4584
Created in 2023

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105559 | Actual | Budget | | | | |
|-----------------------------------|----------------|--------------|--------------|---------------|--------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 3,625 | 6,065 | 8,857 | 11,649 | 6,649 | 16,649 |
| Transfer from Ops Budget | | - | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Net balance from closed BX | | 2,179 | | | | | |
| Transfer to Ops Budget | | - | (7,208) | (7,208) | (15,000) | - | - |
| Interest Income* | | 261 | | | | | |
| Ending Balance \$ | | 6,065 | 8,857 | 11,649 | 6,649 | 16,649 | 26,649 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

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

ERF Group: EASSIMGMT.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 102119 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 66,100 | 82,646 | 67,746 | 78,496 | 42,596 | 61,496 |
| Transfer from Ops Budget | | 25,000 | - | 25,000 | 25,000 | 25,000 | 25,000 |
| Planned Purchase | | (8,886) | (14,900) | (14,250) | (60,900) | (6,100) | (71,000) |
| Interest Income | | 432 | | | | | |
| Ending Balance \$ | | 82,646 | 67,746 | 78,496 | 42,596 | 61,496 | 15,496 |

Assumptions/Background:

Office equipment, computers, and vehicle replacement

Reserve Schedule

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

ERF Group: SSIADMIN.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101837 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|--------------|---------------|--------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 13,782 | 13,858 | 8,858 | 13,208 | 6,708 | 10,708 |
| Transfer from Ops Budget | | - | - | 6,000 | 6,000 | 4,000 | 1,000 |
| Planned Purchase | | - | (5,000) | (1,650) | (12,500) | - | - |
| Interest Income | | 75 | | | | | |
| Ending Balance \$ | | 13,858 | 8,858 | 13,208 | 6,708 | 10,708 | 11,708 |

Assumptions/Background:

Office equipment, computers, and vehicle replacement

Reserve Schedule

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

ERF Group: EASSILCC.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 102275 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|--------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 11,685 | 16,772 | 11,772 | 16,772 | 9,272 | 14,272 |
| Transfer from Ops Budget | | 5,000 | - | 5,000 | 5,000 | 5,000 | 5,000 |
| Planned Purchase | | - | (5,000) | - | (12,500) | - | - |
| Interest Income | | 87 | | | | | |
| Ending Balance \$ | | 16,772 | 11,772 | 16,772 | 9,272 | 14,272 | 19,272 |

Assumptions/Background:

Office equipment, computers, and vehicle replacement

CAPITAL REGIONAL DISTRICT

2025 Budget

SSI Building Numbering

FINAL BUDGET

MARCH 2025

Service: 1.316 SSI Building Numbering

Committee: Electoral Area

DEFINITION:

To provide the extended service of numbering of buildings within the Electoral Area of Salt Spring Island.
Bylaw No. 2082, adopted February 1993.

SERVICE DESCRIPTION:

Implementation and maintenance of a building numbering system with corresponding notification and mapped integration with departmental operations and emergency services.

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

| 1.316 - SSI Building Numbering | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|--------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Building Inspection | 9,690 | 9,690 | 9,985 | - | - | 9,985 | 10,180 | 10,390 | 10,600 | 10,810 |
| Allocations | 493 | 493 | 510 | - | - | 510 | 525 | 536 | 547 | 558 |
| Other Operating Expenses | 20 | 69 | 40 | - | - | 40 | 100 | 100 | 100 | 100 |
| TOTAL COSTS | 10,203 | 10,252 | 10,535 | - | - | 10,535 | 10,805 | 11,026 | 11,247 | 11,468 |
| *Percentage Increase over prior year | | | 3.3% | | | 3.3% | 2.6% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | (59) | 59 | - | - | 59 | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 82 | 82 | - | - | - | - | - | - | - | - |
| Other Revenue | (20) | (10) | (19) | - | - | (19) | (20) | (20) | (20) | (20) |
| TOTAL REVENUE | 62 | 13 | 40 | - | - | 40 | (20) | (20) | (20) | (20) |
| REQUISITION | (10,265) | (10,265) | (10,575) | - | - | (10,575) | (10,785) | (11,006) | (11,227) | (11,448) |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

SSI Emergency Program

FINAL BUDGET

MARCH 2025

Service: **1.371 SSI Emergency Program**

Committee: **Electoral Area**

DEFINITION:

To provide an Emergency Program as an Extended Service in preparation for emergencies.
Establishment Bylaw No. 2084 (December 16, 1992). Bylaw No. 2094 (February 1993), establishes the mode of operation and administration of the program.
Bylaw No. 2204 (April 27, 1994) and Bylaw No. 2205 (April 27, 1994) repeal and replace Bylaws 2084 and 2094 respectively.
Bylaw No. 3752 (March 9, 2011) establishes guidelines for the operation and administration of the SSI Program and repeals previous Bylaw No. 2205, 2486, 2737, and 3446.
Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

Governed by Bylaw #3446, this service provides planning and management of community disaster emergency response and recovery plans for the communities of Salt Spring Island Electoral Area. The service was started in 1992 in response to the *Provincial Emergency Program Act*.

The Planning and Protective Services department has administrative responsibility for the service and the Manager of Electoral Area Fire and Emergency Programs has immediate operational responsibility.

PARTICIPATION:

The service and participating area shall be coterminous with that of the Salt Spring Island Electoral Area.

LEVY:

The cost of providing the service established shall be recovered by requisition of money under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1 of the Municipal Act.

FUNDING:

Requisition

| 1.371 - SSI Emergency Program | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Travel Expense | 1,500 | 1,500 | 1,500 | - | - | 1,500 | 1,530 | 1,560 | 1,590 | 1,620 |
| Contract for Services | 52,100 | 52,100 | 63,500 | - | - | 63,500 | 64,770 | 66,070 | 67,390 | 68,740 |
| Building Rent | 14,000 | 12,680 | 12,680 | - | - | 12,680 | 12,680 | 12,680 | 12,680 | 12,680 |
| Staff Training & Development | 2,000 | 1,500 | 2,000 | - | - | 2,000 | 2,040 | 2,080 | 2,120 | 2,160 |
| Supplies | 5,900 | 5,500 | 2,200 | - | - | 2,200 | 2,240 | 2,280 | 2,330 | 2,380 |
| Allocations | 7,146 | 7,146 | 6,709 | - | - | 6,709 | 6,910 | 7,049 | 7,189 | 7,333 |
| Other Operating Expenses | 51,535 | 50,100 | 47,740 | - | - | 47,740 | 48,837 | 49,963 | 51,130 | 52,329 |
| TOTAL OPERATING COSTS | 134,181 | 130,526 | 136,329 | - | - | 136,329 | 139,007 | 141,682 | 144,429 | 147,242 |
| *Percentage Increase over prior year | | | 1.6% | | | 1.6% | 2.0% | 1.9% | 1.9% | 1.9% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Equipment Purchases | 10,000 | 8,000 | - | - | - | - | - | - | - | - |
| Transfer to Capital Reserve Fund | - | - | - | - | - | - | 2,000 | 4,340 | 8,980 | 13,930 |
| Transfer to Operating Reserve Fund | - | 5,655 | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | 2,000 | 2,000 | 2,000 | 2,000 |
| TOTAL CAPITAL / RESERVES | 10,000 | 13,655 | - | - | - | - | 4,000 | 6,340 | 10,980 | 15,930 |
| TOTAL COSTS | 144,181 | 144,181 | 136,329 | - | - | 136,329 | 143,007 | 148,022 | 155,409 | 163,172 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve | (13,811) | (13,811) | (2,049) | - | (10,000) | (12,049) | (2,027) | - | - | - |
| Grants in Lieu of Taxes | (100) | (100) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| Revenue - Other | (100) | (100) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (14,011) | (14,011) | (2,249) | - | (10,000) | (12,249) | (2,227) | (200) | (200) | (200) |
| REQUISITION | (130,170) | (130,170) | (134,080) | - | 10,000 | (124,080) | (140,780) | (147,822) | (155,209) | (162,972) |
| *Percentage increase over prior year Requisition | | | 3.0% | | -7.7% | -4.7% | 13.5% | 5.0% | 5.0% | 5.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.371 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | SSI Emergency Program | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|-----|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$31,700 | \$18,000 | \$10,900 | \$14,500 | \$5,800 | \$80,900 | |
| 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 | \$31,700 | \$18,000 | \$10,900 | \$14,500 | \$5,800 | \$80,900 | |

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 | \$1,700 | \$1,000 | \$6,900 | \$2,500 | \$1,800 | \$13,900 |
| Grants (Federal, Provincial) | \$0 | \$10,000 | \$12,000 | \$4,000 | \$2,000 | \$4,000 | \$32,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$20,000 | \$5,000 | \$0 | \$10,000 | \$0 | \$35,000 |
| | \$0 | \$31,700 | \$18,000 | \$10,900 | \$14,500 | \$5,800 | \$80,900 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.371

Service Name SSI 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 | EOC upgrades | Upgrades to electrical and IT in new EOC location | \$ 25,000 | E | Res | | \$ 20,000 | \$ 5,000 | \$ - | \$ - | \$ - | \$ 25,000 |
| 25-01 | Replacement | IT Equipment | replace IT equipment - lifecycle | \$ 13,900 | E | ERF | | \$ 1,700 | \$ 1,000 | \$ 6,900 | \$ 2,500 | \$ 1,800 | \$ 13,900 |
| 25-02 | New | ESS/BOC Equipment | misc. new equipment | \$ 32,000 | E | Grant | | \$ 10,000 | \$ 12,000 | \$ 4,000 | \$ 2,000 | \$ 4,000 | \$ 32,000 |
| 28-01 | New | Sea container | new cache at North End | \$ 10,000 | E | Res | | \$ - | \$ - | \$ - | \$ 10,000 | \$ - | \$ 10,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| Grand Total | | | | \$ 80,900 | | | | \$ 31,700 | \$ 18,000 | \$ 10,900 | \$ 14,500 | \$ 5,800 | \$ 80,900 |

Service:

1.371

SSI Emergency Program

Project Number

24-01

Capital Project Title

EOC upgrades

Capital Project Description

Upgrades to electrical and IT in new EOC location

Project Rationale

Project Number

25-01

Capital Project Title

IT Equipment

Capital Project Description

replace IT equipment - lifecycle

Project Rationale

Project Number

25-02

Capital Project Title

ESS/BOC Equipment

Capital Project Description

misc. new equipment

Project Rationale

Project Number

28-01

Capital Project Title

Sea container

Capital Project Description

new cache at North End

Project Rationale

SSI Emergency Program
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|---------------|---------------|---------------|---------------|---------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 34,983 | 14,983 | 11,983 | 16,323 | 15,303 | 29,233 |
| Operating Reserve Fund | 58,766 | 46,717 | 44,690 | 44,690 | 44,690 | 44,690 |
| Equipment Replacement Fund | 11,358 | 9,658 | 10,658 | 5,758 | 5,258 | 5,458 |
| Total | 105,107 | 71,358 | 67,331 | 66,771 | 65,251 | 79,381 |

Reserve Schedule

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

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

Reserve Cash Flow

| Fund: | 1073 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101949 | | | | | | |
| Beginning Balance | | 33,426 | 34,983 | 14,983 | 11,983 | 16,323 | 15,303 |
| Transfer from Ops Budget | | - | - | 2,000 | 4,340 | 8,980 | 13,930 |
| Expenditures | | - | (20,000) | (5,000) | - | (10,000) | - |
| Interest Income* | | 1,557 | | | | | |
| Ending Balance \$ | | 34,983 | 14,983 | 11,983 | 16,323 | 15,303 | 29,233 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

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

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

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 105402 | | | | | | |
| Beginning Balance | | 66,733 | 58,766 | 46,717 | 44,690 | 44,690 | 44,690 |
| Transfer from Ops Budget | | 4,701 | - | - | - | - | - |
| Transfer to Ops Budget | | (15,421) | (12,049) | (2,027) | - | - | - |
| Interest Income* | | 2,753 | | | | | |
| Ending Balance \$ | | 58,766 | 46,717 | 44,690 | 44,690 | 44,690 | 44,690 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.371 SSI Emergency Program - Equipment Replacement Fund

ERF Group: SSIEMERG.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|---------------|--------------|---------------|--------------|--------------|--------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101437 | | | | | | |
| Beginning Balance | | 11,295 | 11,358 | 9,658 | 10,658 | 5,758 | 5,258 |
| Transfer from Ops Budget | | - | - | 2,000 | 2,000 | 2,000 | 2,000 |
| Expenditures | | - | (1,700) | (1,000) | (6,900) | (2,500) | (1,800) |
| Interest Income | | 63 | | | | | |
| Ending Balance \$ | | 11,358 | 9,658 | 10,658 | 5,758 | 5,258 | 5,458 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 Budget

Storm Water Quality Management (SSI)

FINAL BUDGET

MARCH 2025

Service: 1.535 SSI Stormwater Quality Management

Committee: Electoral Area Services

DEFINITION:

To provide for the control of pollution in stormwater runoff from land. In Bylaw No. 2454 (adopted February, 1997 for the EA of Salt Spring Island) "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Salt Spring Island Electoral Area to coordinate and provide information for management of stormwater quality and watershed protection.

PARTICIPATION:

The Electoral Area of the Salt Spring Island.

MAXIMUM LEVY:

Greater of \$34,365 or \$0.0078 / \$1,000 on actual assessed value of land and improvements.

FUNDING:

Requisition

| 1.535 - Storm Water Quality Management (SSI) | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|-----------------|------------------|-----------------|--------------|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contract for Services & Consulting | 30,000 | - | - | - | 30,000 | 30,000 | - | - | - | - |
| Contribution Projects | 25,000 | 14,000 | 15,000 | - | - | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Allocations | 10,864 | 9,490 | 12,402 | - | - | 12,402 | 12,700 | 12,979 | 13,262 | 13,549 |
| Other Operating Expenses | 170 | 70 | 180 | - | - | 180 | 188 | 197 | 207 | 218 |
| TOTAL OPERATING COSTS | 66,034 | 23,560 | 27,582 | - | 30,000 | 57,582 | 27,888 | 28,176 | 28,469 | 28,767 |
| *Percentage Increase over prior year | | | -58.2% | | 45.4% | -12.8% | -51.6% | 1.0% | 1.0% | 1.0% |
| <u>CAPITAL/RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 18,791 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 66,034 | 42,351 | 27,582 | - | 30,000 | 57,582 | 27,888 | 28,176 | 28,469 | 28,767 |
| *Percentage Increase over prior year | | | -58.2% | | 45.4% | -12.8% | -51.6% | 1.0% | 1.0% | 1.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 15,000 | - | - | (15,000) | (15,000) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (30,000) | (30,000) | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve Fund | (11,394) | (1,394) | (2,112) | - | (25,000) | (27,112) | (1,910) | (1,680) | (1,445) | (1,205) |
| Grants in Lieu of Taxes | (20) | (21) | (20) | - | - | (20) | (21) | (22) | (22) | (22) |
| Other Revenue | (10) | (1,326) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (41,424) | (17,741) | (2,232) | - | (40,000) | (42,232) | (2,031) | (1,802) | (1,567) | (1,327) |
| REQUISITION | (24,610) | (24,610) | (25,350) | - | 10,000 | (15,350) | (25,857) | (26,374) | (26,902) | (27,440) |
| *Percentage increase over prior year Requisition | | | 3.0% | | -40.6% | -37.6% | 68.4% | 2.0% | 2.0% | 2.0% |

Reserve Schedule

Reserve Fund: Storm Water Quality Management (SSI) - Operating Reserve Fund

Reserve is being applied to supporting Salt Spring Island Watershed Protection Authority for studies related to drinking water lakes impacted by stormwater runoff.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105529 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 57,227 | 77,274 | 50,162 | 48,252 | 46,572 | 45,127 |
| Transfer from Ops Budget | | 18,791 | - | - | - | - | - |
| Transfer to Ops Budget | | (1,394) | (27,112) | (1,910) | (1,680) | (1,445) | (1,205) |
| Interest Income* | | 2,650 | | | | | |
| Ending Balance \$ | | 77,274 | 50,162 | 48,252 | 46,572 | 45,127 | 43,922 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Emergency Comm - CREST (SSI)

FINAL BUDGET

MARCH 2025

Service: 1.925 SSI Emergency Comm. - CREST

Committee: Planning and Protective Services

DEFINITION:

A service established for emergency communications, including contributions towards the cost of an emergency communications service operated by another person or organization (Bylaw No. 2891, adopted July 17, 2001). Amended by Bylaw No. 3407 (adopter February, 2007).

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

| 1.925 - Emergency Comm - CREST (SSI) | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payments to CREST | 147,460 | 147,459 | 152,517 | - | - | 152,517 | 155,570 | 158,680 | 161,850 | 165,090 |
| Allocations | 2,902 | 2,902 | 3,017 | - | - | 3,017 | 3,108 | 3,170 | 3,233 | 3,298 |
| Other Operating Expenses | 500 | 782 | 520 | - | - | 520 | 530 | 540 | 550 | 560 |
| TOTAL COSTS | 150,862 | 151,143 | 156,054 | - | - | 156,054 | 159,208 | 162,390 | 165,633 | 168,948 |
| *Percentage Increase over prior year | | | 3.4% | | | 3.4% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 123 | (123) | - | - | (123) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 116 | 116 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (50) | (456) | (50) | - | - | (50) | (50) | (50) | (50) | (50) |
| Revenue-Other | (110) | (108) | (110) | - | - | (110) | (110) | (110) | (110) | (110) |
| TOTAL REVENUE | (44) | (325) | (283) | - | - | (283) | (160) | (160) | (160) | (160) |
| REQUISITION | (150,818) | (150,818) | (155,771) | - | - | (155,771) | (159,048) | (162,230) | (165,473) | (168,788) |
| *Percentage increase over prior year Requisition | | | 3.3% | | | 3.3% | 2.1% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Highland Water System (SSI)

FINAL BUDGET

MARCH 2025

Service: 2.620 Highland Water (SSI)

Committee: Electoral Area

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Highland Water System Specified Area. Bylaw No. 847 (March 25, 1981). Local Service Establishment Bylaw No. 1937 (October 9, 1991).

PARTICIPATION:

Local Service Area #13, H(764)

MAXIMUM LEVY:

Greater of \$120,000 or \$5.50 / \$1,000 of actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

| | | |
|-------------|-----------------------------|-------------|
| Authorized: | LA3580 (April 3, 2009) | \$559,000 |
| Borrowed: | SI Bylaw 3634 (2009, 4.13%) | (\$250,000) |
| | SI Bylaw 3817 (2012, 3.4%) | (\$150,680) |
| Expired: | | (\$158,320) |
| Remaining: | | <hr/> \$0 |

COMMISSION:

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

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes by Special Act.

Parcel Tax: - Annual, only on properties capable of being connected to the system.

RESERVE FUND:

Highland Water System Capital Reserve Fund, Bylaw No. 1501 (Dec. 17, 1986)

2.620 - Highland Water System (SSI) - Debt Only

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|----------------|----------|----------|----------------|--------------------|-----------------|----------|----------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Allocations | 27 | 27 | 23 | - | - | 23 | 24 | 25 | - | - |
| TOTAL OPERATING COSTS | 27 | 27 | 23 | - | - | 23 | 24 | 25 | - | - |
| *Percentage Increase over prior year | | | | | | -14.8% | 4.3% | 4.2% | NA | NA |
| <u>DEBT</u> | | | | | | | | | | |
| MFA Debt Principal | 21,138 | 21,138 | 8,653 | - | - | 8,653 | 8,653 | 8,653 | - | - |
| MFA Debt Interest | 10,733 | 10,733 | 5,108 | - | - | 5,108 | 5,108 | 2,554 | - | - |
| MFA Debt Reserve Fund | 90 | 179 | 60 | - | - | 60 | 60 | 60 | - | - |
| TOTAL DEBT | 31,961 | 32,050 | 13,821 | - | - | 13,821 | 13,821 | 11,267 | - | - |
| TOTAL COSTS | 31,988 | 32,077 | 13,844 | - | - | 13,844 | 13,845 | 11,292 | - | - |
| *Percentage Increase over prior year | | | | | | -56.7% | 0.0% | -18.4% | NA | NA |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 5,240 | (5,240) | - | - | (5,240) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (172) | (172) | - | - | - | - | - | - | - | - |
| MFA Debt Reserve Earnings | (90) | (5,304) | (60) | - | - | (60) | (60) | (60) | - | - |
| Other Income | - | (115) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (262) | (351) | (5,300) | - | - | (5,300) | (60) | (60) | - | - |
| REQUISITION - PARCEL TAX | (31,726) | (31,726) | (8,544) | - | - | (8,544) | (13,785) | (11,232) | - | - |
| *Percentage increase over prior year Requisition | | | | | | -73.1% | 61.3% | -18.5% | NA | NA |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 2.620
 Service Name: Highland Water (SSI)

| 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 |
| 16-01 | Renewal | Infrastructure Upgrades (Valve Distribution) | Middle and Upper Reservoir Repairs | \$ 126,973 | S | Cap | \$ 10,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| Grand Total | | | | \$ 126,973 | | | \$ 10,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000.00 |

Service:

2.620

Highland Water (SSI)

Project Number

16-01

Capital Project Title

Infrastructure Upgrades (Valve Distribution)

Capital Project Description

Middle and Upper Reservoir Repairs

Project Rationale

These funds are reserved for Highland only upgrade/repairs/replacement. The middle reservoir needs an access hatch and a replacement of a failed outlet piping and it has also recently starts to leak. The upper reservoir has been leaking and needs to be replaced. The fund is reserved for the repair of Middle reservoir and the planning, option analysis and the design of Upper Reservoir replacement.

CAPITAL REGIONAL DISTRICT

2025 Budget

Highland/Fernwood Water (SSI)

FINAL BUDGET

MARCH 2025

Service: 2.621 Highland & Fernwood Water (SSI)

Committee: Electoral Area

DEFINITION:

To construct water works for the provision, supply, treatment, conveyance, storage and distribution of water for the Salt Spring Island Highland and Fernwood Water Service, Bylaw No. 3753 (April 13, 2011). Amended Bylaw No. 3878 (Aug. 14, 2013).

PARTICIPATION:

Local Service Area #63, 3(764)

MAXIMUM LEVY:

Greater of \$350,000 or \$2.572 / \$1,000 of actual assessed value of land and improvements.

COMMISSION:

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

FUNDING:

Parcel Tax: Annual, levied only on all properties capable of being connected to the system.

User Charge: Annual Fixed Fee per single family dwelling unit or equivalent.
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic metres at the following rate:

- First 38 cubic metres or portion - \$0.64 / cubic metre
- Next 68 cubic metres or portion - \$2.00 / cubic metre
- Greater than 106 cubic metres - \$5.13 / cubic metre

Water Connection Charge: Actual cost for the connection.

RESERVE FUND:

Established by Bylaw #3907 (April 16, 2014)

2.621 - Highland/Fernwood Water (SSI)

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|------------------|------------------|------------------|----------------|----------|------------------|--------------------|------------------|------------------|--------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Sludge Hauling Contract | 9,950 | 8,800 | 10,250 | - | - | 10,250 | 10,460 | 10,670 | 10,880 | 11,100 |
| Waste Sludge Disposal | 15,460 | 15,700 | 15,920 | - | - | 15,920 | 16,240 | 16,560 | 16,890 | 17,230 |
| Repairs & Maintenance | 29,440 | 30,500 | 9,720 | - | - | 9,720 | 29,910 | 10,100 | 10,300 | 10,500 |
| Allocations | 24,436 | 24,436 | 26,577 | - | - | 26,577 | 27,304 | 27,844 | 28,393 | 28,962 |
| Water Testing | 19,750 | 19,745 | 20,380 | - | - | 20,380 | 20,790 | 21,210 | 21,630 | 22,060 |
| Electricity | 22,000 | 23,350 | 22,660 | - | - | 22,660 | 23,110 | 23,570 | 24,040 | 24,520 |
| Supplies | 24,700 | 24,700 | 25,420 | - | - | 25,420 | 25,920 | 26,430 | 26,940 | 27,470 |
| Labour Charges | 212,906 | 240,000 | 222,730 | - | - | 222,730 | 227,190 | 231,740 | 236,370 | 241,100 |
| Other Operating Expenses | 19,370 | 16,180 | 21,030 | - | - | 21,030 | 41,758 | 42,945 | 44,187 | 65,487 |
| TOTAL OPERATING COSTS | 378,012 | 403,411 | 374,687 | - | - | 374,687 | 422,682 | 411,069 | 419,630 | 448,429 |
| *Percentage Increase over prior year | | | -0.9% | | | -0.9% | 12.8% | -2.7% | 2.1% | 6.9% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 76,076 | 76,076 | 128,340 | - | - | 128,340 | 75,810 | 71,000 | 32,450 | 108,275 |
| Transfer to Operating Reserve Fund | 65,000 | 51,482 | 30,000 | - | - | 30,000 | 30,000 | 10,000 | 10,000 | 10,000 |
| MFA Debt Principal | 26,841 | 26,841 | 26,841 | - | - | 26,841 | 46,855 | 65,615 | 160,618 | 228,133 |
| MFA Debt Interest | 17,393 | 7,350 | 7,350 | 8,986 | - | 16,336 | 63,095 | 156,395 | 309,460 | 426,720 |
| MFA Debt Reserve Fund | 9,280 | 150 | 210 | 7,900 | - | 8,110 | 18,210 | 37,500 | 26,650 | 26,650 |
| TOTAL DEBT / RESERVES | 194,590 | 161,899 | 192,741 | 16,886 | - | 209,627 | 233,970 | 340,510 | 539,178 | 799,778 |
| TOTAL COSTS | 572,602 | 565,310 | 567,428 | 16,886 | - | 584,314 | 656,652 | 751,579 | 958,808 | 1,248,207 |
| *Percentage Increase over prior year | | | -0.9% | 2.9% | | 2.0% | 12.4% | 14.5% | 27.6% | 30.2% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (20,000) | (20,000) | - | - | - | - | (20,000) | - | - | (20,000) |
| Sales - Water | (60,000) | (54,000) | (60,000) | - | - | (60,000) | (60,000) | (60,000) | (60,000) | (60,000) |
| User Charges | (414,032) | (412,740) | (426,448) | (9,090) | - | (435,538) | (479,090) | (574,910) | (747,380) | (971,590) |
| Other Revenue | (940) | (940) | (1,020) | - | - | (1,020) | (1,030) | (830) | (840) | (860) |
| TOTAL REVENUE | (494,972) | (487,680) | (487,468) | (9,090) | - | (496,558) | (560,120) | (635,740) | (808,220) | (1,052,450) |
| REQUISITION - PARCEL TAX | (77,630) | (77,630) | (79,960) | (7,796) | - | (87,756) | (96,532) | (115,839) | (150,588) | (195,757) |
| *Percentage increase over prior year | | | | | | | | | | |
| Sales | | | 0.0% | 0.0% | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| User Fee | | | 3.0% | 2.2% | | 5.2% | 10.0% | 20.0% | 30.0% | 30.0% |
| Requisition | | | 3.0% | 10.0% | | 13.0% | 10.0% | 20.0% | 30.0% | 30.0% |
| Combined | | | 2.7% | 3.0% | | 5.7% | 9% | 18% | 28% | 28% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--|--|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.621 Highland & Fernwood Water (SSI) | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--------------------|--|--|-------------|-------------|-------------|-------------|-------------|--------------|

EXPENDITURE

| | | | | | | | | |
|-----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$1,066,500 | \$1,119,000 | \$1,945,000 | \$3,801,000 | \$2,715,000 | \$2,665,000 | \$12,245,000 | \$12,245,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$1,066,500 | \$1,119,000 | \$1,945,000 | \$3,801,000 | \$2,715,000 | \$2,665,000 | \$12,245,000 | \$12,245,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| Capital Funds on Hand | \$170,500 | \$170,500 | \$0 | \$0 | \$0 | \$0 | \$170,500 | \$170,500 |
| Debenture Debt (New Debt Only) | \$790,000 | \$790,000 | \$1,800,000 | \$3,750,000 | \$2,665,000 | \$2,665,000 | \$11,670,000 | \$11,670,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$40,000 | \$40,000 | \$0 | \$0 | \$40,000 | \$0 | \$80,000 | \$80,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$66,000 | \$118,500 | \$145,000 | \$51,000 | \$10,000 | \$0 | \$324,500 | \$324,500 |
| | \$1,066,500 | \$1,119,000 | \$1,945,000 | \$3,801,000 | \$2,715,000 | \$2,665,000 | \$12,245,000 | \$12,245,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 2.621
 Service Name: Highland & Fernwood Water (SS)

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---------------------|--------------------------|--|---|---------------------------|-------------|----------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | | Total Project Budget | Asset Class | Funding Source | Carryforward | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 19-05 | New | Referendum or Alternative Approval Process - Funding for Future Projects | Undertake a referendum or AAP to borrow funds to carry out the intake, DAF, back up power and upper reservoir projects. | \$ 40,000 | \$ | Cap | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 21-01 | New | Public Engagement for Future Projects | Public engagement for the intake, DAF, back up power and upper reservoir projects. | \$ 10,000 | \$ | Cap | \$ 10,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| 22-01 | New | Back up Power | Construction of back up power system. Includes CRD project management. | \$ 470,000 | \$ | Debt | \$ 470,000 | \$ 470,000 | \$ - | \$ - | \$ - | \$ - | \$ 470,000 |
| 21-03 | New | Highland Upper Reservoir Replacement | Construction to replace existing leaking upper reservoir. Includes CRD project management. | \$ 1,330,000 | \$ | Debt | \$ - | \$ - | \$ 1,330,000 | \$ - | \$ - | \$ - | \$ 1,330,000 |
| 21-04 | New | Water main AC replacement strategy and preliminary design | Conduct water main replacement assessment and develop a phased replacement strategy (13 km). | \$ 115,000 | \$ | Debt | \$ - | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ 100,000 |
| 21-04 | New | Water main AC replacement strategy and preliminary design | CRD Project Management | | \$ | Res | \$ - | \$ - | \$ 15,000 | \$ - | \$ - | \$ - | \$ 15,000 |
| 21-05 | New | Water Main AC replacement detailed design | Water Main AC replacement detailed design. Includes CRD project management. | \$ 230,000 | \$ | Debt | \$ - | \$ - | \$ 230,000 | \$ - | \$ - | \$ - | \$ 230,000 |
| 23-01 | New | Phased program of AC Water main replacement | Engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/m over 5 years). Includes construction services and CRD project management. | \$ 13,000,000 | \$ | Debt | \$ - | \$ - | \$ - | \$ 2,665,000 | \$ 2,665,000 | \$ 2,665,000 | \$ 7,995,000 |
| 24-01 | New | Fernwood PS Hazard Assess and Demolition | Assessment of hazard and demolition. Includes CRD project management. | \$ 60,000 | \$ | Res | \$ - | \$ 60,000 | \$ - | \$ - | \$ - | \$ - | \$ 60,000 |
| 25-01 | New | Fence installation around storage reservoirs | Install fencing around all reservoirs and WTP. Includes CRD project management. | \$ 140,000 | \$ | Debt | \$ - | \$ - | \$ 140,000 | \$ - | \$ - | \$ - | \$ 140,000 |
| 23-07 | Renewal | WTP SCADA Upgrades - WTP Communications and Control Upgrades | To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management. | \$ 220,000 | \$ | Debt | \$ 220,000 | \$ 220,000 | \$ - | \$ - | \$ - | \$ - | \$ 220,000 |
| 24-02 | New | Highlands Middle Reservoir Repair | Install new manway in Reservoir, replace temporary piping with permanent, possible power line relocation. | \$ 115,000 | \$ | Debt | \$ 100,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| 24-02 | New | Highlands Middle Reservoir Repair | CRD Project Management | | \$ | Res | \$ 15,000 | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |
| 24-03 | New | WTP driveway improvements | Gravel portion of driveway requires regular maintenance to provide safe access to buildings. Upgrade driveway to asphalt or concrete. Includes CRD project management. | \$ 35,000 | \$ | Res | \$ 35,000 | \$ - | \$ 35,000 | \$ - | \$ - | \$ - | \$ 35,000 |
| 24-04 | Replacement | WTP Bring safety chain to specification. | Removable chain requires replacement with a code compliant removable portion of pipe railing. Retrofit with removable railing. Includes CRD project management. | \$ 13,000 | \$ | Cap | \$ 12,500 | \$ 12,500 | \$ - | \$ - | \$ - | \$ - | \$ 12,500 |
| 24-05 | Replacement | Fernwood Reservoir 1. Repair roof top railing and check for building code compliance and replace or repair | Code compliance/replacement and ladder enclosure and upper railing are rusting and require assessment. Includes CRD project management. | \$ 15,500 | \$ | Cap | \$ 15,500 | \$ 15,500 | \$ - | \$ - | \$ - | \$ - | \$ 15,500 |
| 24-06 | New | Critical Spares; Chlorine pump and coagulant pump | Purchase spares. Includes CRD project management. | \$ 12,000 | \$ | Cap | \$ 11,500 | \$ 11,500 | \$ - | \$ - | \$ - | \$ - | \$ 11,500 |
| 24-08 | Replacement | WTP, replace Mitronics FLT Ultrasonic Probe | Mitronics unit not supported replace with Siemens. Includes CRD project management. | \$ 11,500 | \$ | Res | \$ - | \$ 11,500 | \$ - | \$ - | \$ - | \$ - | \$ 11,500 |
| 24-09 | New | Addition of another tank is required for backwashing of two filters in sequence. | Rinse water tank currently allows only one filter backwash at a time due to its size. Includes CRD project management. | \$ 16,000 | \$ | Res | \$ 16,000 | \$ - | \$ - | \$ 16,000 | \$ - | \$ - | \$ 16,000 |
| 24-10 | New | Replace or re-line Middle Reservoir - Design | Middle Reservoir is leaking and needs a new liner or to be replaced. Includes CRD project management. | \$ 95,000 | \$ | Res | \$ - | \$ - | \$ 95,000 | \$ - | \$ - | \$ - | \$ 95,000 |
| 24-11 | New | Replace or re-line Middle Reservoir - Construction | Replace or re-line Middle Reservoir - Construction. Includes construction services and CRD project management. | \$ 1,085,000 | \$ | Debt | \$ - | \$ - | \$ - | \$ 1,085,000 | \$ - | \$ - | \$ 1,085,000 |
| 24-12 | New | Replace Upper Reservoir Pumphouse - Design and Construction | Replace Upper Reservoir Pumphouse - Design. Includes construction and CRD project management. | \$ 35,000 | \$ | Res | \$ - | \$ - | \$ - | \$ 35,000 | \$ - | \$ - | \$ 35,000 |
| 24-13 | New | Install Strainer upstream of North End Road PRV | Install Strainer upstream of North End Road PRV. Includes CRD project management. | \$ 17,000 | \$ | Res | \$ - | \$ 17,000 | \$ - | \$ - | \$ - | \$ - | \$ 17,000 |
| 27-01 | Study | Update Asset Management Plan | Revise McElhanney Condition Assessment to SAMP. | \$ 50,000 | \$ | Grant | \$ - | \$ - | \$ - | \$ - | \$ 40,000 | \$ - | \$ 40,000 |
| 27-01 | Study | Update Asset Management Plan | CRD Project Management | | \$ | Res | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ - | \$ 10,000 |
| 19-01 | Replacement | Replace intake | Construct new intake and screen | \$ 267,000 | \$ | Cap | \$ 5,000 | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 19-01 | Replacement | Replace intake | Construct new intake and screen | | \$ | Grant | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 25-02 | Study | Investigate DAF Residual Disposal Alternatives | Investigate alternatives for the disposal of DAF residuals. | \$ 5,000 | \$ | Res | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 19-03 | New | Safe Work Procedures | Safe Work Procedures | \$ 17,000 | \$ | Cap | \$ 13,000 | \$ 13,000 | \$ - | \$ - | \$ - | \$ - | \$ 13,000 |
| 19-02 | New | Waste Pump Design and Construct | Waste Pump Design and Construct | \$ 80,000 | \$ | Cap | \$ 38,000 | \$ 38,000 | \$ - | \$ - | \$ - | \$ - | \$ 38,000 |
| 21-02 | New | Power Generation Equipment (early approval) | Detailed design of back-up power generation equipment. | \$ 59,000 | \$ | Res | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| 22-03 | New | Safety Improvements for WTP | Design and installation of lifting apparatus over saturator vessel and rescue apparatus over DAF tank. | \$ 40,000 | \$ | Cap | \$ 25,000 | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 17,583,000 | | | | \$ 1,119,000 | \$ 1,945,000 | \$ 3,801,000 | \$ 2,715,000 | \$ 2,665,000 | \$ 12,245,000 |

Service: **2.621 Highland & Fernwood Water (SSI)**

| | | | | | |
|--------------------------|--|------------------------------|--|------------------------------------|---|
| Project Number | 19-05 | Capital Project Title | Referendum or Alternative Approval Process - Funding for Future Projects | Capital Project Description | Undertake a referendum or AAP to borrow funds to carry out the intake, DAF, back up power and upper reservoir projects. |
| Project Rationale | Undertake a referendum or AAP to borrow funds to carry out the intake, back up power and upper reservoir projects. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|---------------------------------------|------------------------------------|--|
| Project Number | 21-01 | Capital Project Title | Public Engagement for Future Projects | Capital Project Description | Public engagement for the intake, DAF, back up power and upper reservoir projects. |
| Project Rationale | Public engagement for the intake and upper reservoir projects to inform residents so they can make informed decision on approval and borrowing.. | | | | |

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

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

Service: **2.621** **Highland & Fernwood Water (SSI)**

Project Number 21-04

Capital Project Title Water main AC replacement strategy and preliminary design

Capital Project Description Conduct water main replacement assessment and develop a phased replacement strategy (13 km).

Project Rationale The asbestos cement water main system needs to be replaced so this will assess the system and create a strategy to deal with it along with design drawings and specifications.

Project Number 21-05

Capital Project Title Water Main AC replacement detailed design

Capital Project Description Water Main AC replacement detailed design. Includes CRD project management.

Project Rationale Develop detailed design for the replacement of the asbestos cement water distribution piping system based on the strategy developed in Project 21-04.

Project Number 23-01

Capital Project Title Phased program of AC Water main replacement

Capital Project Description Engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/m over 5 years). Includes construction services and CRD project management.

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

Project Number 24-01

Capital Project Title Fernwood PS Hazard Assess and Demolition

Capital Project Description Assessment of hazard and demolition. Includes CRD project management.

Project Rationale This project will assess the hazards and demolish the obsolete Fernwood Pump Station.

Service: 2.621 Highland & Fernwood Water (SSI)

Project Number 25-01

Capital Project Title Fence installation around storage reservoirs

Capital Project Description Install fencing around all reservoirs and WTP. Includes CRD project management.

Project Rationale This fence is required for community safety (child access etc.) and security of the asset (vandalism).

Project Number 23-07

Capital Project Title WTP SCADA Upgrades - WTP Communications and Control Upgrades

Capital Project Description To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management.

Project Rationale Various improvements identified in the AMP and by Operations including upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards.

Project Number 24-02

Capital Project Title Highlands Middle Reservoir Repair

Capital Project Description Install new manway in Reservoir, replace temporary piping with permanent, possible power line relocation.

Project Rationale Current access is too close to the overhead power line and requires scaffolding access for cleaning. A manway on the side of the tank will provide safer access. Temporary piping needs to be replaced by permanent piping.

Project Number 24-03

Capital Project Title WTP driveway improvements

Capital Project Description Gravel portion of driveway requires regular maintenance to provide safe access to buildings. Upgrade driveway to asphalt or concrete. Includes CRD project management.

Project Rationale Current access road is filled with potholes and creates a hazard for vehicles.

Project Number 24-04

Capital Project Title WTP Bring safety chain to specification.

Capital Project Description Removable chain requires replacement with a code compliant removable portion of pipe railing. Retrofit with removable railing. Includes CRD project management.

Project Rationale E H & S issue. Current chain needs to be relaces as it does not meet O H & S requirements.

Service: 2.621 Highland & Fernwood Water (SSI)

Project Number 24-05 **Capital Project Title** Fernwood Reservoir 1. Repair roof top railing and check for building code compliance and replace or repair **Capital Project Description** Code compliance/replacement and ladder enclosure and upper railing are rusting and require assessment. Includes CRD project management.

Project Rationale E H & S issue. Current railing needs to be relaces as it does not meet O H & S requirements.

Project Number 24-06 **Capital Project Title** Critical Spares; Chlorine pump and coagulant pump **Capital Project Description** Purchase spares. Includes CRD project management.

Project Rationale These components are critical facility operation and should be on hand for easy replacement to ensure continued service.

Project Number 24-08 **Capital Project Title** WTP, replace Miltronics FLT Ultrasonic Probe **Capital Project Description** Miltronics unit not supported replace with Siemens. Includes CRD project management.

Project Rationale Obsolete equipment must be replaced prior to failure.

Project Number 24-09 **Capital Project Title** Addition of another tank is required for backwashing of two filters in sequence. **Capital Project Description** Rinse water tank currently allows only one filter backwash at a time due to its size. Includes CRD project management.

Project Rationale Operational issue. Another tank will proved efficiencies and reduce maintenance costs.

Project Number 24-10 **Capital Project Title** Replace or re-line Middle Reservoir - Design **Capital Project Description** Middle Reservoir is leaking and needs a new liner or to be replaced. Includes CRD project management.

Project Rationale Tank is at the end of its useful life and needs to be re-line or ideally, replaced. This is the design phase of the project.

Service: **2.621 Highland & Fernwood Water (SSI)**

| | | | | | |
|--------------------------|--|------------------------------|--|------------------------------------|--|
| Project Number | 24-11 | Capital Project Title | Replace or re-line Middle Reservoir - Construction | Capital Project Description | Replace or re-line Middle Reservoir - Construction. Includes construction services and CRD project management. |
| Project Rationale | Tank is at the end of its useful life and needs to be re-line or ideally, replaced. This is the construction phase of the project. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|---|------------------------------------|---|
| Project Number | 24-12 | Capital Project Title | Replace Upper Reservoir Pumphouse - Design and Construction | Capital Project Description | Replace Upper Reservoir Pumphouse - Design. Includes construction and CRD project management. |
| Project Rationale | Tank is at the end of its useful life and needs to be re-line or ideally, replaced. This is the CRD PM phase of the project. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|---|------------------------------------|---|
| Project Number | 24-13 | Capital Project Title | Install Strainer upstream of North End Road PRV | Capital Project Description | Install Strainer upstream of North End Road PRV. Includes CRD project management. |
| Project Rationale | Need to install strainer upstream of PRV in order to ensure trouble free operation and reduce maintenance costs. | | | | |

| | | | | | |
|--------------------------|---|------------------------------|------------------------------|------------------------------------|---|
| Project Number | 27-01 | Capital Project Title | Update Asset Management Plan | Capital Project Description | Revise McElhanney Condition Assessment to SAMP. |
| Project Rationale | Revise existing AMP to include facility modifications and additions since last AMP. | | | | |

Service: 2.621 Highland & Fernwood Water (SSI)

| | | | | | |
|--------------------------|--|------------------------------|----------------|------------------------------------|---------------------------------|
| Project Number | 19-01 | Capital Project Title | Replace intake | Capital Project Description | Construct new intake and screen |
| Project Rationale | Replace temporary inlet line and intake structure. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|--|------------------------------------|---|
| Project Number | 25-02 | Capital Project Title | Investigate DAF Residual Disposal Alternatives | Capital Project Description | Investigate alternatives for the disposal of DAF residuals. |
| Project Rationale | Investigate alternatives for the disposal of DAF residuals to reduce disposal costs. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|----------------------|------------------------------------|----------------------|
| Project Number | 19-03 | Capital Project Title | Safe Work Procedures | Capital Project Description | Safe Work Procedures |
| Project Rationale | Develop additional SWPs to incorporate recent changes to facility. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|---------------------------------|------------------------------------|---------------------------------|
| Project Number | 19-02 | Capital Project Title | Waste Pump Design and Construct | Capital Project Description | Waste Pump Design and Construct |
| Project Rationale | Design and construct waste pump to handle DAF residuals. | | | | |

Service: 2.621 Highland & Fernwood Water (SSI)

Project Number 21-02

Capital Project Title Power Generation Equipment (early approval)

Capital Project Description Detailed design of back-up power generation equipment.

Project Rationale Provide design for back up power equipment to ensure continuity of service.

Project Number 22-03

Capital Project Title Safety Improvements for WTP

Capital Project Description Design and installation of lifting apparatus over saturator vessel and rescue apparatus over DAF tank.

Project Rationale E H & S issue. Design and installation of lifting apparatus over saturator vessel and rescue apparatus over DAF tank.

Highland/Fernwood Water (SSI)
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 141,568 | 171,568 | 181,568 | 191,568 | 201,568 | 191,568 |
| Capital Reserve Fund | 116,563 | 126,403 | 57,213 | 77,213 | 99,663 | 207,938 |
| Total | 258,131 | 297,971 | 238,781 | 268,781 | 301,231 | 399,506 |

Reserve Schedule

Reserve Fund: 2.621 Highland/Fernwood Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc.

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|---------------------------------|--------|------------------------------------|----------------|------------------------------------|----------------|----------------|---------------------------------------|
| Fund Centre: | 105205 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 101,101 | 141,568 | 171,568 | 181,568 | 191,568 | 201,568 |
| Transfer from Ops Budget | | 55,805 | 30,000 | 30,000 | 10,000 | 10,000 | 10,000 |
| Expenditures | | (20,000) | - | (20,000) | - | - | (20,000) |
| Planned Maintenance Activity | | Reservoir cleaning & inspection | | Reservoir cleaning & inspection | | | Reservoir cleaning & inspection |
| Interest Income* | | 4,662 | | | | | |
| Ending Balance \$ | | 141,568 | 171,568 | 181,568 | 191,568 | 201,568 | 191,568 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.621 Highland/Fernwood Water (SSI) - Capital Reserve Fund - Bylaw 3991

For capital repairs, additions and improvements to water system infrastructure

Reserve Cash Flow

| Fund: Fund Centre: | 1088 102156 | Actual | Budget | | | | |
|---------------------------------|----------------|----------------|----------------|---------------|---------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 111,444 | 116,563 | 126,403 | 57,213 | 77,213 | 99,663 |
| Transfer from Ops Budget | | 76,076 | 128,340 | 75,810 | 71,000 | 32,450 | 108,275 |
| Transfer from Cap Fund | | 43,356 | | | | | |
| Transfer to Cap Fund | | (117,500) | (118,500) | (145,000) | (51,000) | (10,000) | - |
| Interest Income* | | 3,187 | | | | | |
| Ending Balance \$ | | 116,563 | 126,403 | 57,213 | 77,213 | 99,663 | 207,938 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Cedars of Tuam Water (SSI)

FINAL BUDGET

MARCH 2025

Service: 2.622 Cedars of Tuam Water (SSI)

Committee: Electoral Area

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Cedars of Tuam Water System Service Area.
Bylaw No. 3021 (October 9, 2002).

PARTICIPATION:

Local Service Area #45, T(764).

MAXIMUM LEVY:

Greater of \$25,425 or \$6.75 / \$1,000 of actual assessed value of land and improvements.

COMMISSION:

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

FUNDING:

User Charge

- Annual Fixed Fee per per single family dwelling unit or equivalent plus consumption charge
- The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate:
 - First 38 cubic metres or portion - \$9.00 / cubic metre
 - Greater than 38 cubic metres - \$18.00 / cubic metre

Water Connection Charge

- Actual cost for the connection.

RESERVE FUND:

Fund 1057, established by Bylaw #3136 (June 14, 2004); amended by Bylaw 3948 (April 16, 2014).

| 2.622 - Cedars of Tuam Water (SSI) | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Repairs & Maintenance | 580 | 300 | 590 | - | - | 590 | 590 | 590 | 590 | 20,590 |
| Allocations | 5,253 | 5,253 | 5,043 | - | - | 5,043 | 5,163 | 5,260 | 5,358 | 5,456 |
| Water Testing | 2,610 | 2,605 | 2,660 | - | - | 2,660 | 2,720 | 2,780 | 2,840 | 2,900 |
| Electricity | 920 | 1,020 | 950 | - | - | 950 | 970 | 990 | 1,010 | 1,030 |
| Supplies | 770 | 570 | 790 | - | - | 790 | 800 | 810 | 820 | 830 |
| Labour Charges | 24,049 | 27,600 | 25,160 | - | - | 25,160 | 25,660 | 26,170 | 26,690 | 27,220 |
| Other Operating Expenses | 1,800 | 1,700 | 1,723 | - | - | 1,723 | 1,778 | 1,827 | 1,879 | 1,936 |
| TOTAL OPERATING COSTS | 35,982 | 39,048 | 36,916 | - | - | 36,916 | 37,681 | 38,427 | 39,187 | 59,962 |
| *Percentage Increase over prior year | | | 2.6% | | | 2.6% | 2.1% | 2.0% | 2.0% | 53.0% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 8,915 | 8,503 | 13,440 | - | - | 13,440 | 32,160 | 31,140 | 39,600 | 38,810 |
| Transfer to Operating Reserve Fund | 3,500 | - | 3,670 | - | - | 3,670 | 4,000 | 4,000 | 4,000 | 12,000 |
| MFA Debt Reserve Fund | - | - | - | - | - | - | 8,350 | 4,350 | 4,350 | - |
| MFA Debt Principal | - | - | - | - | - | - | - | 21,154 | 32,174 | 43,194 |
| MFA Debt Interest | - | - | - | - | - | - | 9,185 | 41,525 | 60,665 | 75,020 |
| TOTAL DEBT / RESERVES | 12,415 | 8,503 | 17,110 | - | - | 17,110 | 53,695 | 102,169 | 140,789 | 169,024 |
| TOTAL COSTS | 48,397 | 47,551 | 54,026 | - | - | 54,026 | 91,376 | 140,596 | 179,976 | 228,986 |
| *Percentage Increase over prior year | | | 11.6% | | | 11.6% | 69.1% | 53.9% | 28.0% | 27.2% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | - | - | - | - | - | (20,000) |
| Sales - Water | (9,246) | (8,400) | (9,246) | - | - | (9,246) | (9,246) | (9,246) | (9,246) | (9,246) |
| User Charges | (39,061) | (39,061) | (44,690) | - | - | (44,690) | (82,040) | (131,260) | (170,640) | (199,650) |
| Other Revenue | (90) | (90) | (90) | - | - | (90) | (90) | (90) | (90) | (90) |
| TOTAL REVENUE | (48,397) | (47,551) | (54,026) | - | - | (54,026) | (91,376) | (140,596) | (179,976) | (228,986) |
| REQUISITION - PARCEL TAX | - | - | - | - | - | - | - | - | - | - |
| *Percentage increase over prior year | | | | | | | | | | |
| Sales | | | 0.0% | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| User Charge | | | 14.4% | | | 14.4% | 83.6% | 60.0% | 30.0% | 17.0% |
| Combined | | | 11.7% | | | 11.7% | 69.2% | 53.9% | 28.0% | 16.1% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|-----------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.622 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Cedars of Tuam Water (SSI) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|-----------------|------------------|------------------|------------------|------------------|------------|------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$15,000 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$15,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$55,000 | \$116,000 | \$885,000 | \$470,000 | \$460,000 | \$0 | \$0 | \$1,931,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$70,000 | \$131,000 | \$885,000 | \$470,000 | \$460,000 | \$0 | \$0 | \$1,946,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|------------------|------------------|------------------|------------------|------------|------------|--------------------|
| Capital Funds on Hand | \$20,000 | \$15,000 | \$5,000 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$835,000 | \$435,000 | \$435,000 | \$0 | \$0 | \$1,705,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$42,000 | \$92,000 | \$10,000 | \$0 | \$20,000 | \$0 | \$0 | \$122,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$8,000 | \$24,000 | \$35,000 | \$35,000 | \$5,000 | \$0 | \$0 | \$99,000 |
| | \$70,000 | \$131,000 | \$885,000 | \$470,000 | \$460,000 | \$0 | \$0 | \$1,946,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 2.622
 Service Name: Cedars of Tuam Water (\$51)

| 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 |
| 18-01 | Decommission | Abandon unused wells | Decommission wells. | \$ 5,000 | S | Res | \$ - | \$ - | \$ - | \$ 5,000 | \$ - | \$ - | \$ 5,000 |
| 21-03 | New | Design and construct new well and dist. system | Detailed designs, IHA application, construction documents. Includes construction, construction administration and CRD PM. | \$ 835,000 | S | Debt | \$ - | \$ - | \$ 835,000 | \$ - | \$ - | \$ - | \$ 835,000 |
| 22-02 | New | Power generation equipment | Back up power construction (only required if new well does not go ahead). | \$ 35,000 | S | Res | \$ - | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ 25,000 |
| 22-02 | New | Power generation equipment | | | S | Grant | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ 10,000 |
| 23-01 | New | Electrical Service Replacement | Operations has developed a SOW to replace the failing electrical service, replace baseboard heater with heat tracing, replace fuse switch, Square D Load Centre, wooden electrical mist, well pump cables, replace lighting with LED, install CR rated receptacles, install exhaust system. (only required if new well does not go ahead). | \$ 50,000 | S | Grant | \$ 42,000 | \$ 42,000 | \$ - | \$ - | \$ - | \$ - | \$ 42,000 |
| 23-01 | New | Electrical Service Replacement | | | S | Res | \$ 8,000 | \$ 8,000 | \$ - | \$ - | \$ - | \$ - | \$ 8,000 |
| 24-02 | New | Referendum or Alternative Approval Process - Funding | Seek service area electors approval to fund projects | \$ 10,000 | S | Res | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ 10,000 |
| 24-03 | New | Public Engagement for Future Projects | Undertake a referendum or AAP to borrow funds | \$ 5,000 | S | Cap | \$ 5,000 | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ 5,000 |
| 26-01 | New | Analysis and Design of AC pipe replacement | Analysis and Design of AC pipe replacement. | \$ 30,000 | S | Res | \$ - | \$ - | \$ - | \$ 30,000 | \$ - | \$ - | \$ 30,000 |
| 26-02 | New | New pipeline construction | New pipeline construction to replace AC pipe. | \$ 870,000 | S | Debt | \$ - | \$ - | \$ - | \$ 435,000 | \$ 435,000 | \$ - | \$ 870,000 |
| 27-01 | Study | Update Asset Management Plan | Revise McElharney Condition Assessment to SAMP. | \$ 25,000 | S | Grant | \$ - | \$ - | \$ - | \$ - | \$ 20,000 | \$ - | \$ 20,000 |
| 27-01 | Study | Update Asset Management Plan | CRD Project Management. | | S | Res | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | \$ - | \$ 5,000 |
| 25-01 | Study | Well Testing for WIN 19325 (Early Approval) | Well testing for new well WIN 19325 at 736 Isabella Point Road to determine suitability of use. | \$ 58,000 | S | Res | \$ - | \$ 8,000 | \$ - | \$ - | \$ - | \$ - | \$ 8,000 |
| 25-01 | Study | Well Testing for WIN 19325 (Early Approval) | Well testing for new well WIN 19325 at 736 Isabella Point Road to determine suitability of use. | | S | Grant | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 25-02 | New | Sand separator and chlorine analyzer (Early Approval) | Install sand separator and chlorine analyzer to improve process performance of WTP. | \$ 8,000 | S | Res | \$ - | \$ 8,000 | \$ - | \$ - | \$ - | \$ - | \$ 8,000 |
| 21-05 | New | Chlorinator, level transducer and flow meter replacement | replace chlorinator and chlorine analyzer, install well level transducer and replace raw water flow meter | \$ 36,000 | E | Cap | \$ 15,000 | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 1,967,000 | | | | \$ 131,000 | \$ 885,000 | \$ 470,000 | \$ 460,000 | \$ - | \$ 1,946,000 |

Service:

2.622

Cedars of Tuam Water (SSI)

Project Number 18-01

Capital Project Title Abandon unused wells

Capital Project Description Decommission wells.

Project Rationale Abandon unused wells to prevent groundwater contamination.

Project Number 21-03

Capital Project Title Design and construct new well and dist. system

Capital Project Description Detailed designs, IHA application, construction documents. Includes construction, construction administration and CRD PM.

Project Rationale Detailed design and construction for new well - \$90K in 2024. Construction - \$650K in 2025. Construction Administration - \$65K in 2025. CRD PM - \$30K in 2025.

Project Number 22-02

Capital Project Title Power generation equipment

Capital Project Description Back up power construction (only required if new well does not go ahead).

Project Rationale Design of back up power. Project contingent on the new well project not proceeding. Construction \$30K. CRD PM - \$5K.

Project Number 23-01

Capital Project Title Electrical Service Replacement

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

Project Rationale Operations has developed a SOW to replace the failing electrical service, replace baseboard heater with heat tracing, replace fuse switch, Square D Load Centre, wooden electrical mast, well pump cables, replace lighting with LED, install CR rated receptacles, install exhaust system. (only required if new well does not go ahead).

Service: **2.622 Cedars of Tuam Water (SSI)**

Project Number 24-02

Capital Project Title Referendum or Alternative Approval Process - Funding for Future Projects

Capital Project Description Seek service area electors approval to fund projects

Project Rationale Obtain residents approval for project and borrowing.

Project Number 24-03

Capital Project Title Public Engagement for Future Projects

Capital Project Description Undertake a referendum or AAP to borrow funds

Project Rationale Inform residents about future project so they can make informed decision on approval and borrowing.

Project Number 26-01

Capital Project Title Analysis and Design of AC pipe replacement

Capital Project Description Analysis and Design of AC pipe replacement.

Project Rationale New pipeline construction to replace AC pipe. Analysis and investigation - \$20K. CRD PM - \$10K.

Project Number 26-02

Capital Project Title New pipeline construction

Capital Project Description New pipeline construction to replace AC pipe.

Project Rationale Construction - \$830K. Construction services \$20K.. CRD PM - \$20K

Service:

2.622

Cedars of Tuam Water (SSI)

Project Number 27-01

Capital Project Title Update Asset Management Plan

Capital Project Description Revise McElhanney Condition Assessment to SAMP.

Project Rationale Revise current AMP to incorporate changes to facility.

Project Number 25-01

Capital Project Title Well Testing for WIN 19325 (Early Approval)

Capital Project Description Well testing for new well WIN 19325 at 736 Isabella Point Road to determine suitability of use.

Project Rationale Perform well test on potential new well to replace failing wells.

Project Number 25-02

Capital Project Title Sand separator and chlorine analyzer (Early Approval)

Capital Project Description Install sand separator and chlorine analyzer to improve process performance of WTP.

Project Rationale Install sand separator and chlorine analyzer to improve process performance of WTP.

Project Number 21-05

Capital Project Title Chlorinator, level transducer and flow meter replacement

Capital Project Description replace chlorinator and chlorine analyzer, install well level transducer and replace raw water flow meter

Project Rationale replace chlorinator and chlorine analyzer, install well level transducer and replace raw water flow meter

**Cedars of Tuam Water (SSI)
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 2,865 | 6,535 | 10,535 | 14,535 | 18,535 | 10,535 |
| Capital Reserve Fund | 25,370 | 14,810 | 11,970 | 8,110 | 42,710 | 81,520 |
| Total | 28,235 | 21,345 | 22,505 | 22,645 | 61,245 | 92,055 |

Reserve Schedule

Reserve Fund: 2.622 Cedars of Tuam Water (SSI) - Operating Reserve Fund

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant teardowns and ground water well maintenance.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105532 | Actual | Budget | | | | |
|------------------------------|----------------|--------------|--------------|---------------|---------------|---------------|--|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 2,722 | 2,865 | 6,535 | 10,535 | 14,535 | 18,535 |
| Transfer from Op Budget | | - | 3,670 | 4,000 | 4,000 | 4,000 | 12,000 |
| Transfer to Op Budget | | - | - | - | - | - | (20,000) |
| Planned Maintenance Activity | | | | | | | Water Tank Drain, Clean and Inspection |
| Interest Income* | | 143 | | | | | |
| Ending Balance \$ | | 2,865 | 6,535 | 10,535 | 14,535 | 18,535 | 10,535 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.622 Cedars of Tuam Water (SSI) - Capital Reserve Fund - Bylaw 3948

Monies in the reserve fund will be used to provide for capital works, including the planning, study, design, construction of water facilities, conveyance, treatment, storage, distribution of water, land purchases, machinery or equipment necessary for the extension or renewal of existing capital works and related debt servicing payments.

Reserve Cash Flow

| Fund: Fund Centre: | 1057 101843 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|--------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 16,170 | 25,370 | 14,810 | 11,970 | 8,110 | 42,710 |
| Transfer from Ops Budget | | 8,405 | 13,440 | 32,160 | 31,140 | 39,600 | 38,810 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | - | (24,000) | (35,000) | (35,000) | (5,000) | - |
| Interest Income* | | 794 | | | | | |
| Ending Balance \$ | | 25,370 | 14,810 | 11,970 | 8,110 | 42,710 | 81,520 |

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

Beddis Water

FINAL BUDGET

MARCH 2025

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Beddis Water System Service Area. Bylaw No. 3188 (November 24, 2004).

PARTICIPATION:

Order in Council No 176, February 24, 2005.

MAXIMUM LEVY:

Greater of \$133,000 or \$2.71 / \$1,000 of actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

| | | |
|--|-----------------|-------|
| Beddis Waterworks 1994 previous debt paid out 2011 | \$95,909 | |
| AUTHORIZED: LA Bylaw No. 3193 (November 24, 2004) | \$325,500 | |
| BORROWED: SI Bylaw No. 3291 (Oct 2005) Matured 2020 | (\$325,500) | 1.80% |
| Remaining: | <u>\$0</u> | |
| | | |
| AUTHORIZED: LA Bylaw No. 3825 (July 11, 2012) | \$400,000 | |
| BORROWED: SI Bylaw No. 3882 (Jan 9, 2013) Matured 2023 | (\$300,000) | 3.15% |
| BORROWED: SI Bylaw No. 3910 (July 2013) | (\$70,000) | 3.85% |
| Remaining: Expired | <u>\$30,000</u> | |

COMMISSION:

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

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes by Special Act.

- User Charge:** Fixed user charge + variable consumption charge to all metered properties.
- Parcel Tax:** Annual, only on properties capable of being connected to the system, starting 2006.
- User Charge:**
 - Annual Fixed Fee per per single family dwelling unit or equivalent.
 - The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (Bylaw 4236 April 2018)
 - First 38 cubic metres or portion - \$3.10 / cubic metre
 - Next 68 cubic metres or portion - \$6.30 / cubic metre
 - Greater than 106 cubic metres - \$8.50 / cubic metre
- Water Connection Charge:** The connection charge for a service shall be the actual cost for the connection.

RESERVE FUND:

Fund 1069, established by Bylaw # 3274 (April 27, 2005)

2.624 - Beddis Water

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|------------------|------------------|------------------|----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Grit & Waste Sludge Disposal | 12,210 | 6,700 | 12,580 | - | - | 12,580 | 12,830 | 13,090 | 13,350 | 13,620 |
| Repairs & Maintenance | 6,150 | 21,110 | 6,330 | - | - | 6,330 | 6,460 | 6,590 | 26,720 | 27,250 |
| Allocations | 15,147 | 15,147 | 15,301 | - | - | 15,301 | 15,698 | 16,014 | 16,336 | 16,663 |
| Water Testing | 11,750 | 11,830 | 12,070 | - | - | 12,070 | 12,310 | 12,550 | 12,800 | 13,060 |
| Electricity | 11,200 | 9,060 | 11,540 | - | - | 11,540 | 11,770 | 12,010 | 12,250 | 12,500 |
| Supplies | 11,470 | 12,870 | 13,200 | - | - | 13,200 | 13,460 | 13,720 | 13,990 | 14,260 |
| Labour Charges | 106,640 | 110,700 | 111,560 | - | - | 111,560 | 113,790 | 116,070 | 118,390 | 120,760 |
| Other Operating Expenses | 12,310 | 6,890 | 13,940 | - | - | 13,940 | 14,490 | 15,087 | 15,725 | 16,417 |
| TOTAL OPERATING COSTS | 186,877 | 194,307 | 196,521 | - | - | 196,521 | 200,808 | 205,131 | 229,561 | 234,530 |
| *Percentage Increase over prior year | | | 5.2% | | | 5.2% | 2.2% | 2.2% | 11.9% | 2.2% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 11,910 | 6,910 | 11,000 | - | - | 11,000 | 11,220 | 18,000 | 20,000 | 20,000 |
| Transfer to Capital Reserve Fund | 88,000 | 75,803 | 104,470 | - | - | 104,470 | 131,650 | 119,305 | 77,430 | 77,135 |
| MFA Debt Reserve Fund | 3,400 | - | - | 2,200 | - | 2,200 | 3,400 | 21,170 | 27,800 | 27,800 |
| MFA Debt Principal | - | - | - | - | - | - | 5,573 | 14,187 | 67,819 | 138,248 |
| MFA Debt Interest | 3,740 | - | - | 2,503 | - | 2,503 | 13,750 | 48,257 | 148,698 | 271,018 |
| TOTAL DEBT / RESERVES | 107,050 | 82,713 | 115,470 | 4,703 | - | 120,173 | 165,593 | 220,919 | 341,747 | 534,201 |
| TOTAL COSTS | 293,927 | 277,020 | 311,991 | 4,703 | - | 316,694 | 366,401 | 426,050 | 571,308 | 768,731 |
| *Percentage Increase over prior year | | | 6.1% | 1.6% | | 7.7% | 15.7% | 16.3% | 34.1% | 34.6% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | - | - | - | - | (20,000) | - |
| Sales - Water | (68,000) | (50,000) | (68,000) | - | - | (68,000) | (68,000) | (68,000) | (68,000) | (68,000) |
| User Charges | (139,837) | (140,930) | (151,020) | (3,000) | - | (154,020) | (184,820) | (221,780) | (299,400) | (434,130) |
| Other Revenue | (150) | (150) | (151) | - | - | (151) | (150) | (150) | (150) | (150) |
| TOTAL REVENUE | (207,987) | (191,080) | (219,171) | (3,000) | - | (222,171) | (252,970) | (289,930) | (387,550) | (502,280) |
| REQUISITION - PARCEL TAX | (85,940) | (85,940) | (92,820) | (1,703) | - | (94,523) | (113,431) | (136,120) | (183,758) | (266,451) |
| *Percentage increase over prior year | | | | | | | | | | |
| Sales | | | 0.0% | 0.0% | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| User Fee | | | 8.0% | 2.1% | | 10.1% | 20.0% | 20.0% | 35.0% | 45.0% |
| Requisition | | | 8.0% | 2.0% | | 10.0% | 20.0% | 20.0% | 35.0% | 45.0% |
| Combined | | | 6.1% | 1.6% | | 7.7% | 15.7% | 16.3% | 29.4% | 39.4% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|---------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.624 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Beddis Water (SSI) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$19,000 | \$19,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$19,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$313,000 | \$400,000 | \$393,000 | \$2,117,000 | \$2,830,000 | \$2,780,000 | \$2,780,000 | \$8,520,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$332,000 | \$419,000 | \$393,000 | \$2,117,000 | \$2,830,000 | \$2,780,000 | \$2,780,000 | \$8,539,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Capital Funds on Hand | \$54,000 | \$54,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$54,000 |
| Debenture Debt (New Debt Only) | \$220,000 | \$220,000 | \$340,000 | \$2,117,000 | \$2,780,000 | \$2,780,000 | \$2,780,000 | \$8,237,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$40,000 | \$0 | \$0 | \$40,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$58,000 | \$145,000 | \$53,000 | \$0 | \$10,000 | \$0 | \$0 | \$208,000 |
| | \$332,000 | \$419,000 | \$393,000 | \$2,117,000 | \$2,830,000 | \$2,780,000 | \$2,780,000 | \$8,539,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 2.624
 Service Name: Beddis Water (SSI)

| 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 |
| 20-02 | Study | Referendum or Alternative Approval Process - Funding for Future Projects | Seek service area electors approval to fund projects | \$ 20,000 | S | Cap | \$ 20,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 26-02 | New | Back up power generation equipment | Back up power design and construction. Includes construction services and CRD project management. | \$ 480,000 | S | Debt | \$ - | \$ - | \$ 140,000 | \$ 340,000 | \$ - | \$ - | \$ 480,000 |
| 21-03 | Study | Public Engagement for Future Projects | Undertake a referendum or AAP to borrow funds | \$ 10,000 | S | Cap | \$ 10,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| 21-04 | New | Design of booster pump and second reservoir at Sky Valley lower reservoir and decommission of upper reservoir. | Preliminary and detailed design of booster pump and second reservoir at Sky Valley lower reservoir. Includes CRD project management. | \$ 86,000 | S | Res | \$ 53,000 | \$ - | \$ 53,000 | \$ - | \$ - | \$ - | \$ 53,000 |
| 23-01 | Decommission | AC Pipe Removal (Early Approval) | Remove approximately 50m of abandoned AC water pipe. Includes CRD project management. | \$ 22,000 | S | Res | \$ - | \$ 22,000 | \$ - | \$ - | \$ - | \$ - | \$ 22,000 |
| 24-01 | New | Changes to DAF control panel | Motor overload resets to be external to the controller. Provide support for ultra-sonic probe. | \$ 55,000 | S | Res | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 24-01 | New | Changes to DAF control panel | CRD Project Management | | S | Res | \$ 5,000 | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 24-05 | New | Ventilation for WTP and Pump Building | A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months. Relocate vent from chlorine room directly outside. Includes CRD project management. | \$ 24,000 | S | Res | \$ - | \$ 24,000 | \$ - | \$ - | \$ - | \$ - | \$ 24,000 |
| 24-06 | Replacement | Replacement of flocculator mixer motors at WTP. | Replacement of flocculator mixer motors at WTP. Includes CRD project management. | \$ 24,000 | S | Res | \$ - | \$ 24,000 | \$ - | \$ - | \$ - | \$ - | \$ 24,000 |
| 24-07 | Decommission | WTP Demolish old chlorine/pump building | WTP Demolish old chlorine/pump building - demolition, hazard assessment and CRD project management. | \$ 30,000 | S | Debt | \$ - | \$ - | \$ - | \$ 30,000 | \$ - | \$ - | \$ 30,000 |
| 24-08 | Renewal | WTP SCADA Upgrades - WTP Communications and Control Upgrades | To upgrade RTU programming software to Workbench. | \$ 220,000 | S | Debt | \$ 220,000 | \$ 220,000 | \$ - | \$ - | \$ - | \$ - | \$ 220,000 |
| 25-01 | Decommission | Decommission of Sky Valley Upper Reservoir | Decommission and removal of Sky Valley Upper Reservoir - demolition, hazard assessment and CRD project management. | \$ 62,000 | S | Debt | \$ - | \$ - | \$ - | \$ 62,000 | \$ - | \$ - | \$ 62,000 |
| 25-02 | New | Booster pump and second reservoir at Sky Valley lower reservoir | Booster pump and second reservoir at Sky Valley lower reservoir - Construction, construction services and CRD project management. | \$ 1,320,000 | S | Debt | \$ - | \$ - | \$ - | \$ 1,320,000 | \$ - | \$ - | \$ 1,320,000 |
| 25-03 | New | WTP Electrical Upgrades from 2020 AMP | Various electrical upgrades from the 2020 AMP - design. Includes construction, construction services and CRD project management. | \$ 335,000 | S | Debt | \$ - | \$ - | \$ 200,000 | \$ 135,000 | \$ - | \$ - | \$ 335,000 |
| 25-06 | Study | AC Water main Assessment and Replacement Strategy | Develop a strategy and phased program for AC pipeline replacement and first stage design. Includes CRD project management. | \$ 92,000 | S | Debt | \$ - | \$ - | \$ - | \$ 92,000 | \$ - | \$ - | \$ 92,000 |
| 25-04 | Replacement | AC Water Main Replacement Detailed Design | Detailed Design for replacement of ~5.2 km of AC pipe. Includes CRD project management. | \$ 138,000 | S | Debt | \$ - | \$ - | \$ - | \$ 138,000 | \$ - | \$ - | \$ 138,000 |
| 25-05 | Replacement | AC Water Main Replacement Construction | Replace ~ 5.2 km of AC Pipe at \$1k/m. Includes construction services and CRD project management. | \$ 5,560,000 | S | Debt | \$ - | \$ - | \$ - | \$ - | \$ 2,780,000 | \$ 2,780,000 | \$ 5,560,000 |
| 27-01 | Study | Update Asset Management Plan | Revise McEhamey Condition Assessment to SAMP. | \$ 50,000 | S | Grant | \$ - | \$ - | \$ - | \$ - | \$ 40,000 | \$ - | \$ 40,000 |
| 27-01 | Study | Update Asset Management Plan | CRD Project Management | | S | Res | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ - | \$ 10,000 |
| 25-07 | Study | Investigate DAF Residual Disposal Alternatives | Investigate alternatives for the disposal of DAF residuals. | \$ 5,000 | S | Res | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 25-08 | Study | Review of Sky Valley Reservoir | Review configuration and develop cost estimate for Sky Valley Reservoir. | \$ 15,000 | S | Res | \$ - | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |
| 20-04 | New | Beddis Intake and screen | Construct and install intake screen and pipe improvements | \$ 238,725 | E | Cap | \$ 10,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| 23-02 | New | Design and install support for lifting apparatus WTP | Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator and for a confined space entry apparatus over the DAF system. | \$ 55,000 | S | Cap | \$ 5,000 | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 26-01 | New | Install Inline Strainers | Install inline strainer Stewart Rd PRS and Creekside Road PRS. | \$ 11,000 | E | Cap | \$ 9,000 | \$ 9,000 | \$ - | \$ - | \$ - | \$ - | \$ 9,000 |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 8,852,725 | | | | \$ 419,000 | \$ 393,000 | \$ 2,117,000 | \$ 2,830,000 | \$ 2,780,000 | \$ 8,539,000 |

Service: 2.624 Beddis Water (SSI)

Project Number 20-02 Capital Project Title Referendum or Alternative Approval Process - Funding for Future Projects Capital Project Description Seek service area electors approval to fund projects
Project Rationale Need to obtain approval from the area electors for future projects.

Project Number 26-02 Capital Project Title Back up power generation equipment Capital Project Description Back up power design and construction. Includes construction services and CRD project management.
Project Rationale In order to maintain potable water service in the event of an extended power outage, back up power is required.

Project Number 21-03 Capital Project Title Public Engagement for Future Projects Capital Project Description Undertake a referendum or AAP to borrow funds
Project Rationale As per Commission request (Dec. 15/2015), capital construction projects greater than \$50,000 are to be funded thru debt, in which case a referendum may be required.

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

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

Project Number 24-01 Capital Project Title Changes to DAF control panel Capital Project Description Motor overload resets to be external to the controller. Provide support for ultra-sonic probe.
Project Rationale Various changes, modifications and upgrades required for the control panel for the DAF unit.

Service: 2.624 Beddis Water (SSI)

| | | |
|--|--|---|
| Project Number 24-05 | Capital Project Title Ventilation for WTP and Pump Building | Capital Project Description A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months. Relocate vent from chlorine room directly outside. Includes CRD project management. |
| Project Rationale E H & S issue. A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months. Relocate vent from chlorine room directly outside. Includes CRD project management. | | |
| Project Number 24-06 | Capital Project Title Replacement of flocculator mixer motors at WTP. | Capital Project Description Replacement of flocculator mixer motors at WTP. Includes CRD project management. |
| Project Rationale Replacement of aging flocculator mixer motors at WTP. | | |
| Project Number 24-07 | Capital Project Title WTP Demolish old chlorine/pump building | Capital Project Description WTP Demolish old chlorine/pump building - demolition, hazard assessment and CRD project management. |
| Project Rationale WTP Demolish old chlorine/pump building - demolition, hazard assessment and CRD project management. | | |
| Project Number 24-08 | Capital Project Title WTP SCADA Upgrades - WTP Communications and Control Upgrades | Capital Project Description To upgrade RTU programming software to Workbench. |
| Project Rationale Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management. | | |
| Project Number 25-01 | Capital Project Title Decommission of Sky Valley Upper Reservoir | Capital Project Description Decommission and removal of Sky Valley Upper Reservoir - demolition, hazard assessment and CRD project management. |
| Project Rationale The Sky Valley Upper Reservoir is no longer in use and needs to be decommissioned and disposed of. It will be replaced by a second reservoir at the Lower location. | | |
| Project Number 25-02 | Capital Project Title Booster pump and second reservoir at Sky Valley lower reservoir | Capital Project Description Booster pump and second reservoir at Sky Valley lower reservoir - Construction, construction services and CRD project management. |
| Project Rationale When the Sky Valley Upper Reservoir is decommissioned it will be replaced by a booster pump and second reservoir at the lower Sky Valley location. | | |

Service: 2.624 Beddis Water (SSI)

Project Number 25-03 **Capital Project Title** WTP Electrical Upgrades from 2020 AMP **Capital Project Description** Various electrical upgrades from the 2020 AMP - design. Includes construction, construction services and CRD project management.

Project Rationale Various electrical upgrades and replacements for aging and obsolete E I & C equipment.

Project Number 25-06 **Capital Project Title** AC Water main Assessment and Replacement Strategy **Capital Project Description** Develop a strategy and phased program for AC pipeline replacement and first stage design. Includes CRD project management.

Project Rationale Develop a strategy and phased program for AC pipeline replacement and first stage design.

Project Number 25-04 **Capital Project Title** AC Water Main Replacement Detailed Design **Capital Project Description** Detailed Design for replacement of ~5.2 km of AC pipe. Includes CRD project management.

Project Rationale Detailed Design for replacement of ~5.2 km of AC pipe.

Project Number 25-05 **Capital Project Title** AC Water Main Replacement Construction **Capital Project Description** Replace ~ 5.2 km of AC Pipe at \$1k/m. Includes construction services and CRD project management.

Project Rationale Replace ~ 5.2 km of AC Pipe at \$1k/m. This is the construction phase of the project.

Project Number 27-01 **Capital Project Title** Update Asset Management Plan **Capital Project Description** Revise McElhanney Condition Assessment to SAMP.

Project Rationale Revise McElhanney Condition Assessment to SAMP and incorporate recent facility modifications.

Project Number 25-07 **Capital Project Title** Investigate DAF Residual Disposal Alternatives **Capital Project Description** Investigate alternatives for the disposal of DAF residuals.

Project Rationale Investigate alternatives for the disposal of DAF residuals in order to reduce disposal costs.

Service: 2.624 Beddis Water (SSI)

Project Number 25-08 Capital Project Title Review of Sky Valley Reservoir Capital Project Description Review configuration and develop cost estimate for Sky Valley Reservoir.
Project Rationale Review configuration and develop cost estimate for Sky Valley Reservoir.

Project Number 20-04 Capital Project Title Beddis Intake and screen Capital Project Description Construct and install intake screen and pipe improvements
Project Rationale To resolve the intermittent operation issue where the Cusheon Lake raw water intake pumps lose their prime (become air-locked) and either pump erratically or completely stop pumping raw water into treatment. Replace temporary intake line and inlet strainer.

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

Project Number 26-01 Capital Project Title Install Inline Strainers Capital Project Description Install inline strainer Stewart Rd PRS and Creekside Road PRS.
Project Rationale Operations has identified that in-line strainers are required at the Stewart Road and Creekside Road locations in order to ensure consistent service and water quality.

**Beddis Water Reserves
 Summary Schedule
 2025 -2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 4,258 | 15,258 | 26,478 | 44,478 | 44,478 | 64,478 |
| Capital Reserve Fund | 48,214 | 7,684 | 86,334 | 205,639 | 273,069 | 350,204 |
| Total | 52,472 | 22,942 | 112,812 | 250,117 | 317,547 | 414,682 |

Reserve Schedule

Reserve Fund: 2.624 Beddis Water - Operating Reserve Fund

Reserve fund used for unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105206 | Actual | Budget | | | | |
|------------------------------|----------------|--------------|---------------|---------------|---------------|---|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 4,016 | 4,258 | 15,258 | 26,478 | 44,478 | 44,478 |
| Transfer from Ops Budget | | - | 11,000 | 11,220 | 18,000 | 20,000 | 20,000 |
| Expenditures | | - | - | - | - | (20,000) | - |
| Planned Maintenance Activity | | | | | | Reservoir cleaning and inspection | |
| Interest Income* | | 242 | | | | | |
| Ending Balance \$ | | 4,258 | 15,258 | 26,478 | 44,478 | 44,478 | 64,478 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.624 Beddis Water - Capital Reserve Fund - Bylaw 3274

For capital repairs, additions and improvements to water system infrastructure

Reserve Cash Flow

| Fund: Fund Centre: | 1069 101894 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|--------------|---------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 15,873 | 48,214 | 7,684 | 86,334 | 205,639 | 273,069 |
| Transfer from Ops Budget | | 75,183 | 104,470 | 131,650 | 119,305 | 77,430 | 77,135 |
| Transfer from Cap Fund | | 10,829 | | | | | |
| Transfer to Cap Fund | | (54,000) | (145,000) | (53,000) | - | (10,000) | - |
| Interest Income* | | 330 | | | | | |
| Ending Balance \$ | | 48,214 | 7,684 | 86,334 | 205,639 | 273,069 | 350,204 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Fulford Water (SSI)

FINAL BUDGET

MARCH 2025

Service: 2.626 Fulford Water (SSI)

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain water supply and distribution facilities for the Fulford Water Local Service Area on Salt Spring Island.
Bylaw No. 3202 (November 24, 2004).

PARTICIPATION:

Order In Council No 177, Feb 24, 2005.

MAXIMUM LEVY:

Greater of \$156,000 or \$5.46 / \$1,000 of actual assessed value of land and improvements.

COMMISSION:

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

FUNDING:

Any deficiencies after user charge and/or parcel tax to be levied on taxable hospital assessments.

User Charge: Fixed user charge for residential properties.

Parcel Tax: Annual, levied only on properties capable of being connected to the system, starting 2006.

Connection Charge: The connection charge for a service shall be the actual cost for the connection.

Consumption Charge: Single Family Residential: No Consumption Charge
Other: \$3.71 per cubic metre
Minimum charge for non-residential properties is equal to residential fixed user charge per SFE.

RESERVE FUND BYLAW:

Fund 1070, established by Bylaw #3275 (April 27, 2005)

2.626 - Fulford Water (SSI)

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Grit & Waste Sludge Disposal | 14,120 | 9,900 | 14,550 | - | - | 14,550 | 14,840 | 15,140 | 15,450 | 15,760 |
| Repairs & Maintenance | 28,710 | 27,830 | 8,970 | - | - | 8,970 | 9,150 | 9,330 | 9,520 | 29,710 |
| Allocations | 10,688 | 10,808 | 12,355 | - | - | 12,355 | 12,693 | 12,941 | 13,192 | 13,447 |
| Water Testing | 6,930 | 6,920 | 7,050 | - | - | 7,050 | 4,866 | 4,960 | 5,055 | 5,152 |
| Electricity | 9,100 | 9,550 | 9,370 | - | - | 9,370 | 9,560 | 9,750 | 9,950 | 10,150 |
| Supplies | 9,310 | 9,310 | 9,600 | - | - | 9,600 | 9,780 | 9,970 | 10,160 | 10,350 |
| Labour Charges | 89,947 | 90,947 | 94,100 | - | - | 94,100 | 95,990 | 97,910 | 99,870 | 101,870 |
| Other Operating Expenses | 10,950 | 10,080 | 12,600 | - | - | 12,600 | 13,098 | 13,627 | 14,200 | 14,810 |
| TOTAL OPERATING COSTS | 179,755 | 175,345 | 168,595 | - | - | 168,595 | 169,977 | 173,628 | 177,397 | 201,249 |
| *Percentage Increase over prior year | | | -6.2% | | | -6.2% | 0.8% | 2.1% | 2.2% | 13.4% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 8,000 | 11,000 | 8,260 | - | - | 8,260 | 8,500 | 9,000 | 9,500 | 10,000 |
| Transfer to Capital Reserve Fund | 51,374 | 63,204 | 54,500 | - | - | 54,500 | 67,320 | 65,040 | 59,305 | 67,372 |
| MFA Debt ReserveFund | 2,250 | 50 | 70 | - | - | 70 | 3,970 | 15,070 | 15,070 | 15,070 |
| MFA Debt Principal | 9,669 | 9,669 | 9,669 | - | - | 9,669 | 9,669 | 19,550 | 47,881 | 85,882 |
| MFA Debt Interest | 8,183 | 5,763 | 5,764 | - | - | 5,764 | 10,053 | 36,965 | 99,660 | 165,660 |
| TOTAL DEBT / RESERVES | 79,476 | 89,686 | 78,263 | - | - | 78,263 | 99,512 | 145,625 | 231,416 | 343,984 |
| TOTAL COSTS | 259,231 | 265,031 | 246,858 | - | - | 246,858 | 269,489 | 319,253 | 408,813 | 545,233 |
| *Percentage Increase over prior year | | | -4.8% | | | -4.8% | 9.2% | 18.5% | 28.1% | 33.4% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (20,000) | (20,000) | - | - | - | - | - | - | - | (20,000) |
| Sales - Water | (19,000) | (25,000) | (20,000) | - | - | (20,000) | (20,000) | (20,000) | (20,000) | (20,000) |
| User Charges | (164,291) | (164,291) | (169,220) | - | - | (169,220) | (186,140) | (223,370) | (290,380) | (377,490) |
| Other Revenue | (710) | (510) | (750) | - | - | (750) | (770) | (790) | (810) | (830) |
| TOTAL REVENUE | (204,001) | (209,801) | (189,970) | - | - | (189,970) | (206,910) | (244,160) | (311,190) | (418,320) |
| REQUISITION - PARCEL TAX | (55,230) | (55,230) | (56,888) | - | - | (56,888) | (62,579) | (75,093) | (97,623) | (126,913) |
| *Percentage increase over prior year | | | | | | | | | | |
| Sales | | | 5.3% | | | 5.3% | 0.0% | 0.0% | 0.0% | 0.0% |
| User Fee | | | 3.0% | | | 3.0% | 10.0% | 20.0% | 30.0% | 30.0% |
| Requisition | | | 3.0% | | | 3.0% | 10.0% | 20.0% | 30.0% | 30.0% |
| Combined | | | 3.2% | | | 3.2% | 9.2% | 18.5% | 28.1% | 28.5% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|----------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.626 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Fulford Water (SSI) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$151,000 | \$161,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$161,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$291,000 | \$86,000 | \$415,000 | \$1,550,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$5,051,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$442,000 | \$247,000 | \$415,000 | \$1,550,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$5,212,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Capital Funds on Hand | \$98,000 | \$98,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$98,000 |
| Debenture Debt (New Debt Only) | \$220,000 | \$0 | \$390,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$4,890,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$80,000 | \$90,000 | \$0 | \$40,000 | \$0 | \$0 | \$0 | \$130,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$44,000 | \$59,000 | \$25,000 | \$10,000 | \$0 | \$0 | \$0 | \$94,000 |
| | \$442,000 | \$247,000 | \$415,000 | \$1,550,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$5,212,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: _____ 2.626
 Service Name: _____ Fulford Water (SSI) _____

| 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 |
| 21-02 | Study | Public Engagement for Future Projects | Inform and engage public within service area on upcoming works that will require borrowing to fund. | \$ 20,000 | S | Res | \$ 20,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 21-03 | Study | Referendum or Alternative Approval Process - Funding for Future Projects | Undertake a referendum or AAP to borrow funds to carry out the replacement of the asbestos cement water main lines and SCADA upgrades. | \$ 10,000 | S | Res | \$ 10,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| 22-02 | New | Installation of turbidity meter on influent line | Installation of turbidity meter on influent line | \$ 28,000 | E | Cap | \$ 9,000 | \$ 9,000 | \$ - | \$ - | \$ - | \$ - | \$ 9,000 |
| 22-04 | New | Fulford AC Water Main Renewal Program and Detailed Design | Develop a renewal program, cost estimate and detailed design. Includes CRD project management. | \$ 170,000 | S | Debt | \$ - | \$ - | \$ 170,000 | \$ - | \$ - | \$ - | \$ 170,000 |
| 23-01 | New | Replacement of impellers of pumps at Sunnyside Pump station | Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity. | \$ 21,000 | E | Cap | \$ 11,000 | \$ 11,000 | \$ - | \$ - | \$ - | \$ - | \$ 11,000 |
| 24-01 | New | Electrical service improvement at Fulford WTP | Replacement of panel board directory and address issues with regard to resetting motor overload. | \$ 66,000 | E | Grant | \$ 50,000 | \$ 60,000 | \$ - | \$ - | \$ - | \$ - | \$ 60,000 |
| 24-01 | New | Electrical service improvement at Fulford WTP | Replacement of panel board directory and address issues with regard to resetting motor overload. CRD project management. | | E | Res | \$ 6,000 | \$ 6,000 | \$ - | \$ - | \$ - | \$ - | \$ 6,000 |
| 24-02 | New | Ventilation for WTP | A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months. | \$ 24,000 | S | Grant | \$ 15,000 | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |
| 24-02 | New | Ventilation for WTP | A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months. CRD project management. | | S | Res | \$ 4,000 | \$ 9,000 | \$ - | \$ - | \$ - | \$ - | \$ 9,000 |
| 24-03 | Replacement | Replacement of flocculator mixer motors at WTP. | Replacement of flocculator mixer motors at WTP | \$ 24,000 | S | Grant | \$ 15,000 | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |
| 24-03 | Replacement | Replacement of flocculator mixer motors at WTP. | Replacement of flocculator mixer motors at WTP. CRD project management. | | S | Res | \$ 4,000 | \$ 9,000 | \$ - | \$ - | \$ - | \$ - | \$ 9,000 |
| 24-04 | New | Install In-Line Strainers upstream of PRVs | Install In-Line Strainers upstream of PRVs. Includes CRD project management. | \$ 14,000 | S | Res | \$ - | \$ - | \$ 14,000 | \$ - | \$ - | \$ - | \$ 14,000 |
| 24-05 | Replacement | Replace Air Valves in raw water line on Sunnyside | Replace Air Valves in raw water line on Sunnyside. Includes construction services and CRD project management. | \$ 11,000 | S | Res | \$ - | \$ - | \$ 11,000 | \$ - | \$ - | \$ - | \$ 11,000 |
| 24-06 | New | Sunnyside PS Install Guard Rail | Install a guard rail along the concrete edge of the Sunnyside PS. Includes CRD project management. | \$ 4,000 | S | Cap | \$ 3,000 | \$ 3,000 | \$ - | \$ - | \$ - | \$ - | \$ 3,000 |
| 24-07 | New | WTP SCADA Upgrades - WTP Communications and Control Upgrades | To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADA/PAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management. | \$ 220,000 | S | Debt | \$ 220,000 | \$ - | \$ 220,000 | \$ - | \$ - | \$ - | \$ 220,000 |
| 25-01 | New | Water main replacement program - construction. | Water main replacement and construction - phased program. Based on \$1000/m and includes water meters and service connections. Includes construction services and CRD project management. | \$ 4,500,000 | S | Debt | \$ - | \$ - | \$ - | \$ 1,500,000 | \$ 1,500,000 | \$ 1,500,000 | \$ 4,500,000 |
| 27-01 | Study | Update Asset Management Plan | Update Asset Management Plan | \$ 50,000 | S | Grant | \$ - | \$ - | \$ - | \$ 40,000 | \$ - | \$ - | \$ 40,000 |
| 27-01 | Study | Update Asset Management Plan | CRD Project Management | | S | Res | \$ - | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| 25-02 | Study | Investigate DAF Residual Disposal Alternatives | Investigate alternatives for the disposal of DAF residuals. | \$ 5,000 | S | Res | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 22-03 | New | Water main assessment and replacement strategy and initial phase detailed design | Develop a strategy and phased program to replace aging AC water mains in the system and perform detailed design for initial phase | \$ 90,000 | E | Cap | \$ 35,000 | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000 |
| 23-07 | New | Install Support for Lifting apparatus over DAF system. | Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator as well as for confined space entry apparatus. | \$ 55,000 | E | Cap | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 5,312,000 | | | | \$ 247,000 | \$ 415,000 | \$ 1,550,000 | \$ 1,500,000 | \$ 1,500,000 | \$ 5,212,000 |

Service: 2.626 Fulford Water (SSI)

Project Number 21-02

Capital Project Title Public Engagement for Future Projects

Capital Project Description Inform and engage public within service area on upcoming works that will require borrowing to fund.

Project Rationale Inform and engage public within service area on upcoming works that will require borrowing to fund.

Project Number 21-03

Capital Project Title Referendum or Alternative Approval Process - Funding for Future Projects

Capital Project Description Undertake a referendum or AAP to borrow funds to carry out the replacement of the asbestos cement water main lines and SCADA upgrades.

Project Rationale Undertake a referendum or AAP to borrow funds.

Project Number 22-02

Capital Project Title Installation of turbidity meter on influent line

Capital Project Description Installation of turbidity meter on influent line

Project Rationale Meter required to measure water quality.

Project Number 22-04

Capital Project Title Fulford AC Water Main Renewal Program and Detailed Design

Capital Project Description Develop a renewal program, cost estimate and detailed design. Includes CRD project management.

Project Rationale Develop detailed design to replace the asbestos cement distribution piping system.

Service:

2.626

Fulford Water (SSI)

Project Number 23-01

Capital Project Title Replacement of impellers of pumps at Sunnyside Pump station

Capital Project Description Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity.

Project Rationale Current impellers do not provide enough throughput capacity.

Project Number 24-01

Capital Project Title Electrical service improvement at Fulford WTP

Capital Project Description Replacement of panel board directory and address issues with regard to resetting motor overload.

Project Rationale Replacement of aging equipment.

Project Number 24-02

Capital Project Title Ventilation for WTP

Capital Project Description A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months.

Project Rationale E H & S issue. Ventilation is required to ensure worker safety.

Project Number 24-03

Capital Project Title Replacement of flocculator mixer motors at WTP.

Capital Project Description Replacement of flocculator mixer motors at WTP

Project Rationale Replacement of aging equipment.

Service: 2.626 Fulford Water (SSI)

Project Number 24-04

Capital Project Title Install In-Line Strainers upstream of PRVs

Capital Project Description Install In-Line Strainers upstream of PRVs. Includes CRD project management.

Project Rationale In order to prevent malfunction of PRVs, strainer must be installed up stream of them to ensure maintenance free operation.

Project Number 24-05

Capital Project Title Replace Air Valves in raw water line on Sunnyside

Capital Project Description Replace Air Valves in raw water line on Sunnyside. Includes construction services and CRD project management.

Project Rationale Replacement of aging equipment.

Project Number 24-06

Capital Project Title Sunnyside PS Install Guard Rail

Capital Project Description Install a guard rail along the concrete edge of the Sunnyside PS. Includes CRD project management.

Project Rationale E H & S issue. Guard rail is required to ensure worker safety.

Project Number 24-07

Capital Project Title WTP SCADA Upgrades - WTP Communications and Control Upgrades

Capital Project Description To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management.

Project Rationale General E I & C upgrade and replacement of aging and obsolete equipment to ensure maintenance free operation.

Service:

2.626

Fulford Water (SSI)

Project Number 25-01

Capital Project Title Water main replacement program - construction.

Capital Project Description Water main replacement and construction - phased program. Based on \$1000/m and includes water meters and service connections. Includes construction services and CRD project management.

Project Rationale Aging asbestos concrete water lines require replacement.

Project Number 27-01

Capital Project Title Update Asset Management Plan

Capital Project Description Update Asset Management Plan

Project Rationale Revise existing Asset Management Plan to reflect recent modifications to facility.

Project Number 25-02

Capital Project Title Investigate DAF Residual Disposal Alternatives

Capital Project Description Investigate alternatives for the disposal of DAF residuals.

Project Rationale Investigation of alternative methods to dispose of DAF residuals in order to reduce disposal costs.

Project Number 22-03

Capital Project Title Water main assessment and replacement strategy and initial phase detailed design

Capital Project Description Develop a strategy and phased program to replace aging AC water mains in the system and perform detailed design for initial phase

Project Rationale Develop a strategy and phased program to replace aging AC water mains in the system and perform detailed design for initial phase

Project Number 23-07

Capital Project Title Install Support for Lifting apparatus over DAF system.

Capital Project Description Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator as well as for confined space entry apparatus.

Project Rationale Operations has identified an H & S issue for the maintenance of this equipment and require lifting apparatus at height in order to make the maintenance tasks for the DAF unit safe.

**Fulford Water (SSI)
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 12,774 | 21,034 | 29,534 | 38,534 | 48,034 | 38,034 |
| Capital Reserve Fund | 101,181 | 96,681 | 139,001 | 194,041 | 253,346 | 320,718 |
| Total | 113,955 | 117,715 | 168,535 | 232,575 | 301,380 | 358,752 |

Reserve Schedule

Reserve Fund: 2.626 Fulford Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105207 | Actual | Budget | | | | |
|---------------------------------|----------------|---|---------------|---------------|---------------|---------------|---|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 19,903 | 12,774 | 21,034 | 29,534 | 38,534 | 48,034 |
| Transfer from Ops Budget | | 12,000 | 8,260 | 8,500 | 9,000 | 9,500 | 10,000 |
| Expenditures | | (20,000) | - | - | - | - | (20,000) |
| Planned Maintenance Activity | | Reservoir cleaning and inspection | | | | | Reservoir cleaning and inspection |
| Interest Income* | | 871 | | | | | |
| Ending Balance \$ | | 12,774 | 21,034 | 29,534 | 38,534 | 48,034 | 38,034 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

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

Bylaw 3275

Reserve Cash Flow

| Fund: Fund Centre: | 1070 101897 | Actual | Budget | | | | |
|---------------------------------|----------------|----------------|---------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 49,940 | 101,181 | 96,681 | 139,001 | 194,041 | 253,346 |
| Transfer from Ops Budget | | 63,796 | 54,500 | 67,320 | 65,040 | 59,305 | 67,372 |
| Transfer from Cap Fund | | 10,000 | | | | | |
| Transfer to Cap Fund | | (24,000) | (59,000) | (25,000) | (10,000) | - | - |
| Interest Income* | | 1,446 | | | | | |
| Ending Balance \$ | | 101,181 | 96,681 | 139,001 | 194,041 | 253,346 | 320,718 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Cedar Lane Water (SSI)

FINAL BUDGET

MARCH 2025

Service: 2.628 Cedar Lane Water (SSI)

Committee: Electoral Area

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Cedar Lane Water Service Area.
Bylaw 3424 (Oct 10, 2007)

PARTICIPATION:

Local Service Area #31, P(764)

MAXIMUM LEVY:

Greater of \$54,000 or \$4.76/ \$1,000 of actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

| | | |
|-------------|----------------------------------|-------------|
| Authorized: | LA Bylaw No. 3425 (Oct 10, 2007) | \$168,000 |
| Borrowed: | SI Bylaw 3514 (Feb 13, 2008) | (\$60,000) |
| | SI Bylaw 3634 (Aug 12, 2009) | (\$108,000) |
| Remaining: | | <u>\$0</u> |

COMMISSION:

Cedar Lane Water Service Commission established by Bylaw 3505, Feb 13, 2008.

FUNDING:

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

User Charge: Annual Fixed Fee per single family dwelling unit or equivalent.
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate:

- First 30 cubic metres or portion - \$2.50 / cubic metre
- Next 30 cubic metres or portion - \$9.00 / cubic metre
- Greater than 61 cubic metres - \$25.00 / cubic metre

RESERVE FUND BYLAW:

Cedar Lane Water Service Capital Reserve Fund, Bylaw #3582 (Nov 12, 2008).
Cedar Lane Water Service Operating Reserve Fund, Bylaw #4144 (Dec 14, 2016).

2.628 - Cedar Lane Water (SSI)

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------------|----------|-----------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Contract for Services | 2,150 | 160 | 2,210 | - | - | 2,210 | 2,250 | 2,300 | 2,350 | 2,400 |
| Repairs & Maintenance | 6,710 | 6,210 | 1,760 | - | - | 1,760 | 21,800 | 1,840 | 1,880 | 1,920 |
| Allocations | 5,825 | 5,825 | 6,542 | - | - | 6,542 | 6,704 | 6,834 | 6,965 | 7,098 |
| Water Testing | 3,360 | 3,340 | 3,420 | - | - | 3,420 | 3,489 | 3,559 | 3,630 | 3,702 |
| Electricity | 4,810 | 4,400 | 4,950 | - | - | 4,950 | 5,050 | 5,150 | 5,250 | 5,360 |
| Supplies | 1,660 | 3,580 | 1,710 | - | - | 1,710 | 1,740 | 1,770 | 1,810 | 1,850 |
| Labour Charges | 35,565 | 39,000 | 37,210 | - | - | 37,210 | 37,960 | 38,720 | 39,500 | 40,290 |
| Other Operating Expenses | 3,070 | 2,950 | 3,410 | - | - | 3,410 | 3,537 | 3,672 | 3,817 | 3,973 |
| TOTAL OPERATING COSTS | 63,150 | 65,465 | 61,212 | - | - | 61,212 | 82,530 | 63,845 | 65,202 | 66,593 |
| *Percentage Increase over prior year | | | -3.1% | | | -3.1% | 34.8% | -22.6% | 2.1% | 2.1% |
| DEBT / RESERVES | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 10,930 | 18,023 | 23,770 | - | - | 23,770 | 33,875 | 55,960 | 70,110 | 77,470 |
| Transfer to Operating Reserve Fund | 4,000 | 4,000 | 8,000 | - | - | 8,000 | 8,000 | 5,000 | 5,000 | 5,000 |
| MFA Debt Reserve Fund | 4,510 | 30 | - | 1,430 | - | 1,430 | 1,240 | 2,500 | 6,450 | 6,450 |
| MFA Debt Principal | 5,394 | 5,394 | - | - | - | - | 3,623 | 6,764 | 13,098 | 29,438 |
| MFA Debt Interest | 7,358 | 2,430 | - | 1,627 | - | 1,627 | 7,871 | 14,713 | 30,058 | 58,438 |
| TOTAL DEBT / RESERVES | 32,192 | 29,877 | 31,770 | 3,057 | - | 34,827 | 54,609 | 84,937 | 124,716 | 176,796 |
| TOTAL COSTS | 95,342 | 95,342 | 92,982 | 3,057 | - | 96,039 | 137,139 | 148,782 | 189,918 | 243,389 |
| *Percentage Increase over prior year | | | -2.5% | 3.2% | | 0.7% | 42.8% | 8.5% | 27.6% | 28.2% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfers from Operations Reserve Fund | (5,000) | (5,000) | - | - | - | - | (20,000) | - | - | - |
| Sales - Water | (11,500) | (11,500) | (11,500) | - | - | (11,500) | (11,500) | (11,500) | (11,500) | (11,500) |
| User Charges | (60,832) | (60,832) | (63,202) | (2,060) | - | (65,262) | (81,580) | (106,050) | (137,870) | (179,230) |
| Other Revenue | (190) | (190) | (160) | - | - | (160) | (160) | (160) | (160) | (160) |
| TOTAL REVENUE | (77,522) | (77,522) | (74,862) | (2,060) | - | (76,922) | (113,240) | (117,710) | (149,530) | (190,890) |
| REQUISITION - PARCEL TAX | (17,820) | (17,820) | (18,120) | (997) | - | (19,117) | (23,899) | (31,072) | (40,388) | (52,499) |
| *Percentage increase over prior year | | | | | | | | | | |
| Sales | | | 0.0% | 0.0% | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| User Charge | | | 3.9% | 3.4% | | 7.3% | 25.0% | 30.0% | 30.0% | 30.0% |
| Requisition | | | 1.7% | 5.6% | | 7.3% | 25.0% | 30.0% | 30.0% | 30.0% |
| Combined | | | 3.0% | 3.4% | | 6.4% | 22.0% | 27.1% | 27.7% | 28.2% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|-------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.628 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Cedar Lane Water (SSI) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$383,000 | \$343,000 | \$189,000 | \$340,000 | \$680,000 | \$645,000 | \$645,000 | \$2,197,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$383,000 | \$343,000 | \$189,000 | \$340,000 | \$680,000 | \$645,000 | \$645,000 | \$2,197,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Capital Funds on Hand | \$80,000 | \$80,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$80,000 |
| Debenture Debt (New Debt Only) | \$228,000 | \$143,000 | \$124,000 | \$250,000 | \$645,000 | \$645,000 | \$645,000 | \$1,807,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$110,000 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$125,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$75,000 | \$10,000 | \$50,000 | \$90,000 | \$35,000 | \$0 | \$0 | \$185,000 |
| | \$383,000 | \$343,000 | \$189,000 | \$340,000 | \$680,000 | \$645,000 | \$645,000 | \$2,197,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: _____ 2.628
 Service Name: _____ Cedar Lane Water (SSI)

| 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 |
| 18-01 | Renewal | Abandon unused wells | Decommission wells | \$ 10,000 | S | Res | \$ - | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| 21-01 | New | Power generation equipment design and construction | Design of back up power generation for WWTP and Pump stations. | \$ 310,000 | S | Res | \$ 60,000 | \$ - | \$ 45,000 | \$ - | \$ - | \$ - | \$ 45,000 |
| 21-01 | New | Power generation equipment design and construction | Construction of back up power generation for WWTP and Pump stations. Includes construction, construction services and CRD project management. | | S | Debt | \$ - | \$ - | \$ - | \$ 250,000 | \$ - | \$ - | \$ 250,000 |
| 21-01 | New | Power generation equipment design and construction | | | S | Grant | \$ - | \$ - | \$ 15,000 | \$ - | \$ - | \$ - | \$ 15,000 |
| 23-01 | New | Investigation for new groundwater sources | Conduct study and site investigation to identify groundwater sources and new well location. Includes CRD project management. | \$ 35,000 | S | Debt | \$ 35,000 | \$ - | \$ 35,000 | \$ - | \$ - | \$ - | \$ 35,000 |
| 21-03 | New | Detailed Hydrogeological Assessment | Conduct a detailed hydrogeological assessment of the Cedar Lane water system. | \$ 55,000 | S | Debt | \$ 50,000 | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ 50,000 |
| 21-03 | New | Detailed Hydrogeological Assessment | CRD project management | | S | Res | \$ 5,000 | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ 5,000 |
| 21-06 | New | WTP Manganese treatment construction / chlorine exhaust | Construct and install manganese removal system and exhaust in chlorine room. Includes construction management and CRD project management. | \$ 376,500 | S | Debt | \$ 110,000 | \$ 110,000 | \$ - | \$ - | \$ - | \$ - | \$ 110,000 |
| 21-06 | New | WTP Manganese treatment construction / chlorine exhaust | Construct and install manganese removal system and exhaust in chlorine room. Includes construction management and CRD project management. | | S | Grant | \$ - | \$ 110,000 | \$ - | \$ - | \$ - | \$ - | \$ 110,000 |
| 21-06 | New | | | | S | Cap | \$ 70,000 | \$ 70,000 | \$ - | \$ - | \$ - | \$ - | \$ 70,000 |
| 24-02 | New | WTP provide spare pressure pump and sub-drive unit | WTP provide spare pressure pump and sub-drive unit. Includes CRD project management. | \$ 33,000 | S | Debt | \$ 33,000 | \$ 33,000 | \$ - | \$ - | \$ - | \$ - | \$ 33,000 |
| 24-03 | New | Mansell Well #1 Building Remove structure and rebuild a useable structure to surround the well | Demolition of existing, design and construction of new well house structure. Incudes hazard assessment and CRD project management. | \$ 39,000 | S | Debt | \$ - | \$ - | \$ 39,000 | \$ - | \$ - | \$ - | \$ 39,000 |
| 24-04 | New | Referendum or Alternative Approval Process - Funding for Future Projects | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds. | \$ 15,000 | S | Res | \$ 10,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| 24-04 | New | | | | S | Cap | \$ 5,000 | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 21-04 | New | Public Engagement | Public Enqaqment for debt funded projects | \$ 5,000 | S | Cap | \$ 5,000 | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 27-01 | Study | Update Asset Management Plan | Update Asset Management Plan. | \$ 35,000 | S | Res | \$ - | \$ - | \$ - | \$ - | \$ 30,000 | \$ - | \$ 30,000 |
| 27-01 | Study | Update Asset Management Plan | CRD project management | | S | Res | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | \$ - | \$ 5,000 |
| 25-01 | New | Water main AC replacement strategy and preliminary design | Conduct water main replacement assessment and develop a phased replacement strategy (1200m). Includes CRD project management. | \$ 24,000 | S | Res | \$ - | \$ - | \$ - | \$ 24,000 | \$ - | \$ - | \$ 24,000 |
| 25-02 | New | Water Main AC replacement detailed design | Water Main AC replacement detailed design. Includes CRD project management. | \$ 56,000 | S | Res | \$ - | \$ - | \$ - | \$ 56,000 | \$ - | \$ - | \$ 56,000 |
| 26-01 | New | Phased program of AC Water main replacement | Engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/m). Includes construction services and CRD project management. | \$ 1,290,000 | S | Debt | \$ - | \$ - | \$ - | \$ - | \$ 645,000 | \$ 645,000 | \$ 1,290,000 |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 2,283,500 | | | | \$ 343,000 | \$ 189,000 | \$ 340,000 | \$ 680,000 | \$ 645,000 | \$ 2,197,000 |

Service:

2.628

Cedar Lane Water (SSI)

Project Number 18-01

Capital Project Title Abandon unused wells

Capital Project Description Decommission wells

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

Project Number 21-01

Capital Project Title Power generation equipment design and construction

Capital Project Description Design of back up power generation for WWTP and Pump stations.

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

Project Number 23-01

Capital Project Title Investigation for new groundwater sources

Capital Project Description Conduct study and site investigation to identify groundwater sources and new well location. Includes CRD project management.

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

Project Number 21-03

Capital Project Title Detailed Hydrogeological Assessment

Capital Project Description Conduct a detailed hydrogeological assessment of the Cedar Lane water system.

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

Project Number 21-06

Capital Project Title WTP Manganese treatment construction / chlorine exhaust

Capital Project Description Construct and install manganese removal system and exhaust in chlorine room. Includes construction management and CRD project management.

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

Service:

2.628

Cedar Lane Water (SSI)

Project Number 24-02

Capital Project Title

WTP provide spare pressure pump and sub-drive unit

Capital Project Description

WTP provide spare pressure pump and sub-drive unit. Includes CRD project management.

Project Rationale This is a critical component of the WTP so it is prudent to have a spare on hand to ensure continuity of service.

Project Number 24-03

Capital Project Title

Mansell Well #1 Building Remove structure and rebuild a useable structure to surround the well

Capital Project Description

Demolition of existing, design and construction of new well house structure. Includes hazard assessment and CRD project management.

Project Rationale Current structure is deteriorating and is at the end of its useful life and requires replacement.

Project Number 24-04

Capital Project Title

Referendum or Alternative Approval Process - Funding for Future Projects

Capital Project Description

Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.

Project Rationale Obtain residents approval to fund future projects and authorize borrowing.

Project Number 27-01

Capital Project Title

Update Asset Management Plan

Capital Project Description

Update Asset Management Plan.

Project Rationale Revise and update Asset Management Plan to include modification to WTP.

Project Number 25-01

Capital Project Title

Water main AC replacement strategy and preliminary design

Capital Project Description

Conduct water main replacement assessment and develop a phased replacement strategy (1200m). Includes CRD project management.

Project Rationale Analysis and design to replace the asbestos cement piping distribution system. All such piping systems need to be replaced on SSI.

Service:

2.628

Cedar Lane Water (SSI)

Project Number 25-02

Capital Project Title

Water Main AC replacement detailed design

Capital Project Description

Water Main AC replacement detailed design. Includes CRD project management.

Project Rationale

Based on the preliminary design done in Project 25-01, develop detailed design to replace all asbestos cement distribution piping.

Project Number 26-01

Capital Project Title

Phased program of AC Water main replacement

Capital Project Description

Engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/m). Includes construction services and CRD project management.

Project Rationale

Construction to replace the asbestos cement piping distribution system. All such piping systems need to be replaced on SSI.

Project Number 21-04

Capital Project Title

Public Engagement

Capital Project Description

Public Engagement for debt funded projects

Project Rationale

Inform residents of future projects so they can make informed decision on approval and borrowing.

Cedar Lane Water (SSI)
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|---------------|---------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 12,385 | 20,385 | 8,385 | 13,385 | 18,385 | 23,385 |
| Capital Reserve Fund | 45,564 | 59,334 | 43,209 | 9,169 | 44,279 | 121,749 |
| Total | 57,949 | 79,719 | 51,594 | 22,554 | 62,664 | 145,134 |

Reserve Schedule

Reserve Fund: 2.628 Cedar Lane Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and ground water well maintenance.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105208 | Actual | Budget | | | | |
|---------------------------------|----------------|---|---------------|---------------------------------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 9,815 | 12,385 | 20,385 | 8,385 | 13,385 | 18,385 |
| Transfer from Ops Budget | | 7,119 | 8,000 | 8,000 | 5,000 | 5,000 | 5,000 |
| Expenditures | | (5,000) | - | (20,000) | - | - | - |
| Planned Maintenance Activity | | Building/Facility Maintenance/ Security | | Reservoir cleaning & inspection | | | |
| Interest Income* | | 452 | | | | | |
| Ending Balance \$ | | 12,385 | 20,385 | 8,385 | 13,385 | 18,385 | 23,385 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

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

Bylaw 3582

Reserve Cash Flow

| Fund: Fund Centre: | 1076 102020 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|--------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 26,267 | 45,564 | 59,334 | 43,209 | 9,169 | 44,279 |
| Transfer from Ops Budget | | 18,023 | 23,770 | 33,875 | 55,960 | 70,110 | 77,470 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | - | (10,000) | (50,000) | (90,000) | (35,000) | - |
| Interest Income* | | 1,274 | | | | | |
| Ending Balance \$ | | 45,564 | 59,334 | 43,209 | 9,169 | 44,279 | 121,749 |

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

Fernwood Water (SSI)

FINAL BUDGET

MARCH 2025

Service: 2.660 Fernwood Water (SSI)

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain water supply and distribution facilities for the Fernwood Water Local Service Area on Salt Spring Island Bylaw No. 1772 (January 1990). Amended Bylaw No. 2034 (July 15, 1992).

PARTICIPATION:

Fernwood Area of Salt Spring Island. Local Service Area #6, F(764).

MAXIMUM LEVY:

Greater of \$56,000 or \$5.07 / \$1,000 of actual assessed value of land and improvements.

COMMISSION:

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

FUNDING:

Any deficiencies after user charge and/or parcel tax to be levied on taxable hospital assessments.
Parcel Tax: - Annual, levied only on properties capable of being connected to the system.

RESERVE FUND BYLAW:

Bylaw No. 1832.

2.660 - Fernwood Water (SSI) - Debt Only

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|----------------|----------|----------|----------------|--------------------|----------------|----------|----------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Allocations | 13 | 13 | 11 | - | - | 11 | 11 | 11 | - | - |
| TOTAL OPERATING COSTS | 13 | 13 | 11 | - | - | 11 | 11 | 11 | - | - |
| *Percentage Increase over prior year | | | | | | -15.4% | 0.0% | 0.0% | NA | NA |
| <u>DEBT</u> | | | | | | | | | | |
| MFA Debt Principal | 10,262 | 10,262 | 5,268 | - | - | 5,268 | 2,584 | 2,584 | - | - |
| MFA Debt Interest | 4,416 | 4,416 | 1,846 | - | - | 1,846 | 1,526 | 763 | - | - |
| MFA Debt Reserve Fund | 40 | 90 | 40 | - | - | 40 | 40 | 40 | - | - |
| TOTAL DEBT | 14,718 | 14,768 | 7,154 | - | - | 7,154 | 4,150 | 3,387 | - | - |
| TOTAL COSTS | 14,731 | 14,781 | 7,165 | - | - | 7,165 | 4,161 | 3,398 | - | - |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 2,091 | (2,091) | - | - | (2,091) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (70) | (70) | - | - | - | - | - | - | - | - |
| MFA Debt Reserve Earnings | (40) | (2,140) | (40) | - | - | (40) | (40) | (40) | - | - |
| Other Revenue | - | (41) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (110) | (160) | (2,131) | - | - | (2,131) | (40) | (40) | - | - |
| REQUISITION - PARCEL TAX | (14,621) | (14,621) | (5,034) | - | - | (5,034) | (4,121) | (3,358) | - | - |
| *Percentage increase over prior year Requisition | | | | | | -65.6% | -18.1% | -18.5% | NA | NA |

CAPITAL REGIONAL DISTRICT

2025 Budget

Ganges Sewer (SSI)

FINAL BUDGET

MARCH 2025

Service: 3.810 Ganges Sewer Utility (SSI)

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain sewage collection treatment and disposal facilities in the Ganges area on Salt Spring Island.
(Letters Patent - March, 1978; Bylaw No. 492, 1978) Local Service Conversion Bylaw No. 1923, July 12, 1991.

PARTICIPATION:

Ganges - C(764) LSA#10

MAXIMUM LEVY:

Greater of \$270,000 or \$7.46 / \$1,000 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

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

COMMISSION:

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

FUNDING:

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

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

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

Connection Charge: Based on actual cost.

RESERVE FUND:

Bylaw No. 3125 (November 26, 2003)

3.810 - Ganges Sewer (SSI)

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|--------------------|--------------------|--------------------|----------|----------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Sludge Hauling Contracts | 54,000 | 48,500 | 55,620 | - | - | 55,620 | 56,730 | 57,860 | 59,020 | 60,200 |
| Screenings, Grit & Waste Sludge Disposal | 132,980 | 200,950 | 221,050 | - | - | 221,050 | 225,470 | 229,980 | 234,580 | 239,270 |
| Repairs & Maintenance | 95,300 | 67,660 | 15,760 | - | - | 15,760 | 46,070 | 41,390 | 96,730 | 17,070 |
| Allocations | 56,902 | 56,902 | 61,033 | - | - | 61,033 | 62,694 | 63,943 | 65,221 | 66,518 |
| Electricity | 59,700 | 52,350 | 54,750 | - | - | 54,750 | 55,850 | 56,970 | 58,110 | 59,270 |
| Water | 3,370 | 4,000 | 3,470 | - | - | 3,470 | 3,540 | 3,610 | 3,680 | 3,750 |
| Supplies | 17,290 | 17,290 | 17,810 | - | - | 17,810 | 18,170 | 18,530 | 18,900 | 19,280 |
| Labour Charges | 432,833 | 472,353 | 452,508 | - | - | 452,508 | 461,559 | 470,800 | 480,220 | 489,819 |
| Other Operating Expenses | 39,560 | 38,620 | 44,550 | - | - | 44,550 | 46,426 | 48,426 | 50,592 | 52,907 |
| TOTAL OPERATING COSTS | 891,935 | 958,625 | 926,551 | - | - | 926,551 | 976,509 | 991,509 | 1,067,053 | 1,008,084 |
| *Percentage Increase over prior year | | | 3.9% | | | 3.9% | 5.4% | 1.5% | 7.6% | -5.5% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 35,000 | 35,000 | 35,000 | - | - | 35,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Transfer to Capital Reserve Fund | 41,083 | 24,393 | 39,870 | - | - | 39,870 | 42,595 | 43,340 | 28,580 | 49,450 |
| Transfer to Equipment Replacement Fund | 50,000 | - | 50,000 | - | - | 50,000 | 80,000 | 70,000 | 50,000 | 50,000 |
| MFA Principal Payment | 128,013 | 128,013 | 128,013 | - | - | 128,013 | 128,013 | 167,914 | 213,687 | 216,692 |
| MFA Interest Payment | 117,800 | 117,800 | 117,800 | - | - | 117,800 | 135,125 | 206,975 | 267,904 | 271,817 |
| MFA Debt Reserve Fund | 950 | 950 | 1,330 | - | - | 1,330 | 17,080 | 19,398 | 2,516 | 1,330 |
| TOTAL DEBT / RESERVES | 372,846 | 306,156 | 372,013 | - | - | 372,013 | 442,813 | 547,627 | 602,687 | 629,289 |
| TOTAL COSTS | 1,264,781 | 1,264,781 | 1,298,564 | - | - | 1,298,564 | 1,419,322 | 1,539,136 | 1,669,740 | 1,637,373 |
| *Percentage Increase over prior year | | | 2.7% | | | 2.7% | 9.3% | 8.4% | 8.5% | -1.9% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (80,000) | (80,000) | - | - | - | - | (30,000) | (25,000) | (80,000) | - |
| User Charges | (1,120,290) | (1,120,290) | (1,231,784) | - | - | (1,231,784) | (1,318,010) | (1,436,630) | (1,508,460) | (1,553,710) |
| Other Revenue | (2,357) | (2,357) | (2,780) | - | - | (2,780) | (2,832) | (2,872) | (2,910) | (2,943) |
| TOTAL REVENUE | (1,202,647) | (1,202,647) | (1,234,564) | - | - | (1,234,564) | (1,350,842) | (1,464,502) | (1,591,370) | (1,556,653) |
| REQUISITION - PARCEL TAX | (62,134) | (62,134) | (64,000) | - | - | (64,000) | (68,480) | (74,634) | (78,370) | (80,720) |
| *Percentage increase over prior year | | | | | | | | | | |
| User Fee | | | 10.0% | | | 10.0% | 7.0% | 9.0% | 5.0% | 3.0% |
| Requisition | | | 3.0% | | | 3.0% | 7.0% | 9.0% | 5.0% | 3.0% |
| Combined | | | 9.6% | | | 9.6% | 7.0% | 9.0% | 5.0% | 3.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|-----------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 3.810 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Ganges Sewer Utility (SSI) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|--------------------|--------------------|------------------|------------|------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$525,000 | \$525,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$525,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$395,000 | \$310,000 | \$1,980,000 | \$2,552,186 | \$474,375 | \$0 | \$0 | \$5,316,561 |
| Vehicles | \$77,000 | \$77,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$77,000 |
| | | | | | | | | |
| | \$997,000 | \$912,000 | \$1,980,000 | \$2,552,186 | \$474,375 | \$0 | \$0 | \$5,918,561 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|--------------------|--------------------|------------------|------------|------------|--------------------|
| Capital Funds on Hand | \$869,000 | \$764,000 | \$105,000 | \$0 | \$0 | \$0 | \$0 | \$869,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$1,575,000 | \$1,806,796 | \$118,594 | \$0 | \$0 | \$3,500,390 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$75,000 | \$75,000 | \$300,000 | \$735,390 | \$355,781 | \$0 | \$0 | \$1,466,171 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$53,000 | \$73,000 | \$0 | \$10,000 | \$0 | \$0 | \$0 | \$83,000 |
| | | | | | | | | |
| | \$997,000 | \$912,000 | \$1,980,000 | \$2,552,186 | \$474,375 | \$0 | \$0 | \$5,918,561 |

Definitions for the 5-year Capital Plan

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

Service: 3.810 Ganges Sewer Utility (SSI)

Project Number 21-01 Capital Project Title Strategic Asset Management Plan Capital Project Description Identify condition of assets, develop prioritized list of infrastructure replacement.

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

Project Number 22-01 Capital Project Title Electorate Assent for Borrowing Capital Project Description Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities

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

Project Number 22-02 Capital Project Title Public Engagement Capital Project Description Inform and engage public within service area on upcoming works required for borrowing to fund.

Project Rationale Inform and engage public within service area on upcoming works required for borrowing to fund.

Project Number 23-01 Capital Project Title Replace Generator Trailer Capital Project Description Equipment replacement. Replace IWS Operations Trailer F00845 1999 Built Generator Trailer

Project Rationale Equipment replacement. Replace IWS Operations Trailer F00845 1999 Ubilt Generator Trailer. Existing unit has reached the end of its service life.

Project Number 23-03 Capital Project Title Key components and spares replacement schedule Capital Project Description Provisional allowance for the supply and installation of key components and critical spares.

Project Rationale Provisional allowance for the supply and installation of key components and critical spares.

Project Number 24-01 Capital Project Title Electrical upgrades Capital Project Description Installation of additional lighting and HMI upgrade.

Project Rationale Installation of additional lighting and HMI upgrade.

Service: 3.810 Ganges Sewer Utility (SSI)

Project Number 24-02 **Capital Project Title** Replace sludge thickener membranes. **Capital Project Description** Replacement of failing sludge thickening membrane.

Project Rationale Sludge thickening membranes are failing and require replacement in order to avoid increases to operating costs.

Project Number 24-03 **Capital Project Title** Ganges WWTP Replacement of Electrical & Instrumentation **Capital Project Description** Ganges WWTP Replacement of Electrical & Instrumentation including upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Design, Construction and CRD Project Management (GCFC - 75% has been received)

Project Rationale Ganges WWTP Replacement of Electrical & Instrumentation including upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Design, Construction and CRD Project Management (GCFC - 75%)

Project Number 24-04 **Capital Project Title** Ganges Service Area System Modelling **Capital Project Description** Ganges Service Area System Modelling and CRD Project Management (GCFC - 75% received)

Project Rationale Ganges Service Area System Modelling and CRD Project Management

Project Number 24-05 **Capital Project Title** Ganges WWTP Performance Improvement Study **Capital Project Description** Ganges WWTP Performance Improvement Study. Study and CRD Project Management (GCFC - 75% received)

Project Rationale Holistic review of Ganges WWTP to determine areas for efficiency improvements and de-bottlenecking.

Project Number 24-06 **Capital Project Title** Ganges WWTP Construction of Performance Improvements (This negates the requirement for 21-04 and 22-03 from the 2024 Capital Plan) **Capital Project Description** Construction of performance improvements (from study 24-05 incl. chemical storage and aeration system improvements) Construction and CRD Project Management.

Project Rationale Construction of performance improvements (from study 24-05 incl. chemical storage and aeration system improvements) Construction and CRD Project Management.

Service: 3.810 Ganges Sewer Utility (SSI)

Project Number 25-02 **Capital Project Title** Ganges Replace 100% Surcharged Sewer Pipelines **Capital Project Description** Ganges Replace 100% Surcharged Lines ~430m. Design, Construction and CRD Project Management. (GCFC has been received)

Project Rationale Replacement of undersized lines to improve system performance and avoid overloading the piping capacity.

Project Number 26-01 **Capital Project Title** Ganges Replace 75% Surcharged Sewer Pipelines **Capital Project Description** Ganges Replace 75% Surcharged Lines ~ 220m. Design, Construction and CRD Project Management.

Project Rationale Replacement of undersized lines to improve system performance and avoid overloading the piping capacity.

Project Number 25-03 **Capital Project Title** Ganges Pump Station Fall Protection (Early Approval) **Capital Project Description** Design and Install Fall Protection at Manson and Harbour House Pump Stations

Project Rationale Design and Install Fall Protection at Manson and Harbour House Pump Stations.. EH & S issue.

Project Number 21-02 **Capital Project Title** Reclaimed Water Study **Capital Project Description** Feasibility study, identify infrastructure and regulatory requirements and develop conceptual plan and cost estimated for use reclaimed water

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

Project Number 21-03 **Capital Project Title** VFD installation for EQ Tank **Capital Project Description** Installation of VFD for EQ pumps to equalize feed rate for the plant

Project Rationale Installation of VFD for EQ pumps to equalize feed rate for the plant

Service: 3.810 Ganges Sewer Utility (SSI)

| | | | | | |
|--------------------------|---|------------------------------|---|------------------------------------|---|
| Project Number | 21-06 | Capital Project Title | Aeration system improvement detailed design | Capital Project Description | Conduct detailed design for aeration system improvements including blowers, diffusers and piping systems. |
| Project Rationale | Conduct detailed design for aeration system improvements including blowers, diffusers and piping systems. | | | | |

| | | | | | |
|--------------------------|---|------------------------------|-------------------------------|------------------------------------|--|
| Project Number | 23-02 | Capital Project Title | MBR Cassette lifting brackets | Capital Project Description | Purchase and install MBR cassette lifting brackets. Identified as an H & S concern for operations staff. |
| Project Rationale | Purchase and install MBR cassette lifting brackets. | | | | |

Ganges Sewer (SSI)
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|------------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 3,275 | 38,275 | 48,275 | 63,275 | 23,275 | 63,275 |
| Capital Reserve Funds | 389,302 | 356,172 | 398,767 | 432,107 | 460,687 | 510,137 |
| Equipment Replacement Fund | 152,035 | 202,035 | 282,035 | 352,035 | 402,035 | 452,035 |
| Total | 544,612 | 596,482 | 729,077 | 847,417 | 885,997 | 1,025,447 |

Reserve Schedule

Reserve Fund: 3.810 Ganges Sewer (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tank cleaning and inspection, collection system flushing and inspection, outfall inspection etc.

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|---------------------------------|--------|---------------------------------------|---------------|--|--------------------|--|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 105210 | | | | | | |
| Beginning Balance | | 60,660 | 3,275 | 38,275 | 48,275 | 63,275 | 23,275 |
| Transfer from Ops Budget | | 20,000 | 35,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Expenditures | | (80,000) | - | (30,000) | (25,000) | (80,000) | - |
| Planned Maintenance Activity | | Sanitary sewer flushing & inspections | | WWTP tank draining cleaning & inspection | Outfall Inspection | Sanitary sewer flushing and inspection | |
| Interest Income* | | 2,615 | | | | | |
| Ending Balance \$ | | 3,275 | 38,275 | 48,275 | 63,275 | 23,275 | 63,275 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 3.810 Ganges Sewer (SSI) - Capital Reserve Fund #1 - Bylaw 3125

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

| Fund: | 1056 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101836 | | | | | | |
| Beginning Balance | | 499,294 | 298,659 | 265,529 | 308,124 | 341,464 | 370,044 |
| Transfer from Ops Budget | | 8,222 | 39,870 | 42,595 | 43,340 | 28,580 | 49,450 |
| Transfer from Cap Fund | | 7,517 | | | | | |
| Transfer to Cap Fund | | (234,375) | (73,000) | - | (10,000) | - | - |
| Interest Income* | | 18,001 | | | | | |
| Ending Balance \$ | | 298,659 | 265,529 | 308,124 | 341,464 | 370,044 | 419,494 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 3.810 Ganges Sewer (SSI) - Capital Reserve Fund #2 - Bylaw 3125

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

| Fund: | 1056 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101900 | | | | | | |
| Beginning Balance | | 71,926 | 90,643 | 90,643 | 90,643 | 90,643 | 90,643 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Cash in Lieu | | 14,989 | | | | | |
| Interest Income* | | 3,728 | | | | | |
| Ending Balance \$ | | 90,643 | 90,643 | 90,643 | 90,643 | 90,643 | 90,643 |

Assumptions/Background:

For use only to fund costs resulting from expansion of service (Capacity purchase charges received from properties being added to the sewer service to fund capital improvements to provide additional capacity pursuant to bylaw 3262)

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

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

GANGESSWR.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101458 | | | | | | |
| Beginning Balance | | 151,214 | 152,035 | 202,035 | 282,035 | 352,035 | 402,035 |
| Transfer from Ops Budget | | - | 50,000 | 80,000 | 70,000 | 50,000 | 50,000 |
| Interest Income | | 821 | | | | | |
| Ending Balance \$ | | 152,035 | 202,035 | 282,035 | 352,035 | 402,035 | 452,035 |

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 Budget

Maliview Sewer Utility (SSI)

FINAL BUDGET

MARCH 2025

Service: 3.820 Maliview Sewer Utility (SSI)

Committee: Electoral Area

DEFINITION:

To operate and maintain a sewage collection and disposal system for the Maliview Estates Sewage Collection and disposal System Specified Area on Salt Spring Island (Local Service Establishment Bylaw No. 1938, October 23, 1991)

PARTICIPATION:

Maliview Estates - G(764) LSA#12

MAXIMUM LEVY:

Greater of \$20,000 or \$2.50 / \$1,000 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

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

COMMISSION:

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

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes on by Special Act.

| | |
|----------------------------|---|
| User Charge: | Annual Fixed Fee per water service connection |
| Parcel Tax: | Annual, levied only on properties capable of being connected to the system. |
| Consumption Charge: | \$1.75 per cubic meter of total water provided or delivered to the building served by the sewer connection to the CRD Highland Water System |
| Connection Charge: | Actual cost to connect |

RESERVE FUND:

Maliview Estates Sewerage System Capital Reserve Fund, Bylaw No. 1499 (Dec. 17, 1986)

| 3.820 - Maliview Estates Sewer System | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Sludge Hauling Contracts | 25,010 | 22,000 | 25,760 | - | - | 25,760 | 26,280 | 26,810 | 27,350 | 27,900 |
| Screenings, Grit & Waste Sludge Disposal | 39,140 | 46,000 | 48,116 | - | - | 48,116 | 49,080 | 50,060 | 51,060 | 52,080 |
| Repairs & Maintenance | 44,090 | 3,130 | 4,220 | - | - | 4,220 | 4,290 | 14,360 | 4,440 | 4,520 |
| Allocations | 24,097 | 24,097 | 27,051 | - | - | 27,051 | 27,699 | 28,249 | 28,815 | 29,391 |
| Electricity | 3,450 | 3,620 | 3,540 | - | - | 3,540 | 3,610 | 3,680 | 3,750 | 3,830 |
| Water | 1,470 | 1,600 | 1,510 | - | - | 1,510 | 1,540 | 1,570 | 1,600 | 1,630 |
| Supplies | 1,200 | 1,060 | 1,240 | - | - | 1,240 | 1,260 | 1,280 | 1,300 | 1,320 |
| Labour Charges | 52,222 | 52,000 | 54,630 | - | - | 54,630 | 55,720 | 56,830 | 57,960 | 59,120 |
| Other Operating Expenses | 9,144 | 7,604 | 10,090 | - | - | 10,090 | 10,430 | 10,786 | 11,162 | 11,568 |
| TOTAL OPERATING COSTS | 199,823 | 161,111 | 176,157 | - | - | 176,157 | 179,909 | 193,625 | 187,437 | 191,359 |
| *Percentage Increase over prior year | | | -11.8% | | | -11.8% | 2.1% | 7.6% | -3.2% | 2.1% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 39,870 | 51,535 | 37,605 | - | - | 37,605 | 33,035 | 30,940 | 32,790 | 34,638 |
| Transfer to Operating Reserve Fund | 13,000 | 13,000 | 13,000 | - | - | 13,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Debt Reserve Fund | 3,710 | - | - | 6,010 | - | 6,010 | 2,300 | - | - | - |
| MFA Principal Payment | - | - | - | - | - | - | 15,226 | 21,053 | 21,053 | 21,053 |
| MFA Interest Payment | 12,243 | - | - | 6,836 | - | 6,836 | 29,876 | 37,466 | 37,466 | 37,466 |
| TOTAL DEBT / RESERVES | 68,823 | 64,535 | 50,605 | 12,846 | - | 63,451 | 90,437 | 99,459 | 101,309 | 103,157 |
| TOTAL COSTS | 268,646 | 225,646 | 226,762 | 12,846 | - | 239,608 | 270,346 | 293,084 | 288,746 | 294,516 |
| *Percentage Increase over prior year | | | -15.6% | 4.8% | | -10.8% | 12.8% | 8.4% | -1.5% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (40,000) | - | - | - | - | - | - | (10,000) | - | - |
| Sales - Sewer Use | (25,000) | (22,000) | (25,000) | - | - | (25,000) | (25,500) | (26,010) | (26,530) | (27,060) |
| User Charges | (198,306) | (198,306) | (196,262) | (12,846) | - | (209,108) | (238,822) | (250,762) | (255,782) | (260,900) |
| Other Revenue | (270) | (270) | (280) | - | - | (280) | (280) | (280) | (280) | (280) |
| TOTAL REVENUE | (263,576) | (220,576) | (221,542) | (12,846) | - | (234,388) | (264,602) | (287,052) | (282,592) | (288,240) |
| REQUISITION - PARCEL TAX | (5,070) | (5,070) | (5,220) | - | - | (5,220) | (5,744) | (6,032) | (6,154) | (6,276) |
| *Percentage increase over prior year | | | | | | | | | | |
| Sales | | | 0.0% | | | 0.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| User Fees | | | -1.0% | 6.4% | | 5.4% | 14.2% | 5.0% | 2.0% | 2.0% |
| Requisition | | | 3.0% | 0.0% | | 3.0% | 10.0% | 5.0% | 2.0% | 2.0% |
| Combined | | | -0.8% | 5.6% | | 4.8% | 12.8% | 4.7% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|-------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 3.820 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Maliview Sewer Utility (SSI) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|--------------------|--------------------|--------------------|------------|------------|------------|------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$1,906,000 | \$1,713,000 | \$1,019,000 | \$0 | \$0 | \$0 | \$0 | \$2,732,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$1,906,000 | \$1,713,000 | \$1,019,000 | \$0 | \$0 | \$0 | \$0 | \$2,732,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|--------------------|--------------------|--------------------|------------|------------|------------|------------|--------------------|
| Capital Funds on Hand | \$102,000 | \$102,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$102,000 |
| Debenture Debt (New Debt Only) | \$100,000 | \$601,000 | \$230,000 | \$0 | \$0 | \$0 | \$0 | \$831,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$1,684,000 | \$950,000 | \$779,000 | \$0 | \$0 | \$0 | \$0 | \$1,729,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$20,000 | \$60,000 | \$10,000 | \$0 | \$0 | \$0 | \$0 | \$70,000 |
| | \$1,906,000 | \$1,713,000 | \$1,019,000 | \$0 | \$0 | \$0 | \$0 | \$2,732,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 3.820
 Service Name: Maliview Sewer Utility (SSI)

| | | | | 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 | Referendum for Borrowing | Referendum or Alternative Approval Process - Funding for Future Projects | \$ 35,000 | S | Cap | \$ 35,000 | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000 |
| 21-02 | Replacement | Public Engagement | Inform and engage public within service area on upcoming works that will require borrowing to fund. | \$ 50,000 | S | Cap | \$ 47,000 | \$ 47,000 | \$ - | \$ - | \$ - | \$ - | \$ 47,000 |
| 21-03 | Replacement | Wastewater Treatment Plant Upgrade | Upgrading current RBC process WWTP to MBBR process to meet regulatory requirements | \$ 2,642,041 | S | Grant | \$ 1,684,000 | \$ 950,000 | \$ 734,000 | \$ - | \$ - | \$ - | \$ 1,684,000 |
| 21-03 | Replacement | Wastewater Treatment Plant Upgrade | Maliview Resident's 10% Share. Includes CRD project management. | | S | Debt | \$ - | \$ 271,000 | \$ - | \$ - | \$ - | \$ - | \$ 271,000 |
| 22-02 | Renewal | Collection system repairs and/or renewal | Replacement/repair of collection pipe and manholes. Includes CRD project management. | \$ 460,000 | S | Debt | \$ - | \$ 230,000 | \$ 230,000 | \$ - | \$ - | \$ - | \$ 460,000 |
| 23-01 | New | SAMP Development | Develop an asset management plan for the facility. | \$ 55,000 | S | Grant | \$ - | \$ - | \$ 45,000 | \$ - | \$ - | \$ - | \$ 45,000 |
| 23-01 | New | | CRD Project Management | | S | Res | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ 10,000 |
| 23-02 | Study | I&I program (MOE Requirement) | Clean, CCTV, smoke test & report, review and develop defects list and repair requirements. | \$ 120,000 | S | Debt | \$ 100,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| 23-02 | Study | I&I program (MOE Requirement) | CRD Project Management | | S | Res | \$ 20,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 24-01 | New | Public Education Program Sewers | Public Education Program Sewers | \$ 15,000 | S | Res | \$ - | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |
| 24-02 | New | Provisional allowance for the supply and installation of key components and critical spares. | Provisional allowance for the supply and installation of key components and critical spares. | \$ 40,000 | S | Res | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 24-02 | New | | | | S | Cap | \$ 20,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 19-01 | Study | Safe Work Procedures - Review and Development | Review and develop safe work procedures for operational and maintenance tasks. | \$ 12,000 | S | Res | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 3,429,041 | | | | \$ 1,713,000 | \$ 1,019,000 | \$ - | \$ - | \$ - | \$ 2,732,000 |

Service: **3.820** Maliview Sewer Utility (SSI)

| | | | | | |
|-----------------------|-------|------------------------------|------------------------------------|------------------------------------|--|
| Project Number | 21-03 | Capital Project Title | Wastewater Treatment Plant Upgrade | Capital Project Description | Upgrading current RBC process WWTP to MBBR process to meet regulatory requirements |
|-----------------------|-------|------------------------------|------------------------------------|------------------------------------|--|

Project Rationale Current RBC system can not consistently meet regulatory requirement and have been warned by both federal and provincial regulators in 2019 regarding effluent noncompliance.

| | | | | | |
|-----------------------|-------|------------------------------|--|------------------------------------|--|
| Project Number | 22-02 | Capital Project Title | Collection system repairs and/or renewal | Capital Project Description | Replacement/repair of collection pipe and manholes. Includes CRD project management. |
|-----------------------|-------|------------------------------|--|------------------------------------|--|

Project Rationale The current collection systems are aged and failing need to be replaced. This is the initial phase.

| | | | | | |
|-----------------------|-------|------------------------------|------------------|------------------------------------|--|
| Project Number | 23-01 | Capital Project Title | SAMP Development | Capital Project Description | Develop an asset management plan for the facility. |
|-----------------------|-------|------------------------------|------------------|------------------------------------|--|

Project Rationale This service has no up-to-date asset management plan

| | | | | | |
|-----------------------|-------|------------------------------|-------------------------------|------------------------------------|--|
| Project Number | 23-02 | Capital Project Title | I&I program (MOE Requirement) | Capital Project Description | Clean, CCTV, smoke test & report, review and develop defects list and repair requirements. |
|-----------------------|-------|------------------------------|-------------------------------|------------------------------------|--|

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

Service: **3.820 Maliview Sewer Utility (SSI)**

| | | | | | |
|--------------------------|---|------------------------------|--------------------------|------------------------------------|--|
| Project Number | 21-01 | Capital Project Title | Referendum for Borrowing | Capital Project Description | Referendum or Alternative Approval Process - Funding for Future Projects |
| Project Rationale | To obtain approval from residents for projects requiring borrowing. | | | | |

| | | | | | |
|--------------------------|---|------------------------------|-------------------|------------------------------------|---|
| Project Number | 21-02 | Capital Project Title | Public Engagement | Capital Project Description | Inform and engage public within service area on upcoming works that will require borrowing to fund. |
| Project Rationale | To inform residents of project details and rationale so they can make an informed decision on the proposed borrowing. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|---------------------------------|------------------------------------|---------------------------------|
| Project Number | 24-01 | Capital Project Title | Public Education Program Sewers | Capital Project Description | Public Education Program Sewers |
| Project Rationale | To inform and educate residents about proper sewer system operation to prevent facility upsets and reduce maintenance costs. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|--|------------------------------------|--|
| Project Number | 24-02 | Capital Project Title | Provisional allowance for the supply and installation of key components and critical spares. | Capital Project Description | Provisional allowance for the supply and installation of key components and critical spares. |
| Project Rationale | Given the age and condition of the facility, it is prudent to have funding in place to obtain critical spares on short notice. | | | | |

| | | | | | |
|--------------------------|---|------------------------------|---|------------------------------------|--|
| Project Number | 19-01 | Capital Project Title | Safe Work Procedures - Review and Development | Capital Project Description | Review and develop safe work procedures for operational and maintenance tasks. |
| Project Rationale | This was included in response to safety and operational concerns. Will need to develop additional SWPs for the upgraded facility and its new equipment. | | | | |

**Maliview Estates Sewer System
 Summary Schedule
 2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 61,037 | 74,037 | 84,037 | 84,037 | 94,037 | 104,037 |
| Capital Reserve Fund | 92,943 | 70,548 | 93,583 | 124,523 | 157,313 | 191,951 |
| Total | 153,980 | 144,585 | 177,620 | 208,560 | 251,350 | 295,988 |

Reserve Schedule

Reserve Fund: 3.820 Maliview Sewer Utility (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage cleaning and inspection, collection system flushing and inspection, outfall inspection etc.

Reserve Cash Flow

| Fund: 1500 | Actual | Budget | | | | |
|---------------------------------|---------------|---------------|---------------|--------------------|---------------|----------------|
| Fund Centre: 105211 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 45,843 | 61,037 | 74,037 | 84,037 | 84,037 | 94,037 |
| Transfer from Ops Budget | 13,000 | 13,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Expenditures | - | - | - | (10,000) | - | - |
| Planned Maintenance Activity | | | | Outfall Inspection | | |
| Interest Income* | 2,193 | | | | | |
| Ending Balance \$ | 61,037 | 74,037 | 84,037 | 84,037 | 94,037 | 104,037 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 3.820 Maliview Sewer Utility (SSI) - Capital Reserve Fund - Bylaw 1499

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

Reserve Cash Flow

| Fund: 1041 Fund Centre: 101385 | Actual | Budget | | | | |
|-----------------------------------|---------------|---------------|---------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 124,168 | 92,943 | 70,548 | 93,583 | 124,523 | 157,313 |
| Transfer from Ops Budget | 46,534 | 37,605 | 33,035 | 30,940 | 32,790 | 34,638 |
| Transfer from Cap Fund | - | | | | | |
| Transfer to Cap Fund | (80,000) | (60,000) | (10,000) | - | - | - |
| Interest Income* | 2,241 | | | | | |
| Ending Balance \$ | 92,943 | 70,548 | 93,583 | 124,523 | 157,313 | 191,951 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

SSI Grants in Aid

FINAL BUDGET

MARCH 2025

Service: 1.116 SSI Grants in Aid

Commission: Salt Spring Local Community Commission

DEFINITION:

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

SERVICE DESCRIPTION:

Provide Grants to support organizations that are outside the existing services in an electoral area. Each electoral area budgets their anticipated requirements separately.

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

Greater of \$152,452 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements.

COMMISSION:

Salt Spring Local Community Commission

FUNDING:

Requisition

| 1.116 - SSI Grants in Aid | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|-----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Grants in Aid | 53,986 | 53,986 | 53,986 | 15,000 | - | 68,986 | 73,986 | 78,986 | 83,986 | 88,986 |
| Allocations | 4,799 | 4,799 | 5,009 | - | - | 5,009 | 5,137 | 5,238 | 5,340 | 5,443 |
| Other Expenses | - | 30 | - | - | - | - | - | - | - | - |
| TOTAL OPERATING COSTS | 58,785 | 58,815 | 58,995 | 15,000 | - | 73,995 | 79,123 | 84,224 | 89,326 | 94,429 |
| *Percentage Increase over prior year | | | 0.4% | 25.5% | | 25.9% | 6.9% | 6.4% | 6.1% | 5.7% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 147 | (147) | - | - | (147) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (14,773) | (14,773) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (40) | (38) | (41) | - | - | (41) | (50) | (50) | (50) | (50) |
| Other Revenue | (220) | (399) | (82) | - | - | (82) | (230) | (230) | (230) | (230) |
| TOTAL REVENUE | (15,033) | (15,063) | (270) | - | - | (270) | (280) | (280) | (280) | (280) |
| REQUISITION | (43,752) | (43,752) | (58,725) | (15,000) | - | (73,725) | (78,843) | (83,944) | (89,046) | (94,149) |
| *Percentage increase over prior year Requisition | | | 34.2% | 34.3% | | 68.5% | 6.9% | 6.5% | 6.1% | 5.7% |

CAPITAL REGIONAL DISTRICT

2025 Budget

SSI Economic Development

FINAL BUDGET

MARCH 2025

Service: 1.124 SSI Economic Development Sustainability

Commission: Salt Spring Island Local Community Commission

DEFINITION:

Authority to offer an economic development service under bylaw 1824, 1990

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None stated

COMMISSION:

Salt Spring Island Local Community Commission

FUNDING:

Requisition

1.124 - SSI Economic Development

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Project Costs | 100,000 | 38,349 | 40,000 | - | 51,652 | 91,652 | 40,000 | 40,000 | 40,000 | 40,000 |
| Third Party Payments | 10,000 | 32,830 | 10,000 | - | - | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Allocations | 13,239 | 13,239 | 12,127 | - | - | 12,127 | 12,401 | 12,653 | 12,906 | 13,160 |
| Operating - Other | 6,110 | 2,898 | 6,310 | - | - | 6,310 | 6,338 | 6,367 | 6,397 | 6,428 |
| TOTAL OPERATING COSTS | 129,349 | 87,316 | 68,437 | - | 51,652 | 120,089 | 68,739 | 69,020 | 69,303 | 69,588 |
| *Percentage Increase over prior year | | | -47.1% | | 39.9% | -7.2% | -42.8% | 0.4% | 0.4% | 0.4% |
| CAPITAL / RESERVE | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | 870 | 1,980 | 3,115 | 4,270 |
| TOTAL COSTS | 129,349 | 87,316 | 68,437 | - | 51,652 | 120,089 | 69,609 | 71,000 | 72,418 | 73,858 |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Balance CFW from 2024 to 2025 | - | 51,652 | - | - | (51,652) | (51,652) | - | - | - | - |
| Balance CFW from 2023 to 2024 | (15,000) | (15,000) | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve Fund | (60,000) | (69,186) | (3,345) | - | - | (3,345) | - | - | - | - |
| Grants in Lieu of Taxes | (80) | (74) | (40) | - | - | (40) | (80) | (80) | (80) | (80) |
| Other Income | (570) | (1,009) | (570) | - | - | (570) | (580) | (590) | (600) | (610) |
| TOTAL REVENUE | (75,650) | (33,617) | (3,955) | - | (51,652) | (55,607) | (660) | (670) | (680) | (690) |
| REQUISITION | (53,699) | (53,699) | (64,482) | - | - | (64,482) | (68,949) | (70,330) | (71,738) | (73,168) |
| *Percentage increase over prior year Requisition | | | 20.1% | | | 20.1% | 6.9% | 2.0% | 2.0% | 2.0% |

Reserve Schedule

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

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

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|---------------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 105534 | | | | | | |
| Beginning Balance | | 79,988 | 13,495 | 10,150 | 11,020 | 13,000 | 16,115 |
| Transfer from Ops Budget | | - | - | 870 | 1,980 | 3,115 | 4,270 |
| Deficit Recovery | | (9,186) | | | | | |
| Transfer to Ops Budget | | (60,000) | (3,345) | - | - | - | - |
| Interest Income* | | 2,693 | | | | | |
| Ending Balance \$ | | 13,495 | 10,150 | 11,020 | 13,000 | 16,115 | 20,385 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

SSI Public Library

FINAL BUDGET

MARCH 2025

Service: 1.141 SSI Public Library

Commission: Salt Spring Island Local Community Commission

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Salt Spring Island Public Library service by Bylaw No. 2725 adopted November 1999. Amended by Bylaw No. 3612 (adopted December, 2009).

SERVICE DESCRIPTION:

This service makes an annual contribution to the Salt Spring Island Public Library Association to provide public library service for Salt Spring Island Electoral Area. In recent years in response to a drive for a new library, the CRD has passed loan authorization bylaws – one for the purchase of land (2006), the other for construction of a building (2009). Both transactions are supported by referendums. SSI Library was grandfathered in being allowed to own its own library, but under provincial legislation cannot build or acquire a new building. The new library building construction, completed in 2013, is owned by the CRD, and was funded two thirds by federal/provincial infrastructure grants.

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

Greater of \$600,000 or \$0.186 / \$1,000 of actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

| | | |
|-------------------------|-----------------------------------|-------------|
| AUTHORIZED: | LA Bylaw No. 3308 (2005) | \$ 600,000 |
| AUTHORIZED: | LA Bylaw No. 3613 (2006) | 2,100,000 |
| BORROWED: | S.I. Bylaw No. 3308 (2006, 4.43%) | (350,000) |
| | S.I. Bylaw No. 3613 (2011, 3.25%) | (2,000,000) |
| | S.I. Bylaw No. 3613 (2013, 3.85%) | (100,000) |
| EXPIRED: | LA Bylaw No. 3308 (2005) | (250,000) |
| REMAINING AUTHORIZATION | | <u>\$ -</u> |

FUNDING:

Requisition

| 1.141 - SSI Public Library | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 | | TOTAL | 2026 | 2027 | 2028 | 2029 |
| | | | | ONGOING | ONE-TIME | | | | | |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contribution to Library | 512,440 | 512,440 | 527,810 | 35,870 | - | 563,680 | 574,950 | 586,450 | 598,180 | 610,140 |
| Allocations | 25,419 | 25,419 | 27,952 | 2,000 | - | 29,952 | 30,831 | 31,447 | 32,074 | 32,713 |
| Insurance | 8,250 | 8,250 | 13,130 | - | - | 13,130 | 14,443 | 15,887 | 17,476 | 19,224 |
| Other Operating Expenses | 9,815 | 8,940 | 10,120 | - | - | 10,120 | 10,320 | 10,530 | 10,740 | 10,950 |
| Contingency | 2,500 | - | 2,500 | - | - | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| TOTAL OPERATING COSTS | 558,424 | 555,049 | 581,512 | 37,870 | - | 619,382 | 633,044 | 646,814 | 660,970 | 675,527 |
| *Percentage Increase over prior year | | | 4.1% | 6.8% | | 10.9% | 2.2% | 2.2% | 2.2% | 2.2% |
| <u>DEBT / RESERVE</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 13,255 | 16,925 | 11,715 | - | (10,000) | 1,715 | 13,605 | 152,460 | 154,350 | 166,185 |
| MFA Debt Reserve Fund | 620 | 620 | 870 | - | - | 870 | 870 | 870 | 870 | - |
| MFA Principal Payment | 112,731 | 112,731 | 112,731 | - | - | 112,731 | 112,731 | 5,368 | 5,368 | - |
| MFA Interest Payment | 33,920 | 33,920 | 33,920 | - | - | 33,920 | 33,920 | 4,520 | 4,520 | - |
| TOTAL DEBT / RESERVE | 160,526 | 164,196 | 159,236 | - | (10,000) | 149,236 | 161,126 | 163,218 | 165,108 | 166,185 |
| TOTAL COSTS | 718,950 | 719,245 | 740,748 | 37,870 | (10,000) | 768,618 | 794,170 | 810,032 | 826,078 | 841,712 |
| *Percentage Increase over prior year | | | 3.0% | 5.3% | -1.4% | 6.9% | 3.3% | 2.0% | 2.0% | 1.9% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Grants in Lieu of Taxes | (512) | (501) | (530) | - | - | (530) | (540) | (550) | (560) | (570) |
| MFA Debt reserve fund earnings | (620) | (620) | (870) | - | - | (870) | (870) | (870) | (870) | - |
| Other Income | (524) | (830) | (540) | - | - | (540) | (550) | (560) | (570) | (580) |
| TOTAL REVENUE | (1,656) | (1,951) | (1,940) | - | - | (1,940) | (1,960) | (1,980) | (2,000) | (1,150) |
| REQUISITION | (717,294) | (717,294) | (738,808) | (37,870) | 10,000 | (766,678) | (792,210) | (808,052) | (824,078) | (840,562) |
| *Percentage increase over prior year Requisition | | | 3.0% | 5.3% | -1.4% | 6.9% | 3.3% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.141 SSI Public Library | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|

EXPENDITURE

| | | | | | | | |
|-----------------------|-----------------|------------------|-----------------|-----------------|-----------------|----------------|------------------|
| Buildings | \$10,000 | \$140,000 | \$10,000 | \$10,000 | \$25,000 | \$6,000 | \$191,000 |
| 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 |
| | | | | | | | |
| | \$10,000 | \$140,000 | \$10,000 | \$10,000 | \$25,000 | \$6,000 | \$191,000 |

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 | \$110,000 | \$0 | \$0 | \$0 | \$0 | \$110,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$10,000 | \$30,000 | \$10,000 | \$10,000 | \$25,000 | \$6,000 | \$81,000 |
| | | | | | | | |
| | \$10,000 | \$140,000 | \$10,000 | \$10,000 | \$25,000 | \$6,000 | \$191,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: _____ 1.141
 Service Name: _____ SSI Public Library

| | | | | 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 | Emergency Repairs | Unforeseen Emergency Repairs | \$ 10,000 | B | Res | \$ 10,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| 28-01 | New | Roof Repairs | Repair Roof | \$ 15,000 | B | Res | \$ - | \$ - | \$ - | \$ - | \$ 15,000 | \$ - | \$ 15,000 |
| 25-01 | New | Accessibility Projects | Various accessibility projects stemming from the September 2023 Accessibility Plan | \$ 40,000 | B | Res | \$ - | \$ - | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | \$ 30,000 |
| 25-01 | New | Accessibility Projects | Various accessibility projects stemming from the September 2023 Accessibility Plan | | B | Grant | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| 25-02 | New | HVAC and Central Heating Repair Allowance | HVAC and Central Heating Plant Repair Allowance recommended in 2022 WSP Building Condition Assessment | \$ 26,000 | B | Res | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ 6,000 | \$ 26,000 |
| 25-03 | New | Washroom Upgrade Project | Upgrade existing washroom and implement accessibility recommendations | \$ 100,000 | B | Grant | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 191,000 | | | | \$ 140,000 | \$ 10,000 | \$ 10,000 | \$ 25,000 | \$ 6,000 | \$ 191,000 |

Service: 1.141 SSI Public Library

Project Number 23-01

Capital Project Title Emergency Repairs

Capital Project Description Unforeseen Emergency Repairs

Project Rationale Unforeseen emergency repairs

Project Number 28-01

Capital Project Title Roof Repairs

Capital Project Description Repair Roof

Project Rationale Repairing the roof

Project Number 25-01

Capital Project Title Accessibility Projects

Capital Project Description Various accessibility projects stemming from the September 2023 Accessibility Plan

Project Rationale Various accessibility projects stemming from the September 2023 Accessibility Plan

Project Number 25-02

Capital Project Title HVAC and Central Heating Repair Allowance

Capital Project Description HVAC and Central Heating Plant Repair Allowance recommended in 2022 WSP Building Condition Assessment

Project Rationale HVAC and Central Heating Plant Repair Allowance as recommended in the 2022 WSP Building Condition Assessment.

Project Number 25-03

Capital Project Title Washroom Upgrade Project

Capital Project Description Upgrade existing washroom and implement accessibility recommendations

Project Rationale Library has requested upgrades to existing washrooms

Reserve Schedule

Reserve Fund: 1.141 SSI Public Library - Capital Reserve Fund - Bylaw 3940

-Capital Reserve Fund for SSI Library was established in 2014 under Bylaw No. 3940.
 -Surplus monies from the operation of the service may be paid from time to time into the reserve fund.
 -Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

Reserve Cash Flow

| Fund: | 1084 | Actual | Budget | | | | |
|---------------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102136 | | | | | | |
| Beginning Balance | | 85,260 | 141,353 | 113,068 | 116,673 | 259,133 | 388,483 |
| Transfer from Ops Budget | | 19,102 | 1,715 | 13,605 | 152,460 | 154,350 | 166,185 |
| Transfer from Cap Fund | | 43,161 | | | | | |
| Transfer to Cap Fund | | (10,000) | (30,000) | (10,000) | (10,000) | (25,000) | (6,000) |
| Interest Income* | | 3,830 | | | | | |
| Ending Balance \$ | | 141,353 | 113,068 | 116,673 | 259,133 | 388,483 | 548,668 |

Assumptions/Backgrounds:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

SSI Street Lighting

FINAL BUDGET

MARCH 2025

Service: 1.234 SSI Street Lighting

Commission: Salt Spring Island Local Community Commission

DEFINITION:

To provide street lighting on Salt Spring Island.

Bylaw No. 3746, December 14, 2011. Bylaw amendment No.4189 to increase the maximum requisition adopted August 11, 2017.

PARTICIPATION:

Salt Spring Island Electoral Area # 65, 2(764).

Order in Council No. 444, September 16, 2011.

MAXIMUM LEVY:

Greater of \$24,370 or \$0.0075 / \$1,000 of actual assessed value of land and improvements.

FUNDING:

Requisition

| 1.234 - SSI Street Lighting | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Electricity | 26,400 | 27,244 | 27,190 | - | - | 27,190 | 27,730 | 28,280 | 28,850 | 29,430 |
| Allocations | 3,348 | 3,348 | 3,652 | - | - | 3,652 | 3,740 | 3,813 | 3,886 | 3,961 |
| Contribution projects | 2,000 | - | 1,930 | - | - | 1,930 | 1,970 | 2,015 | 2,060 | 2,100 |
| Other Operating Expenses | 100 | 180 | 100 | - | - | 100 | 100 | 100 | 100 | 100 |
| TOTAL OPERATING COSTS | 31,848 | 30,772 | 32,872 | - | - | 32,872 | 33,540 | 34,208 | 34,896 | 35,591 |
| *Percentage Increase over prior year | | | 3.2% | | | 3.2% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 1,076 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 31,848 | 31,848 | 32,872 | - | - | 32,872 | 33,540 | 34,208 | 34,896 | 35,591 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | 61 | 61 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (20) | (20) | (20) | - | - | (20) | (20) | (20) | (20) | (20) |
| Revenue - Other | (20) | (20) | (20) | - | - | (20) | (20) | (20) | (20) | (20) |
| TOTAL REVENUE | 21 | 21 | (40) | - | - | (40) | (40) | (40) | (40) | (40) |
| REQUISITION | (31,869) | (31,869) | (32,832) | - | - | (32,832) | (33,500) | (34,168) | (34,856) | (35,551) |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |

Reserve Schedule

Reserve Fund: 1.234 SSI Street Lighting - Operating Reserve Fund

Bylaw No. 4584
Created in 2023

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105557 | Actual | Budget | | | | |
|--------------------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | - | 1,102 | 1,102 | 1,102 | 1,102 | 1,102 |
| Transfer from Ops Budget | | 1,102 | - | - | - | - | - |
| Transfer to Ops Budget | | - | - | - | - | - | - |
| Interest Income* | | - | | | | | |
| Ending Balance \$ | | 1,102 | 1,102 | 1,102 | 1,102 | 1,102 | 1,102 |

Assumptions/Backgrounds:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Fernwood Dock (SSI)

FINAL BUDGET

MARCH 2025

Service: 1.236 SSI Small Craft Harbour (Fernwood Dock)

Commission: Salt Spring Island Local Community Commission

DEFINITION:

A local service area to establish, acquire and operate a service of small craft harbour facilities.
Bylaw No. 2730, adopted on November 24, 1999. Bylaw amendment No. 3761, adopted on April 13, 2011.

SERVICE DESCRIPTION:

This is a service for funding and operating the Fernwood Dock, a small craft harbour facility on Salt Spring Island. This dock was divested to the CRD from the Department of Transportation in 2002. The Federal Government provided one-time funding of approximately \$280,000 for dock rehabilitation. This service is administered by the Salt Spring Island Local Community Commission.

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

Greater of \$162,800 or \$0.05 / \$1,000 on hospital assessments for the Electoral Area of Salt Spring Island.

COMMISSION:

Salt Spring Island Local Community Commission

FUNDING:

Parcel Tax

| 1.236 - Fernwood Dock (SSI) | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Repairs & Maintenance | 6,410 | 2,670 | 5,500 | - | - | 5,500 | 5,614 | 5,730 | 5,847 | 5,965 |
| Insurance | 3,350 | 3,350 | 3,800 | - | - | 3,800 | 4,180 | 4,598 | 5,057 | 5,563 |
| Supplies | 820 | - | 590 | - | - | 590 | 600 | 610 | 620 | 630 |
| Allocations | 3,670 | 3,670 | 4,780 | - | - | 4,780 | 4,884 | 4,981 | 5,081 | 5,180 |
| Other Operating Expenses | 2,297 | 432 | 2,370 | - | - | 2,370 | 2,410 | 2,450 | 2,490 | 2,530 |
| TOTAL OPERATING COSTS | 16,547 | 10,122 | 17,040 | - | - | 17,040 | 17,688 | 18,369 | 19,095 | 19,868 |
| *Percentage Increase over prior year | | | 3.0% | | | 3.0% | 3.8% | 3.9% | 4.0% | 4.0% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | - | 6,433 | 5,000 | - | (4,000) | 1,000 | 8,735 | 12,000 | 14,305 | 14,200 |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVE | - | 6,433 | 5,000 | - | (4,000) | 1,000 | 8,735 | 12,000 | 14,305 | 14,200 |
| TOTAL COSTS | 16,547 | 16,555 | 22,040 | - | (4,000) | 18,040 | 26,423 | 30,369 | 33,400 | 34,068 |
| *Percentage Increase over prior year | | | 33.2% | | -24.2% | 9.0% | 46.5% | 14.9% | 10.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Interest Income | (130) | (145) | (130) | - | - | (130) | (130) | (130) | (130) | (130) |
| Grants in Lieu of Taxes | (37) | (30) | (40) | - | - | (40) | (50) | (60) | (70) | (80) |
| TOTAL REVENUE | (167) | (175) | (170) | - | - | (170) | (180) | (190) | (200) | (210) |
| REQUISITION - PARCEL TAX | (16,380) | (16,380) | (21,870) | - | 4,000 | (17,870) | (26,243) | (30,179) | (33,200) | (33,858) |
| *Percentage increase over prior year Requisition | | | 33.5% | | -24.4% | 9.1% | 46.9% | 15.0% | 10.0% | 2.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|--|
| Service No. 1.236 | | | | | | | | |
| SSI Small Craft Harbour (Fernwood Dock) | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$90,000 | \$250,000 | \$60,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$340,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$90,000 | \$250,000 | \$60,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$340,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand | \$30,000 | \$30,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$30,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$95,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$95,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$60,000 | \$125,000 | \$60,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$215,000 |
| | \$90,000 | \$250,000 | \$60,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$340,000 |

Definitions for the 5-year Capital Plan

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

Service:

1.236

SSI Small Craft Harbour (Fernwood Dock)

Project Number

23-01

Capital Project Title

Annual Preventative Maintenance and Repairs

Capital Project Description

Paint and replace rotten deck boards, float rail and antislip gangway.

Project Rationale

Annual preventative maintenance and repairs to extend useful life.

Project Number

24-02

Capital Project Title

Anticipated work from 2023 inspection

Capital Project Description

Replace and repair damaged sections

Project Rationale

Lifecycle replacement

Project Number

21-02

Capital Project Title

Painting and Repairs

Capital Project Description

Paint and replace rotten deck boards, float rail and antislip gangway.

Project Rationale

Repairs as identified in the 2019 Supplementary Condition Assessment Report

**Fernwood Dock (SSI)
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|----------------|---------------|--------------|---------------|---------------|---------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 183,276 | 59,276 | 8,011 | 10,011 | 14,316 | 18,516 |
| Operating Reserve Fund | - | - | - | - | - | - |
| Total | 183,276 | 59,276 | 8,011 | 10,011 | 14,316 | 18,516 |

Reserve Schedule

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

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

Reserve Cash Flow

| Fund: Fund Centre: | 1080 102111 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|---------------|--------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 180,891 | 183,276 | 59,276 | 8,011 | 10,011 | 14,316 |
| Transfer from Ops Budget | | 4,006 | 1,000 | 8,735 | 12,000 | 14,305 | 14,200 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | (10,000) | (125,000) | (60,000) | (10,000) | (10,000) | (10,000) |
| Interest Income* | | 8,379 | | | | | |
| Ending Balance \$ | | 183,276 | 59,276 | 8,011 | 10,011 | 14,316 | 18,516 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.236 Salt Spring Island Fernwood Dock - Operating Reserve Fund

Newly created in 2024

The establishment of operating reserve for the SSI Fernwood Dock Service will be used to fund one-time program costs and to mitigate future fluctuations in requisition.

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|--------------------------|--------|--------|--------|------|------|------|------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 105563 | | | | | | |
| Beginning Balance | | - | - | - | - | - | - |
| Transfer from Op Budget | | - | - | - | - | - | - |
| Transfer to Op Budget | | - | - | - | - | - | - |
| Interest Income* | | - | | | | | |
| Ending Balance \$ | | - | - | - | - | - | - |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Community Transit (SSI)

FINAL BUDGET

MARCH 2025

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

Commission: Salt Spring Island Local Community Commission

SERVICE DESCRIPTION:

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs. Bylaw amendment No. 3956, adopted on December 10, 2014.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$245,000 or \$0.076 / \$1,000 of actual assessed value of land and improvements.

COMMISSION:

Salt Spring Island Local Community Commission

FUNDING:

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

| 1.238A - Community Transit (SSI) | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Gross Municipal Obligation | 600,009 | 534,133 | 592,612 | - | - | 592,612 | 621,257 | 666,306 | 679,632 | 693,225 |
| Allocations | 30,084 | 30,084 | 33,534 | - | - | 33,534 | 34,523 | 35,214 | 35,919 | 36,637 |
| Other Operating Expenses | 2,580 | 3,550 | 3,166 | - | - | 3,166 | 3,315 | 3,474 | 3,647 | 3,829 |
| TOTAL OPERATING COSTS | 632,673 | 567,767 | 629,312 | - | - | 629,312 | 659,095 | 704,994 | 719,198 | 733,691 |
| *Percentage Increase over prior year | | | -0.5% | | | -0.5% | 4.7% | 7.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | - | 12,343 | 20,000 | - | - | 20,000 | 21,235 | 8,000 | 16,055 | 8,000 |
| Transfer to Operating Reserve Fund | - | 40,000 | 23,070 | - | - | 23,070 | 29,400 | 17,745 | - | - |
| TOTAL CAPITAL / RESERVES | - | 52,343 | 43,070 | - | - | 43,070 | 50,635 | 25,745 | 16,055 | 8,000 |
| TOTAL COSTS | 632,673 | 620,110 | 672,382 | - | - | 672,382 | 709,730 | 730,739 | 735,253 | 741,691 |
| *Percentage Increase over prior year | | | 6.3% | | | 6.3% | 5.6% | 3.0% | 0.6% | 0.9% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (67,000) | (67,000) | - | - | - | - | - | - | - | (1,835) |
| Transit Pass Revenue | (211,324) | (198,484) | (217,011) | - | - | (217,011) | (221,034) | (225,181) | (229,685) | (234,278) |
| Other Income | (520) | (800) | (540) | - | - | (540) | (550) | (560) | (570) | (580) |
| Grants in Lieu of Taxes | (150) | (147) | (260) | - | - | (260) | (150) | (150) | (150) | (150) |
| TOTAL REVENUE | (278,994) | (266,431) | (217,811) | - | - | (217,811) | (221,734) | (225,891) | (230,405) | (236,843) |
| REQUISITION | (353,679) | (353,679) | (454,571) | - | - | (454,571) | (487,996) | (504,848) | (504,848) | (504,848) |
| *Percentage increase over prior year Requisition | | | 28.5% | | | 28.5% | 7.4% | 3.5% | 0.0% | 0.0% |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.238A
 Service Name: Community Transit (SSI)

| | | | | 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 | Bus Shelters | Bus Shelter program. Location TBA. Construction. (MoTI Transit Minor Betterments Grant) | \$ 345,000 | S | Grant | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 200,000 |
| 23-01 | New | Bus Shelters | Bus Shelter program. Location TBA. Site and foundation design. (CWF Grant) | | S | Grant | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 75,000 |
| 23-01 | New | Bus Shelters | Bus Shelter program. Location TBA. CRD Project Management. | | S | Res | \$ - | \$ 10,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 70,000 |
| 23-02 | New | O & M Facility Plan | O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure. | \$ 50,000 | S | Cap | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 18-01 | New | Bus Shelter | Bus shelter-Mobrae | \$ 45,000 | S | Cap | \$ 30,000 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| 18-01 | New | Bus Shelter | Bus shelter-Mobrae | | S | Grant | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 22-01 | New | Bus Shelter | Bus shelter-Horel | \$ 40,000 | S | Cap | \$ 35,000 | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 480,000 | | | | \$ 175,000 | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ 455,000 |

Service: 1.238A Community Transit (SSI)

Project Number 23-01

Capital Project Title Bus Shelters

Capital Project Description

Bus Shelter program. Location TBA.
Construction. (MoTI Transit Minor
Betterments Grant)

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

Project Number 23-02

Capital Project Title O & M Facility Plan

Capital Project Description

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

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

Project Number 18-01

Capital Project Title Bus Shelter

Capital Project Description

Bus shelter-Mobrae

Project Rationale Design build public art inspired bus shelters

Project Number 22-01

Capital Project Title Bus Shelter

Capital Project Description

Bus shelter-Horel

Project Rationale Design build public art inspired bus shelters

Community Transit (SSI)
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 75,511 | 98,581 | 127,981 | 145,726 | 145,726 | 143,891 |
| Capital Reserve Fund | 19,220 | 29,220 | 35,455 | 28,455 | 29,510 | 22,510 |
| Total | 94,731 | 127,801 | 163,436 | 174,181 | 175,236 | 166,401 |

Reserve Schedule

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

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105409 | Actual | Budget | | | | |
|-------------------------------|----------------|---------------|---------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 101,382 | 75,511 | 98,581 | 127,981 | 145,726 | 145,726 |
| Transfer from Ops Budget | | 38,000 | 23,070 | 29,400 | 17,745 | - | - |
| Transfer to Ops Budget - Core | | (67,000) | - | - | - | - | (1,835) |
| Interest Income* | | 3,129 | | | | | |
| Ending Balance \$ | | 75,511 | 98,581 | 127,981 | 145,726 | 145,726 | 143,891 |

Assumptions/Background:

To fund service expansions & bus leasing costs

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: SSI Transit - Capital Reserve Fund - Bylaw 4214

Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

Reserve Cash Flow

| Fund: Fund Centre: | 1091 102201 | Actual | Budget | | | | |
|----------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 8,583 | 19,220 | 29,220 | 35,455 | 28,455 | 29,510 |
| Transfer from Ops Budget | | 10,237 | 20,000 | 21,235 | 8,000 | 16,055 | 8,000 |
| Planned Purchase | | - | (10,000) | (15,000) | (15,000) | (15,000) | (15,000) |
| Interest Income (expense)* | | 400 | | | | | |
| Ending Balance \$ | | 19,220 | 29,220 | 35,455 | 28,455 | 29,510 | 22,510 |

Assumptions/Background:

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

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Community Transportation (SSI)

FINAL BUDGET

MARCH 2025

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

Commission: Salt Spring Island Local Community Commission

SERVICE DESCRIPTION:

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs. Bylaw amendment No. 3956, adopted on December 10, 2014.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$146,250 or \$0.044 / \$1,000 of actual assesses value of land and improvements.

COMMISSION:

Salt Spring Island Local Community Commission

FUNDING:

Requisition

1.238B - Community Transportation (SSI)

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|------------------|----------|-----------------|-----------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Pathway Maintenance | 2,000 | 3,000 | 3,000 | - | - | 3,000 | 3,060 | 3,120 | 3,180 | 3,240 |
| Allocations | 21,809 | 21,809 | 18,969 | - | - | 18,969 | 19,394 | 19,784 | 20,176 | 20,580 |
| Labour Cost | 23,130 | 23,130 | 23,971 | - | - | 23,971 | 24,447 | 24,941 | 25,442 | 25,950 |
| Other Operating Expenses | 1,550 | 8,107 | 1,450 | - | - | 1,450 | 1,490 | 1,531 | 1,573 | 1,616 |
| TOTAL OPERATING COSTS | 48,489 | 56,046 | 47,390 | - | - | 47,390 | 48,391 | 49,376 | 50,371 | 51,386 |
| *Percentage Increase over prior year | | | -2.3% | | | -2.3% | 2.1% | 2.0% | 2.0% | 2.0% |
| <u>DEBT / RESERVE</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 40,000 | 40,000 | 70,000 | - | (50,000) | 20,000 | 80,275 | 71,045 | 87,420 | 86,475 |
| Transfer to Operating Reserve Fund | - | - | 5,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| MFA Debt Reserve Fund | - | - | - | - | - | - | 3,200 | - | 1,350 | 1,350 |
| Principal Payment | - | - | - | - | - | - | - | 8,107 | 8,107 | 11,527 |
| Interest Payment | - | - | - | - | - | - | 3,520 | 14,080 | 15,565 | 21,505 |
| TOTAL DEBT / RESERVES | 40,000 | 40,000 | 75,000 | - | (50,000) | 25,000 | 91,995 | 98,232 | 117,442 | 125,857 |
| TOTAL COSTS | 88,489 | 96,046 | 122,390 | - | (50,000) | 72,390 | 140,386 | 147,608 | 167,813 | 177,243 |
| *Percentage Increase over prior year | | | 38.3% | | -56.5% | -18.2% | 93.9% | 5.1% | 13.7% | 5.6% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | (7,558) | - | - | - | - | - | - | - | - |
| Other Income | (300) | (300) | (310) | - | - | (310) | (320) | (330) | (340) | (350) |
| Grants in Lieu of Taxes | (130) | (129) | (65) | - | - | (65) | (130) | (130) | (130) | (130) |
| TOTAL REVENUE | (430) | (7,987) | (375) | - | - | (375) | (450) | (460) | (470) | (480) |
| REQUISITION | (88,059) | (88,059) | (122,015) | - | 50,000 | (72,015) | (139,936) | (147,148) | (167,343) | (176,763) |
| *Percentage increase over prior year Requisition | | | 38.6% | | -56.8% | -18.2% | 94.3% | 5.2% | 13.7% | 5.6% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--|--|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.238B Community Transportation (SSI) | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--------------------|--|--|-------------|-------------|-------------|-------------|-------------|--------------|

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|--------------------|-----------------|------------------|------------------|--------------------|-----|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$326,000 | \$871,000 | \$1,640,000 | \$30,000 | \$485,000 | \$455,000 | \$3,481,000 | |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| | \$326,000 | \$871,000 | \$1,640,000 | \$30,000 | \$485,000 | \$455,000 | \$3,481,000 | |

SOURCE OF FUNDS

| | | | | | | | |
|---------------------------------|------------------|------------------|--------------------|-----------------|------------------|------------------|--------------------|
| Capital Funds on Hand | \$235,000 | \$235,000 | \$0 | \$0 | \$0 | \$0 | \$235,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$320,000 | \$0 | \$135,000 | \$135,000 | \$590,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$91,000 | \$536,000 | \$1,095,000 | \$0 | \$320,000 | \$320,000 | \$2,271,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$100,000 | \$225,000 | \$30,000 | \$30,000 | \$0 | \$385,000 |
| | \$326,000 | \$871,000 | \$1,640,000 | \$30,000 | \$485,000 | \$455,000 | \$3,481,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #:

1.2388

Service Name:

Community Transportation (SSI)

| | | | | 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 |
| 22-04 | New | Construction Program for Pathway Network Merchant Mews (300 m) | Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF) | \$ 177,000 | S | Grant | \$ 56,000 | \$ 56,000 | \$ - | \$ - | \$ - | \$ - | \$ 56,000 |
| 22-04 | New | Construction Program for Pathway Network Merchant Mews (300 m) | CRD Project Management | | S | Cap | \$ 30,000 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| 22-04 | New | Construction Program for Pathway Network Merchant Mews (300 m) | Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF) | | S | Grant | \$ 35,000 | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000 |
| 24-01 | New | Strategic Asset Management Plan & Accessibility Assessment | Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment. | \$ 55,000 | S | Grant | \$ - | \$ - | \$ 40,000 | \$ - | \$ - | \$ - | \$ 40,000 |
| 24-01 | New | Strategic Asset Management Plan & Accessibility Assessment | CRD Project Management | | S | Res | \$ - | \$ - | \$ 15,000 | \$ - | \$ - | \$ - | \$ 15,000 |
| 22-12 | New | Design and Construction of Pathway - Rainbow Road (350 m) | Construct a sidewalk and cycling lane along the south side of Rainbow Road from Lower Ganges Road. Includes construction administration and CRD project management. (70% BCAT) | \$ 450,000 | S | Grant | \$ - | \$ 315,000 | \$ - | \$ - | \$ - | \$ - | \$ 315,000 |
| 22-12 | New | Design and Construction of Pathway - Rainbow Road (350 m) | Construct a sidewalk and cycling lane along the south side of Rainbow Road from Lower Ganges Road. Includes construction administration and CRD project management. (70% BCAT) | | S | Grant | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 22-12 | New | Design and Construction of Pathway - Rainbow Road (350 m) | Construct a sidewalk and cycling lane along the south side of Rainbow Road from Lower Ganges Road. Includes construction administration and CRD project management. (70% BCAT) | | S | Res | \$ - | \$ 85,000 | \$ - | \$ - | \$ - | \$ - | \$ 85,000 |
| 22-14 | New | Design and Construction of Pathway - Swanson Road (600 m) | Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. | \$ 485,000 | S | Res | \$ - | \$ - | \$ - | \$ 30,000 | \$ - | \$ - | \$ 30,000 |
| 22-14 | New | Design and Construction of Pathway - Swanson Road (600 m) | Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (70% BCAT) | | S | Grant | \$ - | \$ - | \$ - | \$ - | \$ 320,000 | \$ - | \$ 320,000 |
| 22-14 | New | Design and Construction of Pathway - Swanson Road (600 m) | Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (30%) | | S | Debt | \$ - | \$ - | \$ - | \$ - | \$ 135,000 | \$ - | \$ 135,000 |
| 23-03 | New | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. | \$ 1,120,000 | S | Cap | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 23-03 | New | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (70% BCAT) | | S | Grant | \$ - | \$ - | \$ 750,000 | \$ - | \$ - | \$ - | \$ 750,000 |
| 23-03 | New | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (30%) | | S | Debt | \$ - | \$ - | \$ 320,000 | \$ - | \$ - | \$ - | \$ 320,000 |
| 22-09 | New | Pathway Standards and Maintenance Development | Develop a set of standards and specifications for pathway design, construction and maintenance. Includes CRD project management. | \$ 20,000 | S | Cap | \$ 20,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 24-03 | New | McPhillips Avenue Pedestrian Facilities | Construction of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management. | \$ 230,000 | S | Res | \$ - | \$ - | \$ 90,000 | \$ - | \$ - | \$ - | \$ 90,000 |
| 24-03 | New | McPhillips Avenue Pedestrian Facilities | Construction of pedestrian facilities along McPhillips Avenue. (70% BCAT) | | S | Grant | \$ - | \$ - | \$ 140,000 | \$ - | \$ - | \$ - | \$ 140,000 |
| 28-01 | New | Design and Construction of Pathway - Drake Road (650 m) | Detailed design and obtain permits and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road. | \$ 485,000 | S | Res | \$ - | \$ - | \$ - | \$ - | \$ 30,000 | \$ - | \$ 30,000 |
| 28-01 | New | Design and Construction of Pathway - Drake Road (650 m) | Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (70% BCAT) | | S | Grant | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 320,000 | \$ 320,000 |
| 28-01 | New | Design and Construction of Pathway - Drake Road (650 m) | Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. | | S | Debt | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 135,000 | \$ 135,000 |
| 24-04 | New | Referendum or Alternative Approval Process - Funding for Future Projects | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds. | \$ 35,000 | S | Res | \$ - | \$ - | \$ 35,000 | \$ - | \$ - | \$ - | \$ 35,000 |
| 26-01 | New | Construction of Pathway - Jackson Road (310 m) | Construction of a pathway from Rainbow Road to Seaview Avenue along Jackson Road. Includes construction administration and CRD project management. (70% BCAT) | \$ 225,000 | S | Grant | \$ - | \$ - | \$ 140,000 | \$ - | \$ - | \$ - | \$ 140,000 |
| 26-01 | New | Construction of Pathway - Jackson Road (310 m) | Construction of a pathway from Rainbow Road to Seaview Avenue along Jackson Road. Includes construction administration and CRD project management. | | S | Res | \$ - | \$ - | \$ 85,000 | \$ - | \$ - | \$ - | \$ 85,000 |
| 25-02 | New | Legal Survey of Drake Road proposed pathway | Legal survey of Drake Road proposed pathway to better understand pedestrian and cycling options. Includes CRD PM time. | \$ 15,000 | S | Res | \$ - | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |
| 26-02 | New | Prepare designs in support of application for the BC Active Transportation Infrastructure Grant. | Prepare designs in support of application for the BC Active Transportation Infrastructure Grant for Lower Ganges and Fulford - Ganges Road from Rainbow Road to Seaview Avenue, McPhillips Avenue, Jackson Avenue and South Rainbow Road. | \$ 130,000 | S | Cap | \$ 100,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| 22-13 | New | Design and Permitting Swanson, Kanaka Pathways and other small pathways | Design and Permitting Swanson, Kanaka Pathways and other small pathways | \$ 25,000 | S | Cap | \$ 20,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 22-11 | New | Design and Permitting Rainbow Road Pathway | Design and Permitting Rainbow Road Pathway | \$ 30,000 | S | Cap | \$ 25,000 | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 25-03 | New | Design and Construction of small pathway projects | Design and Construction of small pathway projects | \$ 50,000 | S | Grant | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 26-03 | New | Speed Reader Boards | Speed Reader Boards | \$ 25,000 | S | Grant | \$ - | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ 25,000 |
| 25-04 | New | Ganges Crosswalk study | Ganges Cross Walk Study with Grant funding from ICBC | \$ 30,000 | S | Grant | \$ - | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| Grand Total | | | | \$ 3,587,000 | | | | \$ 871,000 | \$ 1,640,000 | \$ 30,000 | \$ 485,000 | \$ 455,000 | \$ 3,481,000 |

Service: 1.238B Community Transportation (SSI)

Project Number 22-04
Capital Project Title Construction Program for Pathway Network Merchant Mews (300 m)
Capital Project Description Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF)
Project Rationale This is a pathway to benefit users from a safety and access perspective from the Merchant Mews commercial area connecting it to pathways that lead to Ganges.

Project Number 24-01
Capital Project Title Strategic Asset Management Plan & Accessibility Assessment
Capital Project Description Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment.
Project Rationale Develop Asset Management Plan and Accessibility Assessment to facilitate long term planning and maintenance of assets included in the portfolio.

Project Number 22-12
Capital Project Title Design and Construction of Pathway - Rainbow Road (350 m)
Capital Project Description Construct a sidewalk and cycling lane along the south side of Rainbow Road from Lower Ganges Road. Includes construction administration and CRD project management. (70% BCAT)
Project Rationale This project is part of the Active Transportation network. Design and construct an sidewalk and cycling path along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road.

Project Number 22-14
Capital Project Title Design and Construction of Pathway - Swanson Road (600 m)
Capital Project Description Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent.
Project Rationale This project is part of the Active transportation. Design and construction of pathway network sections that have been designed in the previous year - Swanson Road from Atkins to Lakeview Crescent.

Service: 1.2388 Community Transportation (SSI)

| | | | | | |
|--------------------------|---|------------------------------|---|------------------------------------|--|
| Project Number | 23-03 | Capital Project Title | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | Capital Project Description | Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. |
| Project Rationale | This project is part of the Active Transportation network. Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. | | | | |

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

| | | | | | |
|--------------------------|---|------------------------------|---|------------------------------------|---|
| Project Number | 24-03 | Capital Project Title | McPhillips Avenue Pedestrian Facilities | Capital Project Description | Construction of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management. |
| Project Rationale | This project is part of the Active Transportation network. Design and engineering for a pathway and pedestrian amenities along McPhillips Avenue. | | | | |

| | | | | | |
|--------------------------|---|------------------------------|---|------------------------------------|--|
| Project Number | 28-01 | Capital Project Title | Design and Construction of Pathway - Drake Road (650 m) | Capital Project Description | Detailed design and obtain permits and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road |
| Project Rationale | Design and engineering for a pathway along Drake Road from Lower Ganges Road to 221 Drake Road. | | | | |

Service: 1.238B Community Transportation (SSI)

| | | | | | |
|--------------------------|---|------------------------------|--|------------------------------------|---|
| Project Number | 24-04 | Capital Project Title | Referendum or Alternative Approval Process - Funding for Future Projects | Capital Project Description | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds. |
| Project Rationale | Obtain resident approval for future projects and borrowing. | | | | |

| | | | | | |
|--------------------------|---|------------------------------|--|------------------------------------|---|
| Project Number | 26-01 | Capital Project Title | Construction of Pathway - Jackson Road (310 m) | Capital Project Description | Construction of a pathway from Rainbow Road to Seaview Avenue along Jackson Road. Includes construction administration and CRD project management. (70% BCAT) |
| Project Rationale | This project is part of the Active Transportation network. Design and engineering for a pathway along Jackson Avenue from Rainbow Road to Seaview Avenue. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|---|------------------------------------|--|
| Project Number | 25-02 | Capital Project Title | Legal Survey of Drake Road proposed pathway | Capital Project Description | Legal survey of Drake Road proposed pathway to better understand pedestrian and cycling options. Includes CRD PM time. |
| Project Rationale | Survey of Drake Road to better understand property lines and RoW available for a future pathway. | | | | |

| | | | | | |
|--------------------------|-------|------------------------------|--|------------------------------------|---|
| Project Number | 26-02 | Capital Project Title | Prepare designs in support of application for the BC Active Transportation Infrastructure Grant. | Capital Project Description | Prepare designs in support of application for the BC Active Transportation Infrastructure Grant for Lower Ganges and Fulford - Ganges Road from Rainbow Road to Seaview Avenue, McPhillips Avenue, Jackson Avenue and South Rainbow Road. |
| Project Rationale | | | | | |

Service: **1.238B** **Community Transportation (SSI)**

| | | | | | |
|--------------------------|-----------------------------|------------------------------|---|------------------------------------|---|
| Project Number | 22-13 | Capital Project Title | Design and Permitting Swanson, Kanaka Pathways and other small pathways | Capital Project Description | Design and Permitting Swanson, Kanaka Pathways and other small pathways |
| Project Rationale | Pathway along Swanson Road. | | | | |

| | | | | | |
|--------------------------|-----------------------------|------------------------------|--|------------------------------------|--|
| Project Number | 22-11 | Capital Project Title | Design and Permitting Rainbow Road Pathway | Capital Project Description | Design and Permitting Rainbow Road Pathway |
| Project Rationale | Pathway along Rainbow Road. | | | | |

| | | | | | |
|--------------------------|-------|------------------------------|---|------------------------------------|---|
| Project Number | 25-03 | Capital Project Title | Design and Construction of small pathway projects | Capital Project Description | Design and Construction of small pathway projects |
| Project Rationale | | | | | |

| | | | | | |
|--------------------------|-------|------------------------------|---------------------|------------------------------------|---------------------|
| Project Number | 26-03 | Capital Project Title | Speed Reader Boards | Capital Project Description | Speed Reader Boards |
| Project Rationale | | | | | |

Service: 1.238B Community Transportation (SSI)

| | | | | | |
|--------------------------|---|------------------------------|------------------------|------------------------------------|--|
| Project Number | 25-04 | Capital Project Title | Ganges Crosswalk study | Capital Project Description | Ganges Cross Walk Study with Grant funding from ICBC |
| Project Rationale | ICBC Grant Funding was approved in November 2024. Contract to be issued in April 2025 | | | | |

Community Transportation (SSI)
Reserve Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|--------------------------------|----------------|----------------|---------------|---------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 13,401 | 18,401 | 23,401 | 28,401 | 33,401 | 38,401 |
| Pathways Capital Reserve Fund | 233,642 | 167,581 | 22,856 | 63,901 | 121,321 | 207,796 |
| Sidewalks Capital Reserve Fund | 13,939 | - | - | - | - | - |
| Total | 260,982 | 185,982 | 46,257 | 92,302 | 154,722 | 246,197 |

Reserve Schedule

Reserve Fund: 1.238B Transportation (SSI) - Operating Reserve Fund - Bylaw 4146

For non-recurring repairs and maintenance on paths and trails

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105539 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 19,987 | 13,401 | 18,401 | 23,401 | 28,401 | 33,401 |
| Transfer from Ops Budget | | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Transfer to Ops Budget | | - | - | - | - | - | - |
| Deficit Recovery | | (7,516) | | | | | |
| Interest Income* | | 930 | | | | | |
| Ending Balance \$ | | 13,401 | 18,401 | 23,401 | 28,401 | 33,401 | 38,401 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

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

For Pathway and Bike Lane infrastructure

Reserve Cash Flow

| Fund: Fund Centre: | 1086 102142 | Actual | Budget | | | | |
|-----------------------------------|----------------|----------------|----------------|---------------|---------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 355,426 | 233,642 | 167,581 | 22,856 | 63,901 | 121,321 |
| Transfer from Ops Budget | | 40,000 | 20,000 | 80,275 | 71,045 | 87,420 | 86,475 |
| Transfer from Capital Fund | | 11,620 | | | | | |
| Planned Purchase | | (186,400) | (86,061) | (225,000) | (30,000) | (30,000) | - |
| Interest Income* | | 12,996 | | | | | |
| Ending Balance \$ | | 233,642 | 167,581 | 22,856 | 63,901 | 121,321 | 207,796 |

Assumptions/Background:

Fund balance to provide for capital expenditures for or in respect of capital projects, land, machinery or equipment for them and extension or renewal of existing capital works and related debt servicing payments. Should allow for CRD to participate in partnership with Island Pathways on planned projects

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

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

Bylaw 3943
Sidewalks

Reserve Cash Flow

| Fund: Fund Centre: | 1086 102147 | Actual | Budget | | | | |
|----------------------------|----------------|---------------|----------|------|------|------|------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | - | 13,939 | - | - | - | - |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Planned Purchase | | - | (13,939) | - | - | - | - |
| Transfer from cash in lieu | | 13,530 | | | | | |
| Interest Income* | | 409 | | | | | |
| Ending Balance \$ | | 13,939 | - | - | - | - | - |

Assumptions/Background:

Funds received from property owners for sidewalks in front of their properties
*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Salt Spring Island Arts

FINAL BUDGET

MARCH 2025

Service: 1.299 SSI Arts

Commission: Salt Spring Island Local Community Commission

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the ArtSpring Theatre and contributing to arts programming through the Gulf Islands Community Arts Council (Bylaw No. 3116, January 29, 2004) Bylaw amendment No. 4331, adopted on April 8, 2020.

SERVICE DESCRIPTION:

This is a service for the contribution to the operation of the ArtSpring Theatre and the arts programs on Salt Spring Island. ArtSpring Theatre is operated by the Island Arts Centre Society. The arts programs are run by the Gulf Islands Community Arts Council. The CRD owns the land that the ArtSpring Theatre is situated on and there is a 10 year license of occupation with the Island Arts Society. Funds provided to ArtSpring Theatre are for maintaining, equipping and operating the facility. Funds provided to the Community Arts Council are for arts programming.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$93,050 or \$0.031 / \$1,000 of actual assessed value of land and improvements.

FUNDING:

Requisition

| 1.299 - Salt Spring Island Arts | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Art Centre Society | 86,933 | 87,410 | 89,544 | 8,623 | - | 98,167 | 110,628 | 112,840 | 115,094 | 117,397 |
| Gulf Islands Community Arts Council | 37,257 | 37,461 | 38,376 | 3,695 | - | 42,071 | 47,412 | 48,360 | 49,326 | 50,313 |
| Allocations | 2,452 | 2,452 | 2,657 | 1,000 | - | 3,657 | 3,756 | 3,831 | 3,908 | 3,986 |
| Other Operating Expenses | 6,190 | 2,213 | 4,000 | - | - | 4,000 | 4,080 | 4,160 | 4,240 | 4,320 |
| TOTAL OPERATING COSTS | 132,832 | 129,536 | 134,577 | 13,318 | - | 147,895 | 165,876 | 169,191 | 172,568 | 176,016 |
| *Percentage Increase over prior year | | | 1.3% | 10.0% | | 11.3% | 12.2% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 986 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 132,832 | 130,522 | 134,577 | 13,318 | - | 147,895 | 165,876 | 169,191 | 172,568 | 176,016 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 2,312 | (2,312) | - | - | (2,312) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 974 | 974 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (90) | (92) | (90) | - | - | (90) | (90) | (90) | (90) | (90) |
| Revenue - Other | - | - | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | 884 | 3,194 | (2,502) | - | - | (2,502) | (190) | (190) | (190) | (190) |
| REQUISITION | (133,716) | (133,716) | (132,075) | (13,318) | - | (145,393) | (165,686) | (169,001) | (172,378) | (175,826) |
| *Percentage increase over prior year Requisition | | | -1.2% | 10.0% | | 8.7% | 14.0% | 2.0% | 2.0% | 2.0% |

Reserve Schedule

Reserve Fund: 1.299 Salt Spring Island Arts - Operating Reserve Fund

Newly created in 2024

The establishment of operating reserve for the Salt Spring Island (SSI) Arts Service will be used to fund one-time program costs and to mitigate future fluctuations in requisition.

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|--------------------------|--------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 105561 | | | | | | |
| Beginning Balance | | - | 1,036 | 1,036 | 1,036 | 1,036 | 1,036 |
| Transfer from Op Budget | | 1,036 | - | - | - | - | - |
| Transfer to Op Budget | | - | - | - | - | - | - |
| Interest Income* | | - | | | | | |
| Ending Balance \$ | | 1,036 | 1,036 | 1,036 | 1,036 | 1,036 | 1,036 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

SSI Livestock Injury Compensation

FINAL BUDGET

MARCH 2025

Service: 1.342 SSI Livestock Injury Compensation

Commission: Salt Spring Island Local Community Commission

DEFINITION:

The service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act*.
(Livestock Injury Compensation Service (Salt Spring Islands) Bylaw 4418, No. 1, 2021)

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

| 1.342 - SSI Livestock Injury Compensation | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|----------------|------------------|----------------|--------------|----------|----------------|--------------------|----------------|----------------|----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| 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% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 3,143 | (3,143) | - | - | (3,143) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (3,145) | (3,145) | - | - | - | - | - | - | - | - |
| Other Income | - | (143) | (2) | - | - | (2) | (20) | (20) | (20) | (20) |
| TOTAL REVENUE | (3,145) | (145) | (3,145) | - | - | (3,145) | (20) | (20) | (20) | (20) |
| REQUISITION | (13) | (13) | (13) | - | - | (13) | (3,143) | (3,146) | (3,149) | (3,153) |
| *Percentage increase over prior year Requisition | | | | | | 0.0% | 24076.9% | 0.1% | 0.1% | 0.1% |

CAPITAL REGIONAL DISTRICT

2025 Budget

SSI Search and Rescue

FINAL BUDGET

MARCH 2025

Service: 1.378 SSI Search and Rescue

Commission: Salt Spring Island Local Community Commission

DEFINITION:

To establish a contribution to a search and rescue service in the Salt Spring Island Electoral Area.
Establishment Bylaw No. 3494 (Nov. 14, 2007).

SERVICE DESCRIPTION:

Governed by Bylaw #3494, the service provides cost coverage for overhead expenses for the Salt Spring Island Search and Rescue Society.

The CRD has no operational responsibility beyond payment for overhead.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$15,000 or \$0.0053 / \$1,000 on actual assessed value of land and improvements.

FUNDING:

Requisition

| 1.378 - SSI Search and Rescue | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|--------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contribution to SSI SAR Society | 24,222 | 23,287 | 24,950 | - | 945 | 25,895 | 25,450 | 25,960 | 26,480 | 27,010 |
| Allocations | 1,252 | 1,252 | 1,290 | - | - | 1,290 | 1,329 | 1,355 | 1,383 | 1,410 |
| Other Expenses | 330 | 309 | 340 | - | - | 340 | 350 | 360 | 370 | 380 |
| TOTAL COSTS | 25,804 | 24,848 | 26,580 | - | 945 | 27,525 | 27,129 | 27,675 | 28,233 | 28,800 |
| *Percentage Increase over prior year | | | 3.0% | | 3.7% | 6.7% | -1.4% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 945 | - | - | (945) | (945) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (2,787) | (2,787) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (20) | (19) | (20) | - | - | (20) | (20) | (20) | (20) | (20) |
| Revenue - Other | (80) | (70) | (80) | - | - | (80) | (80) | (80) | (80) | (80) |
| | | | | | | - | | | | |
| TOTAL REVENUE | (2,887) | (1,931) | (100) | - | (945) | (1,045) | (100) | (100) | (100) | (100) |
| REQUISITION | (22,917) | (22,917) | (26,480) | - | - | (26,480) | (27,029) | (27,575) | (28,133) | (28,700) |
| *Percentage increase over prior year Requisition | | | 15.5% | | | 15.5% | 2.1% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

**Salt Spring Island Pool, Parks and Rec
(All Service Areas)**

FINAL BUDGET

MARCH 2025

1.455 / 1.458 / 1.459

Salt Spring Island Parks & Rec -

All Service Areas

OPERATING COSTS

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|------------------------------|------------------|------------------|------------------|---------------|---------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| Swimming Pool | 1,066,447 | 1,076,575 | 1,168,516 | 17,491 | 15,000 | 1,201,007 | 1,239,495 | 1,202,810 | 1,230,850 | 1,259,610 |
| Park Land | 1,223,265 | 1,177,985 | 1,250,297 | 54,650 | 49,415 | 1,354,362 | 1,394,059 | 1,423,341 | 1,459,516 | 1,497,064 |
| Community Recreation | 384,702 | 374,575 | 399,878 | - | - | 399,878 | 410,171 | 420,274 | 430,100 | 440,193 |
| Community Parks | 962,085 | 909,296 | 990,001 | 17,525 | 14,600 | 1,022,126 | 1,043,178 | 1,064,083 | 1,098,509 | 1,125,399 |
| TOTAL OPERATING COSTS | 3,636,499 | 3,538,431 | 3,808,692 | 89,666 | 79,015 | 3,977,373 | 4,086,903 | 4,110,508 | 4,218,975 | 4,322,266 |

*Percentage Increase

| | | | | | | | | |
|--|------|------|------|------|------|------|------|------|
| | 4.7% | 2.5% | 2.2% | 9.4% | 2.8% | 0.6% | 2.6% | 2.4% |
|--|------|------|------|------|------|------|------|------|

CAPITAL / RESERVE

| | | | | | | | | | | |
|--|----------------|----------------|----------------|----------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Swimming Pool | 65,000 | 68,372 | 95,000 | - | - | 95,000 | 138,845 | 139,525 | 140,850 | 142,040 |
| Park Land | 25,000 | 77,000 | 93,000 | - | (30,000) | 63,000 | 225,740 | 223,505 | 220,015 | 215,800 |
| Community Recreation | 5,000 | - | 2,500 | - | - | 2,500 | 6,800 | 8,000 | 8,100 | 8,120 |
| Community Parks | 28,000 | 27,200 | 28,000 | - | - | 28,000 | 25,500 | 29,255 | 20,060 | 18,990 |
| DEBT CHARGES | - | - | - | - | - | - | 52,420 | 157,394 | 157,394 | 157,394 |
| TOTAL CAPITAL / RESERVES / DEBT | 123,000 | 172,572 | 218,500 | - | (30,000) | 188,500 | 449,305 | 557,679 | 546,419 | 542,344 |

TOTAL COSTS

| | | | | | | | | | | |
|--|------------------|------------------|------------------|---------------|---------------|------------------|------------------|------------------|------------------|------------------|
| | 3,759,499 | 3,711,003 | 4,027,192 | 89,666 | 49,015 | 4,165,873 | 4,536,208 | 4,668,187 | 4,765,394 | 4,864,610 |
|--|------------------|------------------|------------------|---------------|---------------|------------------|------------------|------------------|------------------|------------------|

*Percentage Increase

| | | | | | | | | |
|--|------|------|------|-------|------|------|------|------|
| | 7.1% | 2.4% | 1.3% | 10.8% | 8.9% | 2.9% | 2.1% | 2.1% |
|--|------|------|------|-------|------|------|------|------|

Internal Recoveries

| | | | | | | | | | | |
|--|-----------|-----------|-----------|--------|---|-----------|-----------|-----------|-----------|-----------|
| | (492,990) | (447,275) | (508,635) | 44,695 | - | (463,940) | (473,218) | (482,682) | (492,336) | (502,182) |
|--|-----------|-----------|-----------|--------|---|-----------|-----------|-----------|-----------|-----------|

OPERATING LESS RECOVERIES

| | | | | | | | | | | |
|--|------------------|------------------|------------------|----------------|---------------|------------------|------------------|------------------|------------------|------------------|
| | 3,266,509 | 3,263,728 | 3,518,557 | 134,361 | 49,015 | 3,701,933 | 4,062,990 | 4,185,505 | 4,273,058 | 4,362,428 |
|--|------------------|------------------|------------------|----------------|---------------|------------------|------------------|------------------|------------------|------------------|

FUNDING SOURCES (REVENUE)

| | | | | | | | | | | |
|----------------------|------------------|------------------|------------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Swimming Pool | (230,143) | (243,643) | (331,262) | (8,700) | (15,000) | (354,962) | (351,145) | (358,160) | (365,320) | (372,620) |
| Park Land | (173,136) | (179,856) | (168,383) | (8,000) | (20,000) | (196,383) | (174,480) | (177,720) | (181,030) | (184,390) |
| Community Recreation | (270,727) | (255,600) | (267,318) | - | - | (267,318) | (272,410) | (277,660) | (283,000) | (288,450) |
| Community Parks | 3,012 | 10,886 | (24,723) | - | - | (24,723) | (25,130) | (25,610) | (26,100) | (26,610) |
| TOTAL REVENUE | (670,994) | (668,213) | (791,686) | (16,700) | (35,000) | (843,386) | (823,165) | (839,150) | (855,450) | (872,070) |

REQUISITION

| | | | | | | | | | | |
|--|--------------------|--------------------|--------------------|------------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | (2,595,515) | (2,595,515) | (2,726,871) | (117,661) | (14,015) | (2,858,547) | (3,239,825) | (3,346,355) | (3,417,608) | (3,490,358) |
|--|--------------------|--------------------|--------------------|------------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|

*Percentage increase over prior year requisition

| | | | | | | | | |
|--|------|------|------|-------|-------|------|------|------|
| | 5.1% | 4.5% | 0.5% | 10.1% | 13.3% | 3.3% | 2.1% | 2.1% |
|--|------|------|------|-------|-------|------|------|------|

AUTHORIZED POSITIONS:

| | | | | | | | | | | |
|----------|-------|--|-------|------|--|-------|-------|-------|-------|-------|
| Salaried | 11.93 | | 11.93 | 0.30 | | 12.23 | 13.03 | 13.03 | 13.03 | 13.03 |
|----------|-------|--|-------|------|--|-------|-------|-------|-------|-------|

**1.45X SSI Pool, Park Land, Community Recreation and Community Parks
Reserves Summary
2025 - 2029 Financial Plan**

| Reserve/Fund Summary | | | | | | |
|--|------------------|----------------|------------------|------------------|------------------|------------------|
| Reserve/Fund Summary | Actual | Budget | | | | |
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| 1.459 SSI Pool & Park Land | | | | | | |
| Operating Reserve Fund - SSI Pool & Park Land | 37,521 | 17,521 | 47,521 | 77,521 | 107,521 | 137,521 |
| Capital Reserve Fund - SSI Pool | 112,713 | 107,713 | 161,558 | 241,083 | 236,933 | 318,973 |
| Capital Reserve Fund - SSI Park Land | 167,354 | 92,354 | 152,354 | 217,354 | 282,354 | 397,354 |
| Capital Reserve Fund - Park Land Acquisition | 625,804 | 625,804 | 625,804 | 625,804 | 625,804 | 625,804 |
| Equipment Replacement Fund - SSI Pool | 24,140 | 34,140 | 44,140 | 54,140 | 64,140 | 64,140 |
| Subtotal | 967,532 | 877,532 | 1,031,377 | 1,215,902 | 1,316,752 | 1,543,792 |
| 1.458 SSI Community Recreation | | | | | | |
| Operating Reserve Fund | 1,246 | 3,746 | 10,546 | 18,546 | 26,646 | 34,766 |
| Capital Reserve Fund - Community Recreation Facilities | 141,307 | 18,307 | 20,807 | 21,307 | 21,807 | 27,307 |
| Equipment Replacement Fund | 7,103 | 7,103 | 7,103 | 7,103 | 7,103 | 7,103 |
| Subtotal | 149,656 | 29,156 | 38,456 | 46,956 | 55,556 | 69,176 |
| 1.455 SSI Community Parks | | | | | | |
| Operating Reserve Fund | 6,840 | 14,340 | 19,340 | 24,340 | 29,340 | 34,340 |
| Capital Reserve Fund - Community Parks | 20,909 | 10,909 | 30,909 | 34,664 | 49,224 | 72,714 |
| Capital Reserve Fund - Community Park Facilities | 21,747 | 17,747 | 27,487 | 36,992 | 43,007 | 44,807 |
| Equipment Replacement Fund | 59,380 | 29,880 | 31,380 | 17,880 | 19,380 | 20,880 |
| Subtotal | 108,875 | 72,875 | 109,115 | 113,875 | 140,950 | 172,740 |
| Ending Balance \$ | 1,226,063 | 979,563 | 1,178,948 | 1,376,733 | 1,513,258 | 1,785,708 |

CAPITAL REGIONAL DISTRICT

2025 Budget

Salt Spring Island - Community Parks

FINAL BUDGET

MARCH 2025

Service: 1.455 SSI Community Parks

Commission: Salt Spring Island Local Community Commission

DEFINITION:

Supplementary Letters Patent - August, 1975 grants the power of acquiring, developing, operating and maintaining community parks. Bylaw No. 245 (Nov. 26, 1975); amended by Bylaw No. 461 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of, parks, trails, Saturday market, disc golf course and playgrounds on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$498,297 or \$0.15 / \$1,000 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Local Community Commission

FUNDING:

Requisition

| 1.455 - Salt Spring Island - Community Parks | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|---------------------|------------------|-----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries | 452,437 | 382,914 | 466,086 | - | - | 466,086 | 478,944 | 492,156 | 505,733 | 519,693 |
| Maintenance, Security & Insurance | 36,520 | 27,222 | 40,760 | 3,875 | 9,600 | 54,235 | 46,357 | 48,188 | 50,133 | 52,213 |
| Internal Allocations | 131,200 | 131,200 | 130,286 | - | - | 130,286 | 135,141 | 139,134 | 141,969 | 144,913 |
| Utilities & Operating - Supplies | 39,928 | 40,540 | 41,300 | 7,000 | - | 48,300 | 49,170 | 50,050 | 50,950 | 51,860 |
| Contract for Services | 15,140 | 21,000 | 14,990 | 6,650 | 5,000 | 26,640 | 25,570 | 26,080 | 26,600 | 27,130 |
| Travel - Vehicles | 24,940 | 24,500 | 25,690 | - | - | 25,690 | 26,200 | 26,720 | 27,260 | 27,810 |
| Parks Maintenance Labour | 202,450 | 222,450 | 208,529 | - | - | 208,529 | 212,700 | 216,955 | 221,294 | 225,720 |
| Bylaw Labour | 59,470 | 59,470 | 62,360 | - | - | 62,360 | 69,096 | 64,800 | 74,570 | 76,060 |
| TOTAL OPERATING COSTS | 962,085 | 909,296 | 990,001 | 17,525 | 14,600 | 1,022,126 | 1,043,178 | 1,064,083 | 1,098,509 | 1,125,399 |
| *Percentage Increase | | -5.5% | 2.9% | 1.8% | 1.5% | 6.2% | 2.1% | 2.0% | 3.2% | 2.4% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 5,500 | 5,500 | 5,500 | - | - | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 |
| Transfer to Capital Reserve Fund | 15,000 | 15,000 | 15,000 | - | - | 15,000 | 15,000 | 18,755 | 9,560 | 8,490 |
| Transfer to Operating Reserve Fund | 7,500 | 6,700 | 7,500 | - | - | 7,500 | 5,000 | 5,000 | 5,000 | 5,000 |
| TOTAL CAPITAL / RESERVES | 28,000 | 27,200 | 28,000 | - | - | 28,000 | 25,500 | 29,255 | 20,060 | 18,990 |
| TOTAL COST | 990,085 | 936,496 | 1,018,001 | 17,525 | 14,600 | 1,050,126 | 1,068,678 | 1,093,338 | 1,118,569 | 1,144,389 |
| *Percentage Increase | | -5.4% | 2.8% | 1.8% | 1.5% | 6.1% | 1.8% | 2.3% | 2.3% | 2.3% |
| Internal Time Recovery | (404,570) | (358,855) | (417,562) | 45,695 | - | (371,867) | (379,304) | (386,891) | (394,629) | (402,521) |
| TOTAL COSTS NET OF RECOVERIES | 585,515 | 577,641 | 600,439 | 63,220 | 14,600 | 678,259 | 689,374 | 706,447 | 723,940 | 741,868 |
| *Percentage Increase | | -1.3% | 2.5% | 10.8% | 2.5% | 15.8% | 1.6% | 2.5% | 2.5% | 2.5% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | 35,212 | 35,212 | - | - | - | - | - | - | - | - |
| Rental Income | (20,760) | (22,980) | (21,790) | - | - | (21,790) | (22,230) | (22,670) | (23,120) | (23,590) |
| Grants in Lieu of Taxes | (350) | (346) | (433) | - | - | (433) | (370) | (380) | (390) | (400) |
| Revenue-Other | (11,090) | (1,000) | (2,500) | - | - | (2,500) | (2,530) | (2,560) | (2,590) | (2,620) |
| TOTAL REVENUE | 3,012 | 10,886 | (24,723) | - | - | (24,723) | (25,130) | (25,610) | (26,100) | (26,610) |
| REQUISITION | (588,527) | (588,527) | (575,716) | (63,220) | (14,600) | (653,536) | (664,244) | (680,837) | (697,840) | (715,258) |
| *Percentage increase over prior year requisition | | | -2.2% | 10.7% | 2.5% | 11.0% | 1.6% | 2.5% | 2.5% | 2.5% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 4.1 | | 4.1 | | | 4.1 | 4.1 | 4.1 | 4.1 | 4.1 |
| User Funding | 3.5% | | | | | 3.2% | 3.2% | 3.2% | 3.2% | 3.2% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|----------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.455 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | SSI Community Parks | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$50,000 | \$15,000 | \$35,000 | \$15,000 | \$15,000 | \$15,000 | \$130,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$185,000 | \$305,000 | \$30,000 | \$30,000 | \$30,000 | \$20,000 | \$20,000 | \$415,000 |
| Vehicles | \$90,000 | \$90,000 | \$0 | \$90,000 | \$0 | \$0 | \$0 | \$180,000 |
| | | | | | | | | |
| | \$275,000 | \$445,000 | \$45,000 | \$155,000 | \$45,000 | \$35,000 | \$35,000 | \$725,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand | \$155,000 | \$155,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$155,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$15,000 | \$45,000 | \$15,000 | \$30,000 | \$15,000 | \$15,000 | \$15,000 | \$120,000 |
| Grants (Federal, Provincial) | \$105,000 | \$200,000 | \$0 | \$75,000 | \$0 | \$0 | \$0 | \$275,000 |
| Donations / Third Party Funding | \$0 | \$5,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| Reserve Fund | \$0 | \$40,000 | \$30,000 | \$50,000 | \$30,000 | \$20,000 | \$20,000 | \$170,000 |
| | | | | | | | | |
| | \$275,000 | \$445,000 | \$45,000 | \$155,000 | \$45,000 | \$35,000 | \$35,000 | \$725,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.455

Service Name: SSI Community Parks

| | | | | 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 | New | Linear Park Development | Trial and parking upgrades or development | \$ 215,000 | S | Res | \$ - | \$ 5,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | \$ 35,000 |
| 21-01 | New | | CWF/Grant funding required for trail development | | S | Grant | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 21-01 | New | | SSI Foundation funding for trail development | | S | Cap | \$ 100,000 | \$ 100,000 | | | | | \$ 100,000 |
| 21-05 | Replacement | ERF Park Maintenance Vehicle Replacement | Replace park maintenance truck with EV | \$ 180,000 | V | ERF | \$ 15,000 | \$ 15,000 | \$ - | \$ 15,000 | \$ - | \$ - | \$ 30,000 |
| 21-05 | Replacement | | CWF to upgrade vehicle replacement to EV | | V | Grant | \$ 75,000 | \$ 75,000 | \$ - | \$ 75,000 | \$ - | \$ - | \$ 150,000 |
| 23-01 | New | New Maintenance Machinery | New mower, gator, tractor, skid steer | \$ 70,000 | E | Res | \$ - | \$ 20,000 | \$ - | \$ 20,000 | \$ - | \$ - | \$ 40,000 |
| 23-03 | Renewal | Playground Upgrades | Drummond Park Playground Replacement | \$ 110,000 | S | Cap | \$ 55,000 | \$ 55,000 | \$ - | \$ - | \$ - | \$ - | \$ 55,000 |
| 23-03 | Renewal | | CWF/Grant funding required for playground upgrades | | S | Grant | \$ 30,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 23-03 | Renewal | | Donation from Fulford Hall Assoc. | | S | Other | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 24-02 | Replacement | Maintenance Equipment replacement | Replace maintenance equipment (Floor scrubber, Lighting, Flat deck trailer, push mower, weed eater, chainsaws) | \$ 90,000 | E | ERF | \$ - | \$ 30,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 90,000 |
| 25-01 | Renewal | Cushion Lake Beach Access Upgrades | Upgrades and improvements required for existing beach accesses on MOTI right of ways. | \$ 40,000 | S | Res | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 25-01 | Renewal | | CWF for beach access upgrade | | S | Grant | \$ - | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000 |
| 25-02 | Renewal | Boardwalk Upgrades | Preventative maintenance and upgrades to existing Centennial and Grace Point boardwalk based on 2020 structural assessment | \$ 90,000 | S | Res | \$ - | \$ 10,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 90,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 795,000 | | | \$ 275,000 | \$ 445,000 | \$ 45,000 | \$ 155,000 | \$ 45,000 | \$ 35,000 | \$ 725,000 |

725,000

Service:

1.455

SSI Community Parks

Project Number 21-01

Capital Project Title Linear Park Development

Capital Project Description Trail and parking upgrades or development

Project Rationale Upgrade existing trail network, develop new trails, improve or expand parking

Project Number 21-05

Capital Project Title ERF Park Maintenance Vehicle Replacement

Capital Project Description Replace park maintenance truck with EV

Project Rationale Vehicle replacement

Project Number 23-01

Capital Project Title New Maintenance Machinery

Capital Project Description New mower, gator, tractor, skid steer

Project Rationale

Project Number 23-03

Capital Project Title Playground Upgrades

Capital Project Description Drummon Park Playground Replacement

Project Rationale

| | | | | | |
|--------------------------|--|------------------------------|-----------------------------------|------------------------------------|--|
| Project Number | 24-02 | Capital Project Title | Maintenance Equipment replacement | Capital Project Description | Replace maintenance equipment (Floor scrubber, Lighting, Flat deck trailer, push mower, weed eater, chainsaws) |
| Project Rationale | Replacement of equipment that has reached its end of life. | | | | |

| | | | | | |
|--------------------------|---|------------------------------|------------------------------------|------------------------------------|---|
| Project Number | 25-01 | Capital Project Title | Cushion Lake Beach Access Upgrades | Capital Project Description | Upgrades and improvements required for existing beach accesses on MOTI right of ways. |
| Project Rationale | Upgrades required for existing beach accesses | | | | |

| | | | | | |
|--------------------------|-------|------------------------------|--------------------|------------------------------------|--|
| Project Number | 25-02 | Capital Project Title | Boardwalk Upgrades | Capital Project Description | Preventative maintenance and upgrades to existing Centennial and Grace Point boardwalk based on 2020 structural assessment |
| Project Rationale | | | | | |

Reserve/Fund Summary

| Reserve/Fund Summary | Actual | Budget | | | | |
|--|----------------|---------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| 1.455 SSI Community Parks | | | | | | |
| Operating Reserve Fund | 6,840 | 14,340 | 19,340 | 24,340 | 29,340 | 34,340 |
| Capital Reserve Fund - Community Parks | 20,909 | 10,909 | 30,909 | 34,664 | 49,224 | 72,714 |
| Capital Reserve Fund - Community Park Facilities | 21,747 | 17,747 | 27,487 | 36,992 | 43,007 | 44,807 |
| Equipment Replacement Fund | 59,380 | 29,880 | 31,380 | 17,880 | 19,380 | 20,880 |
| Ending Balance \$ | 108,875 | 72,875 | 109,115 | 113,875 | 140,950 | 172,740 |

Reserve Schedule

1.455 - Community Parks - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105548 | Actual | Budget | | | | |
|--------------------------|----------------|--------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 59 | 6,840 | 14,340 | 19,340 | 24,340 | 29,340 |
| Transfer from Ops Budget | | 6,649 | 7,500 | 5,000 | 5,000 | 5,000 | 5,000 |
| Expenditures | | - | - | - | - | - | - |
| Interest Income* | | 131 | | | | | |
| Ending Balance \$ | | 6,840 | 14,340 | 19,340 | 24,340 | 29,340 | 34,340 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.455 - Community Parks - Capital Reserve Fund

Bylaw 3085

Reserve Cash Flow

| Fund: Fund Centre: | 1064 101792 | Actual | Budget | | | | |
|---|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 622 | 20,909 | 10,909 | 30,909 | 34,664 | 49,224 |
| Transfer from Ops Budget - 1.455 Community Parks | | 15,000 | 15,000 | 15,000 | 18,755 | 9,560 | 8,490 |
| Transfer from Ops Budget - 1.459 ParkLand | | 5,000 | - | 15,000 | 15,000 | 15,000 | 15,000 |
| Expenditures (Based on Capital Plan) | | - | (25,000) | (10,000) | (30,000) | (10,000) | - |
| Interest Income* | | 286 | | | | | |
| Ending Balance \$ | | 20,909 | 10,909 | 30,909 | 34,664 | 49,224 | 72,714 |

Assumptions/Background:

Fund balance to provide for community park capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.455 - Community Park Facilities - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

| Fund: Fund Centre: | 1060 102030 | Actual | Budget | | | | |
|--|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 9,314 | 21,747 | 17,747 | 27,487 | 36,992 | 43,007 |
| Transfer from Ops Budget - 1.459 ParkLand | | 12,000 | 11,000 | 29,740 | 29,505 | 26,015 | 21,800 |
| Transfer from Cap Fund | | - | | | | | |
| Expenditures (Based on Capital Plan) | | - | (15,000) | (20,000) | (20,000) | (20,000) | (20,000) |
| Interest Income* | | 434 | | | | | |
| Ending Balance \$ | | 21,747 | 17,747 | 27,487 | 36,992 | 43,007 | 44,807 |

Assumptions/Background:

Fund balance to provide for community park facilities capital expenditures or in respect of capital projects and extension or renewal of existing facilities capital works.

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.455 SSI Parks - Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Parks.

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101444 | Budget | | | | |
|---|----------------|---------------|---------------|---------------|---------------|---------------|
| | Actual 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 75,637 | 59,380 | 29,880 | 31,380 | 17,880 | 19,380 |
| Transfer from Ops Budget - 1.455 Community Parks | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 |
| Transfer from Ops Budget - 1.459 ParkLand | 10,000 | 10,000 | 11,000 | 11,000 | 11,000 | 11,000 |
| Expenditures (Based on Capital Plan) | (32,104) | (45,000) | (15,000) | (30,000) | (15,000) | (15,000) |
| Proceeds from Disposal | - | | | | | |
| Transfer from Cap Fund | - | | | | | |
| Interest Income | 347 | | | | | |
| Ending Balance \$ | 59,380 | 29,880 | 31,380 | 17,880 | 19,380 | 20,880 |

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 Budget

Salt Spring Island - Community Recreation

FINAL BUDGET

MARCH 2025

Service: 1.458 SSI Community Recreation

Commission: Salt Spring Island Local Community Commission

DEFINITION:

Supplementary Letters Patent, Division XV, October 3, 1975 established to provide recreational programs for any Electoral Area.
Bylaw No. 462 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of recreation programs and day camps for youth on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$262,436 or \$0.079 / \$1,000 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Local Community Commission

FUNDING:

Requisition

| 1.458 - Salt Spring Island - Community Recreation Programs | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries and Wages | 200,767 | 203,835 | 221,548 | - | - | 221,548 | 227,283 | 233,157 | 239,195 | 245,389 |
| Recreation Programs | 117,505 | 109,700 | 110,930 | - | - | 110,930 | 113,150 | 115,410 | 117,720 | 120,070 |
| Program Supplies | 13,470 | 8,543 | 7,890 | - | - | 7,890 | 8,040 | 8,190 | 8,350 | 8,520 |
| Internal Allocations | 41,585 | 41,585 | 49,330 | - | - | 49,330 | 51,293 | 52,891 | 53,973 | 55,098 |
| Travel and Insurance | 2,370 | 500 | 1,150 | - | - | 1,150 | 1,215 | 1,286 | 1,362 | 1,446 |
| Other Operating | 9,005 | 10,412 | 9,030 | - | - | 9,030 | 9,190 | 9,340 | 9,500 | 9,670 |
| TOTAL OPERATING COSTS | 384,702 | 374,575 | 399,878 | - | - | 399,878 | 410,171 | 420,274 | 430,100 | 440,193 |
| *Percentage Increase | | | 3.9% | | | 3.9% | 2.6% | 2.5% | 2.3% | 2.3% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 5,000 | - | 2,500 | - | - | 2,500 | 6,800 | 8,000 | 8,100 | 8,120 |
| TOTAL COSTS | 389,702 | 374,575 | 402,378 | - | - | 402,378 | 416,971 | 428,274 | 438,200 | 448,313 |
| *Percentage Increase | | | 3.3% | | | 3.3% | 3.6% | 2.7% | 2.3% | 2.3% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | 9,533 | 9,533 | - | - | - | - | - | - | - | - |
| Revenue - Fees | (270,220) | (249,602) | (257,230) | - | - | (257,230) | (262,370) | (267,620) | (272,960) | (278,410) |
| Grants in Lieu of Taxes | (40) | (41) | (88) | - | - | (88) | (40) | (40) | (40) | (40) |
| Federal Grant | (10,000) | (15,490) | (10,000) | - | - | (10,000) | (10,000) | (10,000) | (10,000) | (10,000) |
| TOTAL REVENUE | (270,727) | (255,600) | (267,318) | - | - | (267,318) | (272,410) | (277,660) | (283,000) | (288,450) |
| REQUISITION | (118,975) | (118,975) | (135,060) | - | - | (135,060) | (144,561) | (150,614) | (155,200) | (159,863) |
| *Percentage increase over prior year requisition | | | 13.5% | | | 13.5% | 7.0% | 4.2% | 3.0% | 3.0% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 1.48 | | 1.48 | | | 1.48 | 1.48 | 1.48 | 1.48 | 1.48 |
| User Funding % | 69.3% | | 63.9% | | | 63.9% | 62.9% | 62.5% | 62.3% | 62.1% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--------------|--|-------------|-------------|-------------|-------------|--------------|--|
| Service No. | 1.458 | Carry Forward from 2024 | | | | | | |
| | | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL | |

EXPENDITURE

| | | | | | | | |
|-----------------------|------------------|------------------|-----------------|-----------------|-----------------|----------------|------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$20,000 | \$30,000 | \$10,000 | \$10,000 | \$10,000 | \$5,000 | \$65,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$202,500 | \$260,000 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$270,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$222,500 | \$290,000 | \$12,500 | \$12,500 | \$12,500 | \$7,500 | \$335,000 |

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 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$25,000 |
| Grants (Federal, Provincial) | \$100,000 | \$150,000 | \$0 | \$0 | \$0 | \$0 | \$150,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$122,500 | \$135,000 | \$7,500 | \$7,500 | \$7,500 | \$2,500 | \$160,000 |
| | \$222,500 | \$290,000 | \$12,500 | \$12,500 | \$12,500 | \$7,500 | \$335,000 |

Definitions for the 5-year Capital Plan

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

Service: 1.458 SSI Community Recreation

Project Number 24-01

Capital Project Title Office and Computer Equipment

Capital Project Description Upgrade and replace office and computer equipment

Project Rationale Equipment replacement to support current service levels

Project Number 22-02

Capital Project Title Bike Park Annual Repairs and Upgrades

Capital Project Description Upgrades and repairs to Lions Bike Park

Project Rationale Annual preventative maintenance

Project Number 23-06

Capital Project Title Recreation Program Equipment

Capital Project Description Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors, equipment

Project Rationale New Program Development

Project Number 24-04

Capital Project Title Accessibility Assessments

Capital Project Description Accessibility assessments for Rainbow Recreation Centre, SIMS, Portlock, Master Plans

Project Rationale Assessment required to meet regulatory requirement

| | | | | | |
|--------------------------|------------------------------------|------------------------------|--|------------------------------------|--|
| Project Number | 24-02 | Capital Project Title | Ganges Harbour Walk (Detailed Design & Construction Documents) | Capital Project Description | Detailed design & construction for the Ganges Harbour Walk are required to secure a Statuory Right of Way needed for future construction |
| Project Rationale | Long standing community initiative | | | | |

| | | | | | |
|--------------------------|---------------------------------|------------------------------|---------------------|------------------------------------|--|
| Project Number | 25-01 | Capital Project Title | Skate Park Upgrades | Capital Project Description | Upgrades or expansion to Kanake Skate Park |
| Project Rationale | Annual preventative maintenance | | | | |

| | | | | | |
|--------------------------|-------|------------------------------|--------------------------|------------------------------------|--------------------------|
| Project Number | 25-02 | Capital Project Title | Tennis Court Resurfacing | Capital Project Description | Tennis Court Resurfacing |
| Project Rationale | | | | | |

Reserve/Fund Summary

| Reserve/Fund Summary | Actual | Budget | | | | |
|--|----------------|---------------|---------------|---------------|---------------|---------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| 1.458 SSI Community Recreation | | | | | | |
| Operating Reserve Fund | 1,246 | 3,746 | 10,546 | 18,546 | 26,646 | 34,766 |
| Capital Reserve Fund - Community Recreation Facilities | 141,307 | 18,307 | 20,807 | 21,307 | 21,807 | 27,307 |
| Equipment Replacement Fund | 7,103 | 7,103 | 7,103 | 7,103 | 7,103 | 7,103 |
| Ending Balance \$ | 149,656 | 29,156 | 38,456 | 46,956 | 55,556 | 69,176 |

Reserve Schedule

1.458 - Community Recreation - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105549 | Actual | Budget | | | | |
|--------------------------|----------------|--------------|--------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 473 | 1,246 | 3,746 | 10,546 | 18,546 | 26,646 |
| Transfer from Ops Budget | | 665 | 2,500 | 6,800 | 8,000 | 8,100 | 8,120 |
| Expenditures | | - | - | - | - | - | - |
| Interest Income* | | 108 | | | | | |
| Ending Balance \$ | | 1,246 | 3,746 | 10,546 | 18,546 | 26,646 | 34,766 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.458 - Community Recreation Facilities - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

| Fund: Fund Centre: | 1060 101786 | Actual | Budget | | | | |
|---|----------------|----------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 135,075 | 141,307 | 18,307 | 20,807 | 21,307 | 21,807 |
| Transfer from Ops Budget - 1.459 ParkLand | | 15,000 | 12,000 | 10,000 | 8,000 | 8,000 | 8,000 |
| Expenditures (Based on Capital Plan) | | (15,000) | (135,000) | (7,500) | (7,500) | (7,500) | (2,500) |
| Transfer from Cap Fund | | 553 | | | | | |
| Interest Income* | | 5,679 | | | | | |
| Ending Balance \$ | | 141,307 | 18,307 | 20,807 | 21,307 | 21,807 | 27,307 |

Assumptions/Background:

Fund balance to provide for community recreation facilities capital expenditures or in respect of capital projects and extension or renewal of existing capital works.

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.458 SSI Recreation - Equipment Replacement Fund

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

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101445 | Actual | Budget | | | | |
|---|----------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 5,104 | 7,103 | 7,103 | 7,103 | 7,103 | 7,103 |
| Transfer from Ops Budget - 1.459 ParkLand | | 10,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Expenditures (Based on Capital Plan) | | (8,029) | (5,000) | (5,000) | (5,000) | (5,000) | (5,000) |
| Interest Income | | 28 | | | | | |
| Ending Balance \$ | | 7,103 | 7,103 | 7,103 | 7,103 | 7,103 | 7,103 |

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 Budget

Salt Spring Island - Pool & Park Land

FINAL BUDGET

MARCH 2025

Service: 1.459 SSI Pool & Park Land

Commission: Salt Spring Island Local Community Commission

DEFINITION:

A specified area established in 1972 to provide parks, recreation and related community programs, equipment, facilities and acquisition of real property. Bylaw No. 91(February 23, 1972). Since repealed, Bylaw No. 2422 (1996) and Bylaw No. 3183 (2004). Bylaw 4002 (2015) repeals bylaw 2422 and 3206.

SERVICE DESCRIPTION:

This is a service for the provision of general administrative services, water access points, active parks (playing fields) and overseeing facility upgrades, leisure brochures for Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$1,896,612 or \$0.6325 / \$1,000 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Local Community Commission

FUNDING:

Requisition

| 1.459 - Salt Spring Island - Pool & Park Land | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|--------------------|--------------------|--------------------|-----------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Pool | 1,066,447 | 1,076,575 | 1,168,516 | 17,491 | 15,000 | 1,201,007 | 1,239,495 | 1,202,810 | 1,230,850 | 1,259,610 |
| Park Land | 1,223,265 | 1,177,985 | 1,250,297 | 54,650 | 49,415 | 1,354,362 | 1,394,059 | 1,423,341 | 1,459,516 | 1,497,064 |
| TOTAL OPERATING COSTS | 2,289,712 | 2,254,560 | 2,418,813 | 72,141 | 64,415 | 2,555,369 | 2,633,554 | 2,626,151 | 2,690,366 | 2,756,674 |
| *Percentage Increase | | | 5.6% | 3.2% | 2.8% | 11.6% | 3.1% | -0.3% | 2.4% | 2.5% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Pool CRF | 10,000 | 10,000 | 35,000 | - | - | 35,000 | 78,845 | 79,525 | 80,850 | 82,040 |
| Transfer to Pool ERF | 50,000 | 50,000 | 50,000 | - | - | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Transfer to Pool ORF | 5,000 | 8,372 | 10,000 | - | - | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Transfer to Park, Land & Recreation CRF | 5,000 | 32,000 | 73,000 | - | (30,000) | 43,000 | 189,740 | 187,505 | 184,015 | 179,800 |
| Transfer to Park, Land & Recreation ERF | 15,000 | 20,000 | 15,000 | - | - | 15,000 | 16,000 | 16,000 | 16,000 | 16,000 |
| Transfer to Park, Land & Recreation ORF | 5,000 | 25,000 | 5,000 | - | - | 5,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| TOTAL CAPITAL / RESERVES | 90,000 | 145,372 | 188,000 | - | (30,000) | 158,000 | 364,585 | 363,030 | 360,865 | 357,840 |
| DEBT CHARGES | - | - | - | - | - | - | 52,420 | 157,394 | 157,394 | 157,394 |
| TOTAL COSTS | 2,379,712 | 2,399,932 | 2,606,813 | 72,141 | 34,415 | 2,713,369 | 3,050,559 | 3,146,575 | 3,208,625 | 3,271,908 |
| *Percentage Increase | | | 9.5% | 3.0% | 1.4% | 14.0% | 12.4% | 3.1% | 2.0% | 2.0% |
| Internal Recoveries | (88,420) | (88,420) | (91,073) | (1,000) | - | (92,073) | (93,914) | (95,791) | (97,707) | (99,661) |
| OPERATING LESS RECOVERIES | 2,291,292 | 2,311,512 | 2,515,740 | 71,141 | 34,415 | 2,621,296 | 2,956,645 | 3,050,784 | 3,110,918 | 3,172,247 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Deficit c/fwd 2023 to 2024 (Pool) | 60,179 | 60,179 | - | - | - | - | - | - | - | - |
| Surplus c/fwd 2023 to 2024 (Park Land) | (8,059) | (8,059) | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve | - | - | - | - | (35,000) | (35,000) | - | - | - | - |
| Pool Fees | (282,800) | (293,300) | (321,615) | (8,700) | - | (330,315) | (341,415) | (348,240) | (355,200) | (362,300) |
| Provincial Grant | - | (1,000) | - | - | - | - | - | - | - | - |
| Lease and Rental Income | (164,430) | (161,150) | (167,640) | (8,000) | - | (175,640) | (173,800) | (177,030) | (180,330) | (183,680) |
| Payments in Lieu | (1,169) | (1,169) | (1,390) | - | - | (1,390) | (1,230) | (1,250) | (1,270) | (1,290) |
| Revenue - Other | (7,000) | (19,000) | (9,000) | - | - | (9,000) | (9,180) | (9,360) | (9,550) | (9,740) |
| TOTAL REVENUE | (403,279) | (423,499) | (499,645) | (16,700) | (35,000) | (551,345) | (525,625) | (535,880) | (546,350) | (557,010) |
| REQUISITION | (1,888,013) | (1,888,013) | (2,016,095) | (54,441) | 585 | (2,069,951) | (2,431,020) | (2,514,904) | (2,564,568) | (2,615,237) |
| *Percentage increase over prior year requisition | | | 6.8% | 2.9% | 0.0% | 9.6% | 17.4% | 3.5% | 2.0% | 2.0% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 6.35 | | 6.35 | 0.30 | | 6.65 | 7.45 | 7.45 | 7.45 | 7.45 |
| User Funding % | 11.9% | | | | | 12.2% | 11.2% | 11.1% | 11.1% | 11.1% |

| 1.459 - Salt Spring Island - Pool | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------------|-----------------|------------------|--------------------|--------------------|--------------------|--------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 658,402 | 696,700 | 701,564 | 63,186 | - | 764,750 | 809,635 | 764,454 | 783,885 | 803,813 |
| Contract for Services | 7,900 | 15,000 | 15,000 | - | - | 15,000 | 15,300 | 15,610 | 15,920 | 16,240 |
| Utilities | 139,810 | 143,147 | 146,970 | - | - | 146,970 | 149,910 | 152,910 | 155,970 | 159,080 |
| Supplies - Chemicals | 54,860 | 70,000 | 76,230 | - | - | 76,230 | 77,750 | 79,310 | 80,900 | 82,520 |
| Programs and Other Operating | 82,702 | 80,558 | 97,300 | - | - | 97,300 | 99,130 | 101,000 | 102,860 | 104,820 |
| Maintenance & Insurance | 51,680 | 44,437 | 55,350 | - | 15,000 | 70,350 | 56,450 | 57,580 | 58,730 | 59,900 |
| Internal Allocations | 26,733 | 26,733 | 30,407 | - | - | 30,407 | 31,320 | 31,946 | 32,585 | 33,237 |
| Parks Maintenance Labour | 44,360 | - | 45,695 | (45,695) | - | - | - | - | - | - |
| TOTAL OPERATING COSTS | 1,066,447 | 1,076,575 | 1,168,516 | 17,491 | 15,000 | 1,201,007 | 1,239,495 | 1,202,810 | 1,230,850 | 1,259,610 |
| *Percentage Increase | | | 9.6% | 1.6% | 1.4% | 12.6% | 3.2% | -3.0% | 2.3% | 2.3% |
| CAPITAL / RESERVES / DEBT | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 10,000 | 10,000 | 35,000 | - | - | 35,000 | 78,845 | 79,525 | 80,850 | 82,040 |
| Transfer to Equipment Replacement Fund | 50,000 | 50,000 | 50,000 | - | - | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Transfer to Operating Reserve Fund | 5,000 | 8,372 | 10,000 | - | - | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| MFA Debt Reserve Fund | - | - | - | - | - | - | 20,000 | - | - | - |
| MFA Debt Principal | - | - | - | - | - | - | - | 38,109 | 38,109 | 38,109 |
| MFA Debt Interest | - | - | - | - | - | - | 22,000 | 88,000 | 88,000 | 88,000 |
| TOTAL CAPITAL / RESERVES / DEBT | 65,000 | 68,372 | 95,000 | - | - | 95,000 | 180,845 | 265,634 | 266,959 | 268,149 |
| TOTAL COSTS | 1,131,447 | 1,144,947 | 1,263,516 | 17,491 | 15,000 | 1,296,007 | 1,420,340 | 1,468,444 | 1,497,809 | 1,527,759 |
| *Percentage Increase | | | 11.7% | 1.5% | 1.3% | 14.5% | 9.6% | 3.4% | 2.0% | 2.0% |
| Internal Recoveries | (22,010) | (22,010) | (22,670) | - | - | (22,670) | (23,123) | (23,585) | (24,057) | (24,538) |
| OPERATING LESS RECOVERIES | 1,109,437 | 1,122,937 | 1,240,846 | 17,491 | 15,000 | 1,273,337 | 1,397,217 | 1,444,859 | 1,473,752 | 1,503,221 |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | 60,179 | 60,179 | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve | - | - | - | - | (15,000) | (15,000) | - | - | - | - |
| Revenue - Fees | (282,800) | (293,300) | (321,615) | (8,700) | - | (330,315) | (341,415) | (348,240) | (355,200) | (362,300) |
| Grants in Lieu of Taxes | (522) | (522) | (647) | - | - | (647) | (550) | (560) | (570) | (580) |
| Provincial Grant | - | (1,000) | - | - | - | - | - | - | - | - |
| Revenue - Other | (7,000) | (9,000) | (9,000) | - | - | (9,000) | (9,180) | (9,360) | (9,550) | (9,740) |
| TOTAL REVENUE | (230,143) | (243,643) | (331,262) | (8,700) | (15,000) | (354,962) | (351,145) | (358,160) | (365,320) | (372,620) |
| REQUISITION | (879,294) | (879,294) | (909,584) | (8,791) | - | (918,375) | (1,046,072) | (1,086,699) | (1,108,432) | (1,130,601) |
| *Percentage increase over prior year requisition | | | 3.4% | 1.0% | 0.0% | 4.4% | 13.9% | 3.9% | 2.0% | 2.0% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaried | 4.10 | | 4.10 | 0.30 | | 4.40 | 4.70 | 4.70 | 4.70 | 4.70 |
| User Funding % | 25.0% | | | | | 25.5% | 24.0% | 23.7% | 23.7% | 23.7% |

| 1.459 - Salt Spring Island - Park Land | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|--------------------|--------------------|--------------------|-----------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| | | | | | | | | | | |
| OPERATING COSTS | | | | | | | | | | |
| Salaries & Wages | 402,043 | 388,043 | 391,333 | - | 25,811 | 417,144 | 445,101 | 457,359 | 469,946 | 482,877 |
| Allocation to SSI Admin | 163,920 | 163,920 | 168,840 | - | - | 168,840 | 172,220 | 175,660 | 179,170 | 182,750 |
| Maintenance, Disposal & Security | 45,100 | 51,609 | 53,094 | - | 20,000 | 73,094 | 54,174 | 55,284 | 56,404 | 57,543 |
| Utilities | 128,133 | 95,793 | 109,345 | - | - | 109,345 | 111,540 | 113,770 | 116,050 | 118,380 |
| Contract for Services, Rent & Legal | 116,770 | 129,039 | 120,795 | 7,500 | - | 128,295 | 130,870 | 133,500 | 136,180 | 138,900 |
| Program Development | 1,000 | 1,000 | 2,500 | - | - | 2,500 | 2,550 | 2,600 | 2,650 | 2,700 |
| Advertising, Promotion & Planning | 14,220 | 13,242 | 14,340 | - | - | 14,340 | 14,630 | 14,920 | 15,220 | 15,540 |
| Internal Allocations | 179,362 | 151,291 | 196,417 | - | 3,604 | 200,021 | 208,932 | 212,458 | 216,827 | 221,405 |
| Travel & Training | 5,520 | 5,520 | 6,540 | - | - | 6,540 | 6,670 | 6,800 | 6,930 | 7,070 |
| Licences, Fees & Insurance | 39,970 | 56,277 | 57,860 | - | - | 57,860 | 62,443 | 67,466 | 72,960 | 78,984 |
| Supplies & Other | 31,807 | 26,831 | 30,950 | - | - | 30,950 | 36,570 | 32,190 | 32,810 | 33,450 |
| Parks Maintenance Labour | 95,420 | 95,420 | 98,283 | - | - | 98,283 | 100,249 | 102,254 | 104,299 | 106,385 |
| Phoenix Elementary | - | - | - | 47,150 | - | 47,150 | 48,110 | 49,080 | 50,070 | 51,080 |
| TOTAL OPERATING COSTS | 1,223,265 | 1,177,985 | 1,250,297 | 54,650 | 49,415 | 1,354,362 | 1,394,059 | 1,423,341 | 1,459,516 | 1,497,064 |
| *Percentage Increase | | | 2.2% | 4.5% | 4.0% | 10.7% | 2.9% | 2.1% | 2.5% | 2.6% |
| CAPITAL / RESERVES / DEBT | | | | | | | | | | |
| Transfer to Capital Reserve Fund - Parkland | - | 5,000 | 50,000 | - | (30,000) | 20,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Transfer to Capital Reserve Fund - Community Parks | - | 12,000 | 11,000 | - | - | 11,000 | 29,740 | 29,505 | 26,015 | 21,800 |
| Transfer to Capital Reserve Fund - Community Rec | 5,000 | 15,000 | 12,000 | - | - | 12,000 | 10,000 | 8,000 | 8,000 | 8,000 |
| Transfer to Equipment Replacement Fund | 15,000 | 20,000 | 15,000 | - | - | 15,000 | 16,000 | 16,000 | 16,000 | 16,000 |
| Transfer to Operating Reserve Fund - Parkland | 5,000 | 25,000 | 5,000 | - | - | 5,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| MFA Debt Reserve Fund | - | - | - | - | - | - | 4,962 | - | - | - |
| MFA Debt Principal | - | - | - | - | - | - | - | 9,454 | 9,454 | 9,454 |
| MFA Debt Interest | - | - | - | - | - | - | 5,458 | 21,831 | 21,831 | 21,831 |
| TOTAL CAPITAL / RESERVES / DEBT | 25,000 | 77,000 | 93,000 | - | (30,000) | 63,000 | 236,160 | 254,790 | 251,300 | 247,085 |
| TOTAL COSTS | 1,248,265 | 1,254,985 | 1,343,297 | 54,650 | 19,415 | 1,417,362 | 1,630,219 | 1,678,131 | 1,710,816 | 1,744,149 |
| *Percentage Increase | | | 7.6% | 4.4% | 1.6% | 13.5% | 15.0% | 2.9% | 1.9% | 1.9% |
| Internal Recoveries | (66,410) | (66,410) | (68,403) | (1,000) | - | (69,403) | (70,791) | (72,206) | (73,650) | (75,123) |
| OPERATING LESS RECOVERIES | 1,181,855 | 1,188,575 | 1,274,894 | 53,650 | 19,415 | 1,347,959 | 1,559,428 | 1,605,925 | 1,637,166 | 1,669,026 |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | (8,059) | (8,059) | - | - | - | - | - | - | - | - |
| Transfer from Operating Reserve | - | - | - | - | (20,000) | (20,000) | - | - | - | - |
| Lease Income | (12,680) | (18,500) | (17,680) | - | - | (17,680) | (12,680) | (12,680) | (12,680) | (12,680) |
| Rental Income | (151,750) | (142,650) | (149,960) | (8,000) | - | (157,960) | (161,120) | (164,350) | (167,650) | (171,000) |
| Grants in Lieu of Taxes | (647) | (647) | (743) | - | - | (743) | (680) | (690) | (700) | (710) |
| Revenue - Other | - | (10,000) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (173,136) | (179,856) | (168,383) | (8,000) | (20,000) | (196,383) | (174,480) | (177,720) | (181,030) | (184,390) |
| REQUISITION | (1,008,719) | (1,008,719) | (1,106,511) | (45,650) | 585 | (1,151,576) | (1,384,948) | (1,428,205) | (1,456,136) | (1,484,636) |
| *Percentage increase over prior year requisition | | | 9.7% | 4.5% | -0.1% | 14.2% | 20.3% | 3.1% | 2.0% | 2.0% |
| AUTHORIZED POSITIONS: | | | | | | | | | | |
| Salaries | 2.25 | | 2.25 | | | 2.25 | 2.75 | 2.75 | 2.75 | 2.75 |
| User Funding % | 12.2% | | | | | 11.1% | 9.9% | 9.8% | 9.8% | 9.8% |

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

| Service No. | 1.459 SSI Park Land & Rec Programs | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|

EXPENDITURE

| | | | | | | | | |
|-----------------------|-----------|--------------------|--------------------|--------------------|------------------|------------------|-----------------|--------------------|
| Buildings | \$923,000 | \$943,000 | \$2,581,155 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$3,554,155 |
| Equipment | \$0 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$60,000 | \$260,000 |
| Land | \$55,000 | \$120,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$0 | \$270,000 |
| Engineered Structures | \$460,000 | \$570,000 | \$0 | \$0 | \$85,000 | \$85,000 | \$0 | \$655,000 |
| Vehicles | \$20,000 | \$0 | \$25,000 | \$0 | \$0 | \$0 | \$0 | \$25,000 |
| | | \$1,458,000 | \$1,683,000 | \$2,706,155 | \$110,000 | \$195,000 | \$70,000 | \$4,764,155 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------|--------------------|--------------------|--------------------|------------------|------------------|-----------------|--------------------|
| Capital Funds on Hand | \$805,000 | \$805,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$805,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$2,496,155 | \$0 | \$0 | \$0 | \$0 | \$2,496,155 |
| Equipment Replacement Fund | \$0 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$50,000 | \$210,000 |
| Grants (Federal, Provincial) | \$210,000 | \$325,000 | \$70,000 | \$0 | \$0 | \$0 | \$0 | \$395,000 |
| Donations / Third Party Funding | \$378,000 | \$378,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$378,000 |
| Reserve Fund | \$65,000 | \$135,000 | \$100,000 | \$70,000 | \$155,000 | \$155,000 | \$20,000 | \$480,000 |
| | | \$1,458,000 | \$1,683,000 | \$2,706,155 | \$110,000 | \$195,000 | \$70,000 | \$4,764,155 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

7075 - 7078

Service #:

1.459

Service Name:

SSI Park Land & Rec Programs

| | | | | 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 | Renewal | Alternative Approval Process | An alternative approval process to fund repairs to pool structural and other capital | \$ 20,000 | B | Res | \$ 20,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 25-01 | Renewal | Pool Building Structural Repairs | Repairs to pool structural and other capital funded by debt | \$ 2,060,000 | B | Debt | \$ - | \$ - | \$ 2,000,000 | \$ - | \$ - | \$ - | \$ 2,000,000 |
| 25-01 | Renewal | | Repairs to pool structural and other capital funded by CRF | | B | Res | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 25-01 | Renewal | | Repairs to pool structural and other capital-CWF funded | | B | Grant | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 19-15 | Replacement | Pool equipment replacements | Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator and program supplies | \$ 210,000 | E | ERF | \$ - | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 50,000 | \$ 210,000 |
| 26-01 | Renewal | Pool Tile Grouting & Expansion Joints | RegROUT pool bottom tiles and expansion joints | \$ 25,000 | B | Res | \$ - | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ 25,000 |
| 24-03 | New | Pool expansion (Design Phase) | Designs and costing for leisure pool expansion | \$ 85,000 | S | Res | \$ - | \$ - | \$ - | \$ - | \$ 85,000 | \$ - | \$ 85,000 |
| 20-10 | New | Ball Field Development | Upgrade Hydrofield and develop detailed designs for Fernwood Elementary School | \$ 500,000 | S | Res | \$ 20,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 20-10 | New | | Donation to SD64 for hydrofield upgrade | | S | Other | \$ 300,000 | \$ 300,000 | \$ - | \$ - | \$ - | \$ - | \$ 300,000 |
| 20-10 | New | | CWF/Grant required to complete sports field development and upgrades. | | S | Grant | \$ 100,000 | \$ 130,000 | \$ - | \$ - | \$ - | \$ - | \$ 130,000 |
| 20-10 | New | | Capital on hand | | S | Cap | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 20-14 | New | Park Maintenance Facility | Fesability study, design and construction of a new park maintenance facility. | \$ 655,000 | B | Cap | \$ 645,000 | \$ 645,000 | \$ - | \$ - | \$ - | \$ - | \$ 645,000 |
| 25-02 | Study | Firehall Repurpose | Repurpose, remediate or demolition of Ganges Fire Hall | \$ 230,000 | L | Res | \$ 15,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ - | \$ 200,000 |
| 25-02 | Study | | Repurpose, remediate or demolition of Ganges Fire Hall | | L | Grant | \$ - | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| 25-03 | Replacement | New Benches, tables & Liferings | New benches, tables and liferings | \$ 50,000 | E | Res | \$ - | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 50,000 |
| 23-06 | Renewal | SIMS Upgrades | Capital improvements to the Salt Spring Island Multi Space (SIMS) | \$ 246,500 | B | Res | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 50,000 |
| 23-06 | Renewal | | CWF/Grant required for capital improvements to the Salt Spring Island Multi Space (SIMS) | | B | Grant | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ - | \$ - | \$ - | \$ 100,000 |
| 24-02 | New | EV Charger | EV chargers and infrastructure | \$ 25,000 | V | Res | \$ - | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ 5,000 |
| 24-02 | New | | CWF/Grant to fund new EV Charger | | V | Grant | \$ 20,000 | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ 20,000 |
| 25-04 | Replacement | Portlock Baseball Backstop | CWF to Replace existing baseball backstop at Portlock Park | \$ 30,000 | S | Grant | \$ - | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| 25-05 | Renewal | Portlock Walking Track | Upgrades to existing walking track at Portlock Park | \$ 25,000 | S | Res | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 25-05 | Renewal | | CWF to upgrade existing walking track at Portlock Park | | S | Grant | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 24-05 | New | Portlock Shed and Equipment Replacement | Portlock Shed and Equipment Replacement | \$ 231,046 | B | Cap | \$ 80,000 | \$ 80,000 | \$ - | \$ - | \$ - | \$ - | \$ 80,000 |
| 24-05 | New | | | | B | Other | \$ 78,000 | \$ 78,000 | \$ - | \$ - | \$ - | \$ - | \$ 78,000 |
| 25-06 | New | Park Land Acquisition | Aquire additional parkland | \$ 50,000 | L | Cap | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 25-07 | Renewal | Pool Safety and Security Improvements | Pool Safety and Security Improvements | \$ 25,000 | S | Grant | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 25-08 | Replacement | SIMS Roof Replacement Project | Replace SIMS roof shingles, vents drains and flashings | \$ 496,155 | B | Debt | \$ - | \$ - | \$ 496,155 | \$ - | \$ - | \$ - | \$ 496,155 |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 4,963,701 | | | \$ 1,458,000 | \$ 1,683,000 | \$ 2,706,155 | \$ 110,000 | \$ 195,000 | \$ 70,000 | \$ 4,764,155 |

Service: 1.459 SSI Park Land & Rec Programs

| | | | | | |
|--------------------------|--|------------------------------|------------------------------|------------------------------------|--|
| Project Number | 24-01 | Capital Project Title | Alternative Approval Process | Capital Project Description | An alternative approval process to fund repairs to pool structural and other capital |
| Project Rationale | Funding required to support building repairs | | | | |

| | | | | | |
|--------------------------|--|------------------------------|----------------------------------|------------------------------------|---|
| Project Number | 25-01 | Capital Project Title | Pool Building Structural Repairs | Capital Project Description | Repairs to pool structural and other capital funded by debt |
| Project Rationale | Building repairs identified in facility condition assessment | | | | |

| | | | | | |
|--------------------------|---|------------------------------|-----------------------------|------------------------------------|---|
| Project Number | 19-15 | Capital Project Title | Pool equipment replacements | Capital Project Description | Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator and program supplies |
| Project Rationale | Equipment replacement to support current service levels | | | | |

| | | | | | |
|--------------------------|---|------------------------------|---------------------------------------|------------------------------------|--|
| Project Number | 26-01 | Capital Project Title | Pool Tile Grouting & Expansion Joints | Capital Project Description | RegROUT pool bottom tiles and expansion joints |
| Project Rationale | Pool repairs to support current service level | | | | |

| | | | | | |
|--------------------------|--|------------------------------|-------------------------------|------------------------------------|--|
| Project Number | 24-03 | Capital Project Title | Pool expansion (Design Phase) | Capital Project Description | Designs and costing for leisure pool expansion |
| Project Rationale | Designs to support future expansion identified in strategic plan | | | | |

| | | | | | |
|--------------------------|---|------------------------------|------------------------|------------------------------------|--|
| Project Number | 20-10 | Capital Project Title | Ball Field Development | Capital Project Description | Upgrade Hydrofield and develop detailed designs for Fernwood Elementary School |
| Project Rationale | Ballfield development to support strategic plan | | | | |

| | | | | | |
|--------------------------|---|------------------------------|---------------------------|------------------------------------|---|
| Project Number | 20-14 | Capital Project Title | Park Maintenance Facility | Capital Project Description | Fesability study, design and construction of a new park maintenance facility. |
| Project Rationale | Facility upgrades to support curretn service levels | | | | |

| | | | | | |
|--------------------------|---|------------------------------|--------------------|------------------------------------|--|
| Project Number | 25-02 | Capital Project Title | Firehall Repurpose | Capital Project Description | Repurpose, remediate or demolition of Ganges Fire Hall |
| Project Rationale | Needs assessment or repupose of newly aquired firehall property | | | | |

| | | | | | |
|--------------------------|---|------------------------------|---------------------------------|------------------------------------|-----------------------------------|
| Project Number | 25-03 | Capital Project Title | New Benches, tables & Liferings | Capital Project Description | New benches, tables and liferings |
| Project Rationale | Equipment replacement to support current service levels | | | | |

| | | |
|---|--|--|
| Project Number 23-06 | Capital Project Title SIMS Upgrades | Capital Project Description Capital improvements to the Salt Spring Island Multi Space (SIMS) |
| Project Rationale Upgrades to support current service levels | | |

| | | |
|--|---|---|
| Project Number 24-02 | Capital Project Title EV Charger | Capital Project Description EV chargers and infrastructure |
| Project Rationale Expansion of EV charging infrastructure | | |

| | | |
|--|---|---|
| Project Number 25-04 | Capital Project Title Portlock Baseball Backstop | Capital Project Description CWF to Replace existing baseball backstop at Portlock Park |
| Project Rationale Replacement to support current service levels | | |

| | | |
|--|---|--|
| Project Number 25-05 | Capital Project Title Portlock Walking Track | Capital Project Description Upgrades to existing walking track at Portlock Park |
| Project Rationale Upgrades to support current service level | | |

| | | |
|---|--|--|
| Project Number 24-05 | Capital Project Title Portlock Shed and Equipment Replacement | Capital Project Description Portlock Shed and Equipment Replacement |
| Project Rationale Replacement of equipment and shed lost in fire | | |

| | | |
|-----------------------------|--|---|
| Project Number 25-06 | Capital Project Title Park Land Acquisition | Capital Project Description Aquire additional parkland |
| Project Rationale | | |

| | | |
|-----------------------------|--|--|
| Project Number 25-07 | Capital Project Title Pool Safety and Security Improvements | Capital Project Description Pool Safety and Security Improvements |
| Project Rationale | | |

| | | |
|---|--|---|
| Project Number 25-08 | Capital Project Title SIMS Roof Replacement Project | Capital Project Description Replace SIMS roof shingles, vents drains and flashings |
| Project Rationale Roof assessment had determined roof replacement is required. | | |

Reserve/Fund Summary

| Reserve/Fund Summary | Actual | Budget | | | | |
|---------------------------------------|----------------|----------------|------------------|------------------|------------------|------------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| 1.459 SSI Pool & Park Land | | | | | | |
| Operating Reserve Fund | 37,521 | 17,521 | 47,521 | 77,521 | 107,521 | 137,521 |
| Capital Reserve Fund - SSI Pool | 112,713 | 107,713 | 161,558 | 241,083 | 236,933 | 318,973 |
| Capital Reserve Fund - SSI Park Land | 167,354 | 92,354 | 152,354 | 217,354 | 282,354 | 397,354 |
| Park Land Acquisition | 625,804 | 625,804 | 625,804 | 625,804 | 625,804 | 625,804 |
| Equipment Replacement Fund - SSI Pool | 24,140 | 34,140 | 44,140 | 54,140 | 64,140 | 64,140 |
| Ending Balance \$ | 967,532 | 877,532 | 1,031,377 | 1,215,902 | 1,316,752 | 1,543,792 |

Reserve Schedule

1.459 - Pool & Park Land - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

| Fund: 1500 Fund Centre: 105550 | Actual | Budget | | | | |
|-----------------------------------|---------------|---------------|---------------|---------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 1,103 | 37,521 | 17,521 | 47,521 | 77,521 | 107,521 |
| Transfer from Ops Budget | 36,195 | 15,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Expenditures | - | (35,000) | - | - | - | - |
| Interest Income* | 223 | | | | | |
| Ending Balance \$ | 37,521 | 17,521 | 47,521 | 77,521 | 107,521 | 137,521 |

Assumptions/Background:

2025 - \$15,000 HVAC duct cleaning - cyclical expense every 5-years

2025 - \$20,000 SIMS moss removal

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.459 - Salt Spring Island Pool - Capital Reserve Fund

Bylaw 3686

Reserve Cash Flow

| Fund: 1078 Fund Centre: 102045 | Actual | Budget | | | | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 86,656 | 112,713 | 107,713 | 161,558 | 241,083 | 236,933 |
| Transfer from Ops Budget | 10,000 | 35,000 | 78,845 | 79,525 | 80,850 | 82,040 |
| Transfer from Cap Fund | 27,321 | | | | | |
| Expenditures (Based on Capital Plan) | (16,023) | (40,000) | (25,000) | - | (85,000) | - |
| Interest Income* | 4,759 | | | | | |
| Ending Balance \$ | 112,713 | 107,713 | 161,558 | 241,083 | 236,933 | 318,973 |

Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, pool mechanical, machinery or equipment and extension or renewal of existing capital works.

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.459 - Park Land - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

| Fund: 1060 Fund Centre: 101603 | Actual | Budget | | | | |
|--------------------------------------|----------------|---------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 226,210 | 167,354 | 92,354 | 152,354 | 217,354 | 282,354 |
| Transfer from Ops Budget | 2,794 | 20,000 | 135,000 | 135,000 | 135,000 | 135,000 |
| Transfer from Cap Fund | - | - | - | - | - | - |
| Expenditures (Based on Capital Plan) | (70,000) | (95,000) | (75,000) | (70,000) | (70,000) | (20,000) |
| Interest Income* | 8,350 | | | | | |
| Ending Balance \$ | 167,354 | 92,354 | 152,354 | 217,354 | 282,354 | 397,354 |

Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.459 - Parkland Acquisition

Bylaw 2110

Reserve Cash Flow

| Fund: Fund Centre: | 1035 101379 | Actual | Budget | | | | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 613,636 | 625,804 | 625,804 | 625,804 | 625,804 | 625,804 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Transfer from Cap Fund | | 33,958 | | | | | |
| Expenditures (Based on Capital Plan) | | (50,000) | - | - | - | - | - |
| Interest Income* | | 28,210 | | | | | |
| Ending Balance \$ | | 625,804 | 625,804 | 625,804 | 625,804 | 625,804 | 625,804 |

Assumptions/Background:

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

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.459 SSI Pool - Equipment Replacement Fund

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

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101412 | Actual | Budget | | | | |
|--------------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 43 | 24,140 | 34,140 | 44,140 | 54,140 | 64,140 |
| Transfer from Ops Budget | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Expenditures (Based on Capital Plan) | | (25,958) | (40,000) | (40,000) | (40,000) | (40,000) | (50,000) |
| Interest Income | | 55 | | | | | |
| Ending Balance \$ | | 24,140 | 34,140 | 44,140 | 54,140 | 64,140 | 64,140 |

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 Budget

SSI Septage/Composting

FINAL BUDGET

MARCH 2025

Service: 3.705

SSI Liquid Waste Disposal

Commission: Salt Spring Island Local Community Commission

DEFINITION:

To provide, operate, collect, treat and dispose of septage and sewage sludge and co-compost septage and sewage sludge with wood waste for the local service area on Salt Spring Island under Bylaw No. 2118 (April 1993).

PARTICIPATION:

The additional local service area is co-terminus with the boundaries of the electoral area of Salt Spring Island. The electoral area of Salt Spring Island is the only participating area for this additional local service.

MAXIMUM LEVY:

Greater of \$126,650 or \$0.10 / \$1,000 on actual assessments for land and improvements.

COMMISSION:

Salt Spring Island Local Community Commission (LCC)

FUNDING:

| | |
|---------------------------|---|
| Parcel Tax: | Annual, levied on all properties in the Electoral Area |
| Tipping Fee: | \$0.570 per imperial gallon (Bylaw No. 4648, December 2024) |
| Connection Charge: | N/A |

RESERVE FUND:

Bylaw No. 2274 (Feb 22, 1995)

3.705 - SSI Septage/Composting

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Sludge Hauling Contract | 747,500 | 745,537 | 728,000 | - | - | 728,000 | 742,560 | 757,410 | 772,560 | 788,010 |
| Grit & Waste Sludge Disposal | 3,730 | 2,600 | 3,840 | - | - | 3,840 | 3,920 | 4,000 | 4,080 | 4,160 |
| Repairs & Maintenance | 8,160 | 16,700 | 8,400 | - | 30,000 | 38,400 | 23,560 | 9,020 | 9,200 | 9,380 |
| Allocations | 45,325 | 45,325 | 56,974 | - | - | 56,974 | 58,634 | 59,804 | 60,995 | 62,208 |
| Electricity | 6,680 | 8,170 | 8,300 | - | - | 8,300 | 8,470 | 8,640 | 8,810 | 8,990 |
| Supplies | 8,190 | 9,000 | 8,440 | - | - | 8,440 | 8,610 | 8,780 | 8,960 | 9,140 |
| Labour Charges | 182,494 | 145,506 | 190,942 | - | - | 190,942 | 194,770 | 198,669 | 202,639 | 206,689 |
| Contribution Composting Facility Operation | 10,000 | 22,000 | 16,500 | - | - | 16,500 | 22,375 | 15,000 | 10,625 | 10,000 |
| Other Operating Expenses | 15,490 | 10,190 | 16,791 | - | - | 16,791 | 17,309 | 17,910 | 18,546 | 19,231 |
| TOTAL OPERATING COSTS | 1,027,569 | 1,005,028 | 1,038,187 | - | 30,000 | 1,068,187 | 1,080,208 | 1,079,233 | 1,096,415 | 1,117,808 |
| *Percentage Increase over prior year | | | 1.0% | | 2.9% | 4.0% | 1.1% | -0.1% | 1.6% | 2.0% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| MFA Debt Reserve | 1,820 | 620 | 580 | 1,200 | - | 1,780 | 23,380 | 1,405 | 580 | 580 |
| MFA Debt Principal | 110,188 | 110,188 | 76,228 | - | - | 76,228 | 44,375 | 102,136 | 104,226 | 62,892 |
| MFA Debt Interest | 56,594 | 55,274 | 38,964 | 1,365 | - | 40,329 | 65,344 | 141,492 | 144,214 | 109,410 |
| Transfer to Operating Reserve Fund | 6,000 | 36,000 | 15,000 | - | - | 15,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Transfer to Capital Reserve Fund | 6,000 | 41,810 | 47,390 | - | (25,000) | 22,390 | 68,620 | 20,085 | 26,285 | 108,945 |
| TOTAL DEBT / RESERVES | 180,602 | 243,892 | 178,162 | 2,565 | (25,000) | 155,727 | 226,719 | 290,118 | 300,305 | 306,827 |
| TOTAL COSTS | 1,208,171 | 1,248,920 | 1,216,349 | 2,565 | 5,000 | 1,223,914 | 1,306,927 | 1,369,351 | 1,396,720 | 1,424,635 |
| *Percentage Increase over prior year | | | 0.7% | 0.2% | 0.4% | 1.3% | 6.8% | 4.8% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | (30,000) | (30,000) | (15,000) | - | - | - |
| Sale - Septage Sludge | (528,650) | (531,012) | (500,460) | - | - | (500,460) | (530,490) | (562,320) | (573,570) | (585,040) |
| Sale - Sewage Sludge | (261,600) | (299,983) | (285,456) | - | - | (285,456) | (302,580) | (320,730) | (327,140) | (333,680) |
| Grants in Lieu of Taxes | (541) | (541) | (591) | - | - | (591) | (570) | (580) | (590) | (600) |
| Recoveries | - | - | - | - | - | - | - | - | - | - |
| Other Revenue | (1,255) | (1,259) | (1,230) | - | - | (1,230) | (1,240) | (1,250) | (1,260) | (1,270) |
| TOTAL REVENUE | (792,046) | (832,795) | (787,737) | - | (30,000) | (817,737) | (849,880) | (884,880) | (902,560) | (920,590) |
| REQUISITION - PARCEL TAX | (416,125) | (416,125) | (428,612) | (2,565) | 25,000 | (406,177) | (457,047) | (484,471) | (494,160) | (504,045) |
| *Percentage increase over prior year Requisition | | | 3.0% | 0.6% | -6.0% | -2.4% | 12.5% | 6.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|---------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 3.705 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | SSI Septage / Composting | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|--------------------|-----------------|------------|------------|------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$253,196 | \$319,196 | \$2,330,000 | \$82,500 | \$0 | \$0 | \$0 | \$2,731,696 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$253,196 | \$319,196 | \$2,330,000 | \$82,500 | \$0 | \$0 | \$0 | \$2,731,696 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|--------------------|-----------------|------------|------------|------------|--------------------|
| Capital Funds on Hand | \$75,000 | \$75,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$75,000 |
| Debt (New Debt Only) | \$120,000 | \$120,000 | \$2,280,000 | \$82,500 | \$0 | \$0 | \$0 | \$2,482,500 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$60,000 | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$100,000 |
| Donations / Third Party Funding | \$33,196 | \$33,196 | \$0 | \$0 | \$0 | \$0 | \$0 | \$33,196 |
| Reserve Fund | \$25,000 | \$31,000 | \$10,000 | \$0 | \$0 | \$0 | \$0 | \$41,000 |
| | \$253,196 | \$319,196 | \$2,330,000 | \$82,500 | \$0 | \$0 | \$0 | \$2,731,696 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 3.705

Service Name: SSI Septage / Composting

| | | | | 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 | Study | Strategic Asset management plan | Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects. | \$ 50,000 | S | Grant | \$ - | \$ - | \$ 40,000 | \$ - | \$ - | \$ - | \$ 40,000 |
| 21-01 | Study | | CRD Project Management | | S | Res | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ 10,000 |
| 23-01 | New | Grit Chamber | Design review, sizing, and installation of Grit Chamber to substantially reduce maintenance costs. Includes CRD Project Management. | \$ 26,000 | S | Cap | \$ 15,000 | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |
| 23-01 | New | Grit Chamber (Early Approval) | Design review, sizing, and installation of Grit Chamber to substantially reduce maintenance costs. Includes CRD Project Management. | | S | Res | \$ - | \$ 6,000 | \$ - | \$ - | \$ - | \$ - | \$ 6,000 |
| 24-02 | New | Referendum or Alternative Approval Process - Funding for Future Projects | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds. | \$ 25,000 | S | Res | \$ 25,000 | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 25-01 | New | Burgoyne Septage Treatment Facility | Burgoyne Septage Treatment Facility - Design, Construction, Construction Services, Lagoon Closure and CRD Project Management. | \$ 2,482,500 | S | Debt | \$ 120,000 | \$ 120,000 | \$ 2,280,000 | \$ 82,500 | \$ - | \$ - | \$ 2,482,500 |
| 24-03 | New | Evaluating alternatives to liquid waste disposal | Evaluating alternatives to liquid waste disposal | \$ 60,000 | S | Cap | \$ 60,000 | \$ 60,000 | \$ - | \$ - | \$ - | \$ - | \$ 60,000 |
| 22-01 | New | Composting Facility | Composter and composting infrastructure - from Farmland Trust | \$ 261,658 | S | Other | \$ 33,196 | \$ 33,196 | \$ - | \$ - | \$ - | \$ - | \$ 33,196 |
| 22-01 | New | Composting Facility | | | S | Grant | \$ - | \$ 60,000 | \$ - | \$ - | \$ - | \$ - | \$ 60,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 2,905,158 | | | | \$ 319,196 | \$ 2,330,000 | \$ 82,500 | \$ - | \$ - | \$ 2,731,696 |

Service: 3.705

SSI Septage / Composting

Project Number 21-01

Capital Project Title Strategic Asset management plan

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

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

Project Number 23-01

Capital Project Title Grit Chamber

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

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

Project Number 24-02

Capital Project Title Referendum or Alternative Approval Process - Funding for Future Projects

Capital Project Description Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.

Project Rationale Referendum or Alternative Approval Process - Funding for Future Projects

Project Number 25-01

Capital Project Title Burgoyne Septage Treatment Facility

Capital Project Description Burgoyne Septage Treatment Facility - Design, Construction, Construction Services, Lagoon Closure and CRD Project Management.

Project Rationale Design and constructin of a new Burgoyne Septage Treatment Facility.

Project Number 24-03

Capital Project Title Evaluating alternatives to liquid waste disposal

Capital Project Description Evaluating alternatives to liquid waste disposal

Project Rationale To further explore alternatives proposed in the Options Analysis study undertaken in 2023 and 2024 by Integrated Sustainability.

Project Number 22-01

Capital Project Title Composting Facility

Capital Project Description Composter and composting infrastructure - from Farmland Trust

Project Rationale Service expansion into solid waste composting function.

SSI Septage/Composting
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 83,901 | 68,901 | 78,901 | 103,901 | 128,901 | 153,901 |
| Capital Reserve Fund | 114,491 | 105,881 | 164,501 | 184,586 | 210,871 | 319,816 |
| Total | 198,392 | 174,782 | 243,402 | 288,487 | 339,772 | 473,717 |

Reserve Schedule

Reserve Fund: 3.705 SSI Septage - Operating Reserve Fund - Bylaw 4144

Reserve fund used for the purposes of unforeseen operational repairs and maintenance; infrequent maintenance activities such as access road maintenance, power line maintenance and septage holding tank maintenance etc.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105209 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|------------------------------|---------------------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 46,700 | 83,901 | 68,901 | 78,901 | 103,901 | 128,901 |
| Transfer from Ops Budget | | 35,000 | 15,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Expenditures | | - | (30,000) | (15,000) | - | - | - |
| Planned Maintenance Activity | | | Right of Way Maintenacnce | Power Line Maintenance | | | |
| Interest Income* | | 2,201 | | | | | |
| Ending Balance \$ | | 83,901 | 68,901 | 78,901 | 103,901 | 128,901 | 153,901 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 3.705 SSI Septage - Capital Reserve Fund - Bylaw 2274

Reserve fund used for the purposes of capital expenditures including planning, engineering and legal costs for providing, accessing, altering or expanding liquid waste disposal and co-composting facilities related directly or indirectly to the Saltspring Island Liquid Waste Disposal Facilities.

Reserve Cash Flow

| Fund: | 1087 | Actual | Budget | | | | |
|---------------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102146 | | | | | | |
| Beginning Balance | | 171,114 | 114,491 | 105,881 | 164,501 | 184,586 | 210,871 |
| Transfer from Ops Budget | | 43,727 | 22,390 | 68,620 | 20,085 | 26,285 | 108,945 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | (105,000) | (31,000) | (10,000) | - | - | - |
| Interest Income* | | 4,650 | | | | | |
| Ending Balance \$ | | 114,491 | 105,881 | 164,501 | 184,586 | 210,871 | 319,816 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Appendix D-1: Requisition Summary - Southern Gulf Islands

| Electoral Area | Final 2025 | Cost per Avg. Residential Assessment | Final 2024 | Cost per Avg. Residential Assessment | Change in Requisition | | Change in Cost per Avg. Residential Assessment | |
|--|--------------------|--------------------------------------|--------------------|--------------------------------------|-----------------------|--------------|--|--------------|
| | | | | | \$ | % | \$ | % |
| Southern Gulf Islands | | | | | | | | |
| 1.010 Legislative & General Government | 343,417 | 50.14 | 317,822 | 46.27 | 25,595 | 8.1% | 3.86 | 8.4% |
| 1.10X Facilities Management | 4,339 | 0.63 | 4,507 | 0.66 | (168) | -3.7% | (0.02) | -3.5% |
| 1.101 G.I.S. | 3,846 | 0.56 | 3,461 | 0.50 | 385 | 11.1% | 0.06 | 11.4% |
| 1.224 Community Health | 15,957 | 2.33 | 21,002 | 3.06 | (5,045) | -24.0% | (0.73) | -23.8% |
| 1.280 Regional Parks | 480,704 | 70.18 | 466,969 | 67.99 | 13,735 | 2.9% | 2.19 | 3.2% |
| 1.309 Climate Action and Adaptation | 32,894 | 4.80 | 30,509 | 4.44 | 2,385 | 7.8% | 0.36 | 8.1% |
| 1.310 Land Banking & Housing | 83,647 | 12.21 | 48,348 | 7.04 | 35,300 | 73.0% | 5.17 | 73.5% |
| 1.312 Regional Goose Management | 5,045 | 0.74 | 4,668 | 0.68 | 377 | 8.1% | 0.06 | 8.4% |
| 1.315 Biodiversity & Environmental Stewardship | 2,224 | 0.32 | - | - | 2,224 | 100.0% | 0.32 | 100.0% |
| 1.324 Regional Planning Services | 33,365 | 4.87 | 33,016 | 4.81 | 349 | 1.1% | 0.06 | 1.3% |
| 1.326 Foodlands Access | 5,437 | 0.79 | - | - | 5,437 | 100.0% | 0.79 | 100.0% |
| 1.335 Geo-Spatial Referencing System | 4,392 | 0.64 | 4,348 | 0.63 | 44 | 1.0% | 0.01 | 1.3% |
| 1.374 Regional Emergency Program Support | 2,850 | 0.42 | 2,698 | 0.39 | 152 | 5.6% | 0.02 | 5.9% |
| 1.375 Hazardous Material Incident Response | 9,607 | 1.40 | 6,830 | 0.99 | 2,777 | 40.7% | 0.41 | 41.0% |
| 1.911 911 Systems | 6,986 | 1.02 | 3,820 | 0.56 | 3,166 | 82.9% | 0.46 | 83.4% |
| 1.921 Regional CREST Contribution | 27,816 | 4.06 | 22,883 | 3.33 | 4,933 | 21.6% | 0.73 | 21.9% |
| 21.ALL Feasibility Study Reserve Fund - All | 3,382 | 0.49 | 5,454 | 0.79 | (2,072) | -38.0% | (0.30) | -37.8% |
| Total Regional | \$1,065,906 | \$155.61 | \$976,334 | \$142.14 | \$89,572 | 9.2% | \$13.47 | 9.5% |
| Total Sub-Regional | \$203,129 | \$29.65 | \$198,036 | \$28.83 | \$5,092 | 2.6% | \$0.82 | 2.9% |
| Total Joint Electoral Area | \$392,776 | \$57.34 | \$306,717 | \$44.65 | \$86,059 | 28.1% | \$12.69 | 28.4% |
| Total SGI Electoral Area | \$1,759,868 | \$262.92 | \$1,702,740 | \$253.64 | \$57,128 | 3.4% | \$9.28 | 3.7% |
| Total Capital Regional District | \$3,421,679 | \$505.53 | \$3,183,827 | \$469.27 | \$237,852 | 7.5% | \$36.26 | 7.7% |
| CRHD Capital Regional Hospital District | 674,968 | 98.54 | 687,341 | 100.07 | (12,373) | -1.8% | (1.53) | -1.5% |
| Total CRD and CRHD | \$4,096,647 | \$604.07 | \$3,871,168 | \$569.34 | \$225,479 | 5.8% | \$34.73 | 6.1% |

Average residential assessment - 2025/2024 \$799,205 \$802,142

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

| | Change in Requisition | | Change in Cost / Avg. Res Asst | |
|---|-----------------------|-------------|--------------------------------|-------------|
| | \$ | % | \$ | % |
| REGIONAL | | | | |
| Legislative & General Government | 25,595 | 0.7% | 3.86 | 0.7% |
| Regional Parks | 13,735 | 0.4% | 2.19 | 0.4% |
| Land Banking & Housing | 35,300 | 0.9% | 5.17 | 0.9% |
| SUB-REGIONAL | | | | |
| Regional Housing Trust Fund | (16,620) | -0.4% | (2.42) | -0.4% |
| Animal Care Services | 12,804 | 0.3% | 1.91 | 0.3% |
| JOINT EA | | | | |
| Elections | (13,362) | -0.3% | (1.95) | -0.3% |
| Joint Electoral Area Admin | 58,839 | 1.5% | 8.59 | 1.5% |
| Building Inspection | 31,481 | 0.8% | 4.67 | 0.8% |
| SGI EA | | | | |
| Electoral Area Admin Exp - SGI | 12,492 | 0.3% | 1.99 | 0.3% |
| SGI Small Craft Harbour Facilities | 19,438 | 0.5% | 3.23 | 0.6% |
| SGI Emergency Program | 7,615 | 0.2% | 1.21 | 0.2% |
| Capital Regional Hospital District | (12,373) | -0.3% | (1.53) | -0.3% |
| Other | 50,535 | 1.3% | 7.79 | 1.4% |
| TOTAL CRD & CRHD | 225,479 | 5.8% | \$34.73 | 6.1% |

| Southern Gulf Islands Local/Specified/Defined Services | | Final | Cost per Avg. | Final | Cost per Avg. | Change in Requisition | | Change in Cost per Avg. Residential | |
|---|---|------------------|---------------------------|------------------|---------------------------|-----------------------|--------|-------------------------------------|--------|
| | | 2025 | Residential Assessment | 2024 | Residential Assessment | \$ | % | \$ | % |
| 1.137 | Galiano Island Community Use Building | 70,106 | 46.19 | 67,056 | 44.34 | 3,050 | 4.5% | 1.85 | 4.2% |
| 1.170 | Gossip Island Electric Power Supply | 62,875 | 1,122.77 | 62,840 | 1,118.57 | 235 | 0.4% | 4.20 | 0.4% |
| 1.227 | Saturna Island Medical Clinic | 9,623 | 14.91 | 24,416 | 37.56 | (14,793) | -60.6% | (22.65) | -60.3% |
| 1.228 | Galiano Health Service | 148,509 | 97.84 | 144,629 | 95.63 | 3,880 | 2.7% | 2.21 | 2.3% |
| 1.229 | Pender Islands Health Care Centre | 277,376 | 111.83 | 264,601 | 105.94 | 12,775 | 4.8% | 5.89 | 5.6% |
| 1.352 | South Galiano Fire Protection | 685,581 | 767.73 | 634,882 | 717.13 | 50,699 | 8.0% | 50.60 | 7.1% |
| 1.356 | Pender Fire Protection | 1,473,214 | 597.10 | 1,344,740 | 541.23 | 128,474 | 9.6% | 55.88 | 10.3% |
| 1.359 | North Galiano Fire Protection | 350,832 | 890.88 | 328,792 | 833.07 | 22,040 | 6.7% | 57.80 | 6.9% |
| 1.363 | Saturna Island Fire | 346,894 | 535.13 | 302,461 | 463.29 | 44,433 | 14.7% | 71.85 | 15.5% |
| 1.465 | Saturna Island Comm. Parks | 28,594 | 44.11 | 28,909 | 44.28 | (315) | -1.1% | (0.17) | -0.4% |
| 1.468 | Saturna Island - Community Rec. | 16,514 | 25.47 | 15,149 | 23.20 | 1,365 | 9.0% | 2.27 | 9.8% |
| 1.475 | Mayne Is. Com. Parks & Rec | 100,253 | 58.87 | 96,281 | 56.42 | 3,972 | 4.1% | 2.46 | 4.4% |
| 1.478 | Mayne Is. Community Rec. | 37,920 | 22.27 | 36,816 | 21.57 | 1,104 | 3.0% | 0.70 | 3.2% |
| 1.485 | North & South Pender Com. Parks | 186,761 | 75.43 | 173,335 | 69.43 | 13,426 | 7.7% | 6.00 | 8.6% |
| 1.488 | North & South Pender Com. Rec | 74,854 | 30.21 | 69,632 | 27.89 | 5,222 | 7.5% | 2.32 | 8.3% |
| 1.495 | Galiano Parks | 110,710 | 84.41 | 107,482 | 82.39 | 3,228 | 3.0% | 2.02 | 2.4% |
| 1.498 | Galiano Community Recreation | 47,764 | 36.42 | 43,850 | 33.61 | 3,914 | 8.9% | 2.80 | 8.3% |
| 2.630 | Magic Lakes Estate Water System | 597,460 | 499.97 | 580,060 | 485.00 | 17,400 | 3.0% | 14.97 | 3.1% |
| 2.640 | Saturna Island Water System (Lyall Harbour) | 147,829 | 854.50 | 140,696 | 808.60 | 7,133 | 5.1% | 45.91 | 5.7% |
| 2.642 | Skana Water (Mayne) | 28,441 | 389.60 | 26,580 | 364.11 | 1,861 | 7.0% | 25.49 | 7.0% |
| 2.665 | Sticks Allison Water (Galiano) | 5,560 | 146.32 | 5,100 | 134.21 | 460 | 9.0% | 12.11 | 9.0% |
| 2.667 | Surfside Park Estates (Mayne) | 30,529 | 290.75 | 24,620 | 234.48 | 5,909 | 24.0% | 56.28 | 24.0% |
| 3.755 | Regional Source Control | 4,228 | 5.95 | 3,945 | 5.55 | 283 | 7.2% | 0.40 | 7.2% |
| 3.830 | Magic Lake Estates Sewer System | 624,830 | 881.28 | 606,635 | 855.62 | 18,195 | 3.0% | 25.66 | 3.0% |
| 3.830D | Magic Lake Estates Sewer Debt | 229,484 | 400.50 | 229,459 | 400.45 | 25 | 0.0% | 0.04 | 0.0% |
| Total Local/Specified/Defined Services | | 5,696,741 | | 5,362,766 | | 333,975 | | | |

Appendix D2: SGI - Change in Requisition from Provisional to Final - Budget Review 2025

Change in Requisition (2025 Final vs Provisional) - Southern Gulf Islands
 (Requisition Changes > ±\$3,000) by Services

| Electoral Area Southern Gulf Islands | 2025 Requisition | | 2025 Per Avg Res Asst | | Chg in Requisition | | Chg in Per Avg Res Asst | | Main Driver - Change in Requisition |
|---|------------------|-------------------|-----------------------|-------------------|--------------------------------|---------------|--------------------------------|---------------|---|
| | Final \$ | Provisional \$ | Final \$ | Provisional \$ | Final vs Provisional \$ +/- | % | Final vs Provisional \$ +/- | % | |
| Total Regional & Sub-Regional | 1,269,035 | 1,288,463 | 185.27 | 187.59 | (19,428) | -1.5% | (2.32) | -1.2% | To be discussed at the CRD Board Budget Review on March 12, 2025 |
| 1.103 Elections | - | 13,764 | - | 2.00 | (13,764) | -100.0% | (2.00) | -100.0% | Board approved at Provisional: one-time deferral of reserve transfer (ORF) to 2026 to mitigate requisition increase |
| 1.318 Building Inspection | 224,184 | 248,658 | 32.73 | 36.20 | (24,475) | -9.8% | (3.47) | -9.6% | a) Board approved at Provisional: one-time reduction in reserve transfer (ERF) to mitigate requisition increase; b) Increased operating reserve fund (ORF) as revenue in 2025 to mitigate requisition increase with higher 2024 surplus transferred into ORF |
| 1.320 Noise Control | 26,007 | 30,540 | 3.80 | 4.45 | (4,533) | -14.8% | (0.65) | -14.6% | Decrease due to lower 2024 Deficit Carryover to be recovered by Requisition |
| Total Joint Electoral Area | 250,190 | 292,962 | 36.53 | 42.65 | (42,772) | -14.6% | (6.13) | -14.4% | |
| Other <\$3,000 | 2,577,421 | 2,592,735 | 382.28 | 383.56 | (15,314) | -0.6% | (1.28) | -0.3% | |
| Total CRD and CRHD (SGI) | 4,096,647 | 4,174,160 | 604.07 | 613.79 | (77,513) | -1.9% | (9.73) | -1.6% | |
| 1.227 Saturna Island Medical Clinic | 9,623 | 25,151 | 14.91 | 38.69 | (15,528) | -61.7% | (23.78) | -61.5% | Decrease in contribution payment requested by Society |
| 1.229 Pender Islands Health Care Centre | 277,376 | 273,210 | 111.83 | 109.39 | 4,166 | 1.5% | 2.44 | 2.2% | Increase in contribution payment requested by Society |
| 1.352 South Galiano Fire Protection | 685,581 | 691,742 | 767.73 | 779.80 | (6,162) | -0.9% | (12.07) | -1.5% | Change in cost apportionment from 1.369 JDF&SGI Fire Services Coordination Budget |
| 1.356 Pender Fire Protection | 1,473,214 | 1,488,880 | 597.10 | 599.24 | (15,666) | -1.1% | (2.14) | -0.4% | Change in cost apportionment from 1.369 JDF&SGI Fire Services Coordination Budget |
| 1.363 Saturna Island Fire | 346,894 | 313,491 | 535.13 | 480.18 | 33,403 | 10.7% | 54.95 | 11.4% | Increase in contribution payment requested by Society; Change in Cost Apportionment from 1.369 JDF&SGI Fire Services Coordination Budget |
| 1.485 North & South Pender Com. Parks | 186,761 | 178,540 | 75.43 | 71.51 | 8,221 | 4.6% | 3.91 | 5.5% | Commission recommended increase in contribution to capital reserve fund |
| 1.488 North & South Pender Com. Rec | 74,854 | 71,720 | 30.21 | 28.72 | 3,134 | 4.4% | 1.48 | 5.2% | Commission recommended increase in recreation program costs |
| Other <\$3,000 | 2,642,438 | 2,642,197 | | | 241 | 0.0% | | | |
| Total Local/Specified/Defined Services | 5,696,741 | 5,684,931 | | | 11,810 | 0.2% | | | |

Electoral Areas Committee - March 2025
 2025 Final Electoral Area Budget Review

Appendix D-3: Change in Requisition (2025 Final vs Provisional) by Cost Driver - Southern Gulf Islands
 (Requisition Change >±3,000)

| Cost Driver | Service | Service Name | Requisition \$ | | Requisition per Avg Res Asst | | Comments |
|--|------------------------------------|---------------------|----------------------|------------------|------------------------------|---------------|---|
| | | | % Increase over 2024 | \$ Requisition | % Increase over 2024 | \$/Avg Res | |
| Provisional - (CRD&CRHD) | | | 7.8% | 4,174,160 | 7.8% | 613.79 | |
| Change in Cost Apportionment | | | | | | | |
| <i>Regional & Sub-Regional</i> | Various Services | | -0.3% | (10,311) | -0.2% | (0.99) | |
| <i>CRHD</i> | Capital Regional Hospital District | | -0.3% | (12,384) | -0.3% | (1.53) | |
| <i>Joint EA</i> | 1.318 | Building Inspection | -0.1% | (3,164) | -0.1% | (0.37) | |
| <i>SGI Electoral Area</i> | | | | | 0.1% | 0.62 | Change in residential assessment |
| | Others | <+/-3,000 | -0.1% | (2,379) | 0.0% | (0.28) | |
| | <i>Subtotal</i> | | -0.7% | (28,238) | -0.4% | (2.55) | |
| Budget Changes | | | | | | | |
| <i>Regional & Sub-Regional</i> | Various Services | | -0.2% | (9,117) | -0.2% | (1.33) | To be discussed at the CRD Board Budget Review - March 12, 2025 |
| <i>Joint EA</i> | 1.103 | Elections | -0.4% | (13,764) | -0.4% | (2.00) | Board approved at Provisional: one-time deferral of reserve transfer (ORF) to 2026 to mitigate requisition increase |
| | 1.318 | Building Inspection | -0.6% | (21,311) | -0.5% | (3.10) | a) Board approved at Provisional: one-time reduction in reserve transfer (ERF) to mitigate requisition increase; b) Increased operating reserve fund (ORF) as revenue in 2025 to mitigate requisition increase with higher 2024 surplus transferred into ORF |
| | 1.320 | Noise Control | -0.1% | (4,166) | -0.1% | (0.61) | Lower 2024 Deficit Carryover to be recovered by Requisition |
| | Others | <+/-3,000 | 0.0% | (918) | 0.0% | (0.13) | Changes related to 2024 surplus/deficit, GILT and minor budget changes |
| | <i>Subtotal</i> | | -1.3% | (49,275) | -1.3% | (7.18) | |
| Final - CRD&CRHD over 2024 | | | 5.8% | 4,096,647 | 6.1% | 604.07 | |
| Change - Final over Provisional | | | -2.0% | (77,513) | -1.7% | (9.73) | |

*Requisition excludes Local/Specified/Defined area services.

**Appendix D-4: Capital Plan Summary Overview by Service - Southern Gulf Islands
 2025 Final Budget**

| Service # | Service Name | CAPITAL EXPENDITURE | | | | | TOTAL | SOURCE OF FUNDING | | | | | | TOTAL | |
|--------------|---|---------------------|----------------|----------------|-----------------------|---------------|------------------|-----------------------|----------------|---------------------|------------------|------------------|----------------|-------|------------------|
| | | Equipment | Vehicles | Buildings | Engineered Structures | Land | | Capital Funds on Hand | Debt | Equipment Repl Fund | Grants | Capital Reserves | Other | | |
| 1.137 | Galiano Island Community Use Building | | | 42,000 | | | 42,000 | | | | | 42,000 | | | 42,000 |
| 1.235 | SGI Small Craft Harbour Facilities | | | 40,000 | 623,000 | | 663,000 | 327,000 | | | 40,000 | 296,000 | | | 663,000 |
| 1.352 | South Galiano Fire | 45,200 | 120,000 | | | | 165,200 | 5,000 | | 125,200 | | 35,000 | | | 165,200 |
| 1.356 | Pender Island Fire | 5,000 | | 35,000 | | | 40,000 | | 5,000 | | | 35,000 | | | 40,000 |
| 1.359 | North Galiano Fire | 180,000 | | 20,000 | | | 200,000 | | | 180,000 | | 20,000 | | | 200,000 |
| 1.373 | SGI Emergency Program | 78,000 | | | | | 78,000 | 53,000 | | | | 25,000 | | | 78,000 |
| 1.465 | Saturna Island Community Parks | | | | 52,000 | | 52,000 | 2,000 | | | | 50,000 | | | 52,000 |
| 1.475 | Mayne Island Community Parks | 9,500 | | 92,734 | 31,000 | | 133,234 | 26,734 | | 45,000 | | 61,500 | | | 133,234 |
| 1.485 | Pender Island Community Parks | 7,000 | | | 2,234,101 | 50,000 | 2,291,101 | 548,834 | | 1,015,000 | | 375,000 | 352,267 | | 2,291,101 |
| 1.495 | Galiano Community Parks | 2,616 | | | 91,037 | | 93,653 | 31,037 | | 2,616 | | 60,000 | | | 93,653 |
| 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) | | | | 780,000 | | 780,000 | 270,000 | 460,000 | | 30,000 | 20,000 | | | 780,000 |
| 2.642 | Skana Water (Mayne) | 60,000 | | | 42,000 | | 102,000 | 27,000 | 50,000 | | | 25,000 | | | 102,000 |
| 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 |
| 3.830 | Magic Lake Sewer Utility (Pender) | 60,000 | | | 400,000 | | 460,000 | 200,000 | | 200,000 | | 60,000 | | | 460,000 |
| Total | | 467,316 | 120,000 | 229,734 | 4,600,638 | 50,000 | 5,467,688 | 1,610,605 | 560,000 | 312,816 | 1,330,000 | 1,302,000 | 352,267 | | 5,467,688 |

Electoral Areas Committee - March 2025
2025 Final Electoral Area Budget Review

Appendix D-5: Change in Capital Plan (2025 Final vs Provisional) - Southern Gulf Islands

| Service | Service Name | Project Description | Amount \$ | | | Comments |
|--|------------------------------------|--|------------------|------------------|----------------|--|
| | | | Provisional | Final | Change | |
| 1.235 | SGI Small Craft Harbour Facilities | Piers Island Additional Float | 157,000 | 150,000 | (7,000) | Carryforward from 2024 to 2025 |
| | | Miners Bay Dock Facility | 22,000 | - | (22,000) | Project completed; No carryforward to 2025 |
| | | Retreat Cove Dock upgrades | 179,000 | 198,000 | 19,000 | Revised budget spending in 2025 |
| | | Inspections | 4,500 | - | (4,500) | Project completed; No carryforward to 2025 |
| | | ANNUAL PROVISIONAL: Dock Improvements | 150,000 | 75,000 | (75,000) | Revised budget spending in 2025 |
| | | Swartz Bay Improvements & Dock Replacement | 25,000 | - | (25,000) | Moved from 2025 to 2026 |
| | | Miners Bay Wharfhead Deck Resurfacing | 24,000 | - | (24,000) | Project completed; No carryforward to 2025 |
| | | Miners Bay improvements | - | 200,000 | 200,000 | Completing improvements consistent with 2024 inspections |
| | | Montague Road Parking Improvements | - | 40,000 | 40,000 | Montague Road Parking Improvements |
| 1.352 | South Galiano Fire Protection | Structure Protection Unit | - | 5,000 | 5,000 | Carryforward from 2024 to 2025 |
| | | Command Unit | 85,000 | 115,000 | 30,000 | Revised budget spending in 2025 |
| 1.359 | North Galiano Fire | SCBA Replacement | 150,000 | 170,000 | 20,000 | Revised budget spending in 2025 |
| | | #1 Hall Cook Road Improvements | - | 20,000 | 20,000 | Feasibility and design project - mezzanine and gear room updates |
| | | Safety Equipment | - | 10,000 | 10,000 | Safety Equipment |
| 1.373 | SGI Emergency Program | Shipping Containers | - | 53,000 | 53,000 | Carryforward from 2024 to 2025 |
| | | Island Emergency Equipment | - | 25,000 | 25,000 | Carryforward from 2024 to 2025 |
| 1.465 | Saturna Island Community Parks | Improvements to Saturna's 70 acre "Money Watershed and New Park" | 16,000 | 4,000 | (12,000) | Move from 2025 to 2026-2028 |
| | | Salmon Enhancing Facility and Community Garden (Lyllal Creek Park) | 9,000 | 2,000 | (7,000) | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| | | Replace Saturna Parks Picnic Tables and Benches | 8,225 | 6,000 | (2,225) | Move from 2025 to 2026-2027 |
| 1.475 | Mayne Island Community Parks | Fitness Circuit & Putting Green | 53,150 | 89,734 | 36,584 | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| | | Fitness Circuit at Dinner Bay Park | 11,320 | - | (11,320) | Project completed; No carryforward to 2025 |
| | | Putting Green | 15,000 | - | (15,000) | No longer required |
| | | Miners Bay bike repair station | - | 2,500 | 2,500 | Install bike repair station |
| | | Miners Bay bike rack | - | 2,000 | 2,000 | Install additional bike rack |
| | | Miners Bay art installation | - | 5,000 | 5,000 | Install log art structure |
| | | Adachi Pavilion roof | - | 7,000 | 7,000 | Replace Adachi Pavilion roof |
| | | Henderson Hill signage | - | 5,000 | 5,000 | Replace and update sign/interpretive nature trail |
| 1.485 | Pender Island Community Parks | Shingle Bay Improvements | 40,500 | 18,800 | (21,700) | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| | | Thieves Bay Improvements | 20,252 | 15,000 | (5,252) | Carryforward from 2024 to 2025 |
| | | Trail Development | 1,725,000 | 2,154,301 | 429,301 | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| | | Magic Lake Park Upgrades | 20,000 | 16,000 | (4,000) | Carryforward from 2024 to 2025 |
| | | Disc Park Improvements | - | 5,000 | 5,000 | Move from 2026 to 2025 |
| | | Ball Park Improvements | 20,000 | 7,000 | (13,000) | Move from 2025 to 2026 |
| | | Land Acquisition | 30,000 | 50,000 | 20,000 | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| | | Dog Park | - | 25,000 | 25,000 | Site development, fencing |
| 1.495 | Galiano Community Parks | Galiano Island Park Upgrades | 3,201 | - | (3,201) | Project completed; No carryforward to 2025 |
| | | Study Bay Trail Extension | 2,000 | 10,000 | 8,000 | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| | | Asset Management-Inventory Study/Replacement Program | 5,839 | 9,678 | 3,839 | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| | | Matthews stairs to the beach | 8,000 | - | (8,000) | Project completed; No carryforward to 2025 |
| | | Zuker-Georgeson Shore Access Restoration | 14,500 | 21,359 | 6,859 | Revised budget spending in 2025 |
| | | Engineering for Mobility Impaired Beach Accesses | 5,000 | - | (5,000) | Moved from 2025 to 2026 |
| | | Study to construct Viewpoint at Graham | 1,000 | - | (1,000) | Moved from 2025 to 2026 |
| | | Upgrades to Matthews Beach access | 5,800 | - | (5,800) | Project completed; No carryforward to 2025 |
| | | GIPRC Equipment and Tools Purchase | 1,000 | 2,616 | 1,616 | Carryforward from 2024 to 2025 and revised budget spending in 2025 |
| | | Morning Beach trail improvement | - | 35,000 | 35,000 | Improve trail for safety and mobility access |
| | | Zuker trail improvement | - | 15,000 | 15,000 | Improve trail for safety |
| 2.640 | Lyllal Harbour Boot Cove Water | Dam Improvement and Regulatory Requirements | 620,000 | 630,000 | 10,000 | Carryforward from 2024 to 2025 |
| 2.642 | Skana Water (Mayne) | Well #8 Upgrade | 15,000 | 25,000 | 10,000 | Carryforward from 2024 to 2025 |
| | | Storage Tank Options Assessment | 20,000 | 2,000 | (18,000) | Carryforward from 2024 to 2025 |
| Total Changes - Southern Gulf Islands | | | 3,466,287 | 4,225,988 | 759,701 | |

Appendix D-6: SGI Service Budgets

SOUTHERN GULF ISLANDS - EA WIDE

1.110 SGI Administration

1.117 SGI Grants in Aid

1.125 Economic Development

1.138 Southern Gulf Islands Public Library

1.235 Small Craft Harbour Facilities

1.314 SGI House Numbering

1.341 Livestock Injury Compensation

1.373 SGI Emergency Program

1.533 Stormwater Quality

1.923 Emergency Communications - CREST

LOCAL/SPECIFIED/DEFINED SERVICES

1.137 Galiano Island Community Use Building

1.170 Gossip Island Electric Power Supply

1.227 Saturna Health Service

1.228 Galiano Health Service

1.229 Pender Health Service

1.352 South Galiano Island Fire

1.356 Pender Island Fire

1.359 North Galiano Island Fire

Appendix D-6: SGI Service Budgets

1.363 Saturna Island Fire

1.369 EA Fire Services - JDF & SGI

1.465 Saturna Island Community Parks

1.468 Saturna Island Community Recreation

1.475 Mayne Island Community Parks

1.476 Mayne Island Community Parks Donations

1.478 Mayne Island Community Recreation

1.485 Pender Island Community Parks

1.488 Pender Island Community Recreation

1.495 Galiano Island Community Parks

1.498 Galiano Island Community Recreation

2.630 Magic Lake Estates Water (Pender Island)

2.640 Lyall Harbour/Boot Cove Water (Saturna Island)

2.642 Skana Water (Mayne Island)

2.665 Sticks Allison Water (Galiano Island)

2.667 Surfside Water (Mayne Island)

3.830 Magic Lake Estates Sewer System (Pender Island)

CAPITAL REGIONAL DISTRICT

2025 Budget

Admin Expenditures (SGI)

FINAL BUDGET

MARCH 2025

Service: 1.110 SGI Admin. Expenditures

Committee: Electoral Area

DEFINITION:

To establish, according to Section 800 of the Local Government Act, a service to provide funding for electoral area administrative expenditures.

SERVICE DESCRIPTION:

Electoral area administration funding pays for part of EA director remuneration (amount that exceeds Municipal Director amount included in Board expense) and alternate, Corporate services administration, telecommunications, travel , electoral area office space and other contractual support costs as needed by director.

PARTICIPATION:

Electoral Area of Southern Gulf Islands

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

**1.110 - Admin Expenditures (SGI)
Director & Management**

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|------------------|------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Director Admin | 120,835 | 111,345 | 119,124 | - | - | 119,124 | 121,711 | 124,213 | 126,768 | 129,389 |
| Management Services | 450,701 | 297,818 | 339,976 | - | 55,405 | 395,381 | 355,326 | 359,608 | 368,652 | 377,799 |
| TOTAL OPERATING COSTS | 571,536 | 409,163 | 459,100 | - | 55,405 | 514,505 | 477,037 | 483,821 | 495,420 | 507,188 |
| *Percentage Increase over prior year | | | -19.7% | | 9.7% | -10.0% | -7.3% | 1.4% | 2.4% | 2.4% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 85,075 | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 1,100 | 86,175 | 1,130 | - | - | 1,130 | 1,150 | 1,170 | 1,190 | 1,210 |
| TOTAL COSTS | 572,636 | 495,338 | 460,230 | - | 55,405 | 515,635 | 478,187 | 484,991 | 496,610 | 508,398 |
| *Percentage Increase over prior year | | | -19.7% | | 9.7% | -10.0% | -7.3% | 1.4% | 2.4% | 2.4% |
| Labour Recovery | (86,867) | (86,867) | - | - | - | - | - | - | - | - |
| TOTAL RECOVERIES | (86,867) | (86,867) | - | - | - | - | - | - | - | - |
| COSTS LESS INTERNAL RECOVERIES | 485,769 | 408,471 | 460,230 | - | 55,405 | 515,635 | 478,187 | 484,991 | 496,610 | 508,398 |
| *Percentage Increase over prior year | | | -5.3% | | 11.4% | 6.1% | -7.3% | 1.4% | 2.4% | 2.4% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 50,000 | - | - | (50,000) | (50,000) | - | - | - | - |
| Transfer from Operating Reserve Fund | (52,688) | (22,688) | (17,216) | - | (5,405) | (22,621) | (23,099) | (19,119) | (19,704) | (20,179) |
| Cost Recovery | (14,284) | (14,290) | (11,644) | - | - | (11,644) | (11,938) | (12,232) | (12,526) | (12,839) |
| Grants in Lieu of Taxes | (4,137) | (4,137) | (4,198) | - | - | (4,198) | (4,340) | (4,420) | (4,510) | (4,600) |
| Other Revenue | (500) | (3,196) | (520) | - | - | (520) | (530) | (540) | (550) | (560) |
| TOTAL REVENUE | (71,609) | 5,689 | (33,578) | - | (55,405) | (88,983) | (39,907) | (36,311) | (37,290) | (38,178) |
| REQUISITION | (414,160) | (414,160) | (426,652) | - | - | (426,652) | (438,280) | (448,680) | (459,320) | (470,220) |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.7% | 2.4% | 2.4% | 2.4% |
| AUTHORIZED POSITIONS | | | | | | | | | | |
| Salaried FTE | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 |

| 1.110 - Admin Expenditures (SGI) Director Admin | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Director's Remuneration | 53,026 | 52,757 | 54,265 | - | - | 54,265 | 55,350 | 56,460 | 57,590 | 58,740 |
| Contract for Services | 21,920 | 20,646 | 22,580 | - | - | 22,580 | 23,030 | 23,490 | 23,960 | 24,440 |
| Travel | 4,400 | 283 | 4,530 | - | - | 4,530 | 4,620 | 4,710 | 4,800 | 4,900 |
| Allocations | 14,675 | 13,585 | 14,025 | - | - | 14,025 | 14,432 | 14,719 | 15,009 | 15,306 |
| Other Operating Expenses | 26,814 | 24,074 | 23,724 | - | - | 23,724 | 24,279 | 24,834 | 25,409 | 26,003 |
| TOTAL OPERATING COSTS | 120,835 | 111,345 | 119,124 | - | - | 119,124 | 121,711 | 124,213 | 126,768 | 129,389 |
| *Percentage Increase over prior year | | | -1.4% | | | -1.4% | 2.2% | 2.1% | 2.1% | 2.1% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 12,492 | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | 1,100 | 1,100 | 1,130 | - | - | 1,130 | 1,150 | 1,170 | 1,190 | 1,210 |
| TOTAL CAPITAL / RESERVES | 1,100 | 13,592 | 1,130 | - | - | 1,130 | 1,150 | 1,170 | 1,190 | 1,210 |
| TOTAL COSTS | 121,935 | 124,937 | 120,254 | - | - | 120,254 | 122,861 | 125,383 | 127,958 | 130,599 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (1,862) | (1,862) | (460) | - | - | (460) | (593) | (591) | (602) | (610) |
| Cost Recovery | (11,584) | (11,890) | (8,044) | - | - | (8,044) | (8,288) | (8,532) | (8,776) | (9,039) |
| Grants in Lieu of Taxes | (1,059) | (1,059) | (1,084) | - | - | (1,084) | (1,110) | (1,130) | (1,150) | (1,170) |
| Interest Income | (500) | (3,196) | (520) | - | - | (520) | (530) | (540) | (550) | (560) |
| TOTAL REVENUE | (15,005) | (18,007) | (10,108) | - | - | (10,108) | (10,521) | (10,793) | (11,078) | (11,379) |
| REQUISITION | (106,930) | (106,930) | (110,146) | - | - | (110,146) | (112,340) | (114,590) | (116,880) | (119,220) |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |

| 1.110 - Admin Expenditures (SGI) Management Services | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|---------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries & Wages | 173,734 | 170,668 | 179,469 | - | - | 179,469 | 184,669 | 190,016 | 195,516 | 201,172 |
| Contract for Services | 158,847 | 57,747 | 74,140 | - | 50,000 | 124,140 | 75,620 | 77,130 | 78,670 | 80,240 |
| Travel | 4,660 | 2,815 | 4,800 | - | - | 4,800 | 4,900 | 5,000 | 5,100 | 5,200 |
| Memberships & Professional Dues | 880 | 275 | 910 | - | - | 910 | 930 | 950 | 970 | 990 |
| Allocations | 45,620 | 43,446 | 47,457 | - | 5,405 | 52,862 | 55,337 | 51,962 | 53,166 | 54,267 |
| Referendum Costs to establish new SGI Service-Connectivity | 20,000 | - | - | - | - | - | - | - | - | - |
| Other Operating Expenses | 46,960 | 22,867 | 33,200 | - | - | 33,200 | 33,870 | 34,550 | 35,230 | 35,930 |
| TOTAL OPERATING COSTS | 450,701 | 297,818 | 339,976 | - | 55,405 | 395,381 | 355,326 | 359,608 | 368,652 | 377,799 |
| *Percentage Increase over prior year | | | -24.6% | | 12.3% | -12.3% | -10.1% | 1.2% | 2.5% | 2.5% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 72,583 | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | - | 72,583 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 450,701 | 370,401 | 339,976 | - | 55,405 | 395,381 | 355,326 | 359,608 | 368,652 | 377,799 |
| *Percentage Increase over prior year | | | -24.6% | | 12.3% | -12.3% | -10.1% | 1.2% | 2.5% | 2.5% |
| Labour Recovery | (86,867) | (86,867) | - | - | - | - | - | - | - | - |
| TOTAL RECOVERIES | (86,867) | (86,867) | - | - | - | - | - | - | - | - |
| COSTS LESS INTERNAL RECOVERIES | 363,834 | 283,534 | 339,976 | - | 55,405 | 395,381 | 355,326 | 359,608 | 368,652 | 377,799 |
| *Percentage Increase over prior year | | | -6.6% | | 15.2% | 8.7% | -10.1% | 1.2% | 2.5% | 2.5% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 50,000 | - | - | (50,000) | (50,000) | - | - | - | - |
| Transfer from Operating Reserve Fund | (50,826) | (20,826) | (16,756) | - | (5,405) | (22,161) | (22,506) | (18,528) | (19,102) | (19,569) |
| Sub-lease Recovery | (2,700) | (2,400) | (3,600) | - | - | (3,600) | (3,650) | (3,700) | (3,750) | (3,800) |
| Grants in Lieu of Taxes | (3,078) | (3,078) | (3,114) | - | - | (3,114) | (3,230) | (3,290) | (3,360) | (3,430) |
| Other revenue | - | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (56,604) | 23,696 | (23,470) | - | (55,405) | (78,875) | (29,386) | (25,518) | (26,212) | (26,799) |
| REQUISITION | (307,230) | (307,230) | (316,506) | - | - | (316,506) | (325,940) | (334,090) | (342,440) | (351,000) |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 3.0% | 2.5% | 2.5% | 2.5% |
| AUTHORIZED POSITIONS | | | | | | | | | | |
| Salaried FTE | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| Service No. | 1.110 SGI Admin. Expenditures | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|-------------|----------------------------------|-------------------------------|------|------|------|------|------|-------|
|-------------|----------------------------------|-------------------------------|------|------|------|------|------|-------|

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------|------------|----------------|------------|----------------|------------|------------|----------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$2,800 | \$0 | \$5,000 | \$0 | \$0 | \$7,800 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$2,800 | \$0 | \$5,000 | \$0 | \$0 | \$7,800 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------|------------|----------------|------------|----------------|------------|------------|----------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$0 | \$2,800 | \$0 | \$5,000 | \$0 | \$0 | \$7,800 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$2,800 | \$0 | \$5,000 | \$0 | \$0 | \$7,800 |

Definitions for the 5-year Capital Plan

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

Service:

1.110

SGL Admin. Expenditures

Project Number

24-01

Capital Project Title

Computer & laptop

Capital Project Description

Phone & Computer Replacements for Director and Manager

Project Rationale

Phone and computer replacements for director and manager.

**Admin Expenditures (SGI)
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 196,451 | 173,830 | 150,731 | 131,612 | 111,908 | 91,729 |
| Equipment Replacement Fund | 16,421 | 17,551 | 15,901 | 17,071 | 13,261 | 14,471 |
| Total | 212,872 | 191,381 | 166,632 | 148,683 | 125,169 | 106,200 |

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105546 | Actual | Budget | | | | |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 128,901 | 196,451 | 173,830 | 150,731 | 131,612 | 111,908 |
| Transfer from Ops Budget | | 85,075 | - | - | - | - | - |
| Transfer to Ops Budget-Core Budget | | (22,688) | (22,621) | (23,099) | (19,119) | (19,704) | (20,179) |
| Transfer to Ops Budget-Initiatives | | - | | | | | |
| Interest Income* | | 5,163 | | | | | |
| Ending Balance \$ | | 196,451 | 173,830 | 150,731 | 131,612 | 111,908 | 91,729 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Equipment Replacement Fund

ERF Group: SGIADMIN.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101838 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 17,035 | 16,421 | 17,551 | 15,901 | 17,071 | 13,261 |
| Transfer from Ops Budget | | 1,100 | 1,130 | 1,150 | 1,170 | 1,190 | 1,210 |
| Planned Purchase | | (1,808) | - | (2,800) | - | (5,000) | - |
| Interest Income | | 94 | | | | | |
| Ending Balance \$ | | 16,421 | 17,551 | 15,901 | 17,071 | 13,261 | 14,471 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 Budget

SGI Grants in Aid

FINAL BUDGET

MARCH 2025

Service: 1.117 SGI Grants in Aid

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

Provide Grants to support organizations that are outside the existing services in an electoral area. Each electoral area budgets their anticipated requirements separately.

PARTICIPATION:

Southern Gulf Islands Electoral Area.

MAXIMUM LEVY:

Greater of \$129,912 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements.

COMMITTEE:

Electoral Areas Committee

FUNDING:

Requisition

| 1.117 - SGI Grants in Aid | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Grants in Aid | 105,081 | 99,895 | 108,230 | - | 4,489 | 112,719 | 110,390 | 112,600 | 114,850 | 117,150 |
| Allocations | 5,311 | 5,311 | 5,560 | - | - | 5,560 | 5,726 | 5,841 | 5,958 | 6,077 |
| Other Expenses | 800 | 1,424 | 820 | - | - | 820 | 840 | 860 | 880 | 900 |
| TOTAL COSTS | 111,192 | 106,630 | 114,610 | - | 4,489 | 119,099 | 116,956 | 119,301 | 121,688 | 124,127 |
| *Percentage Increase over prior year | | | 3.1% | | 4.0% | 7.1% | -1.8% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 4,489 | - | - | (4,489) | (4,489) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 416 | 416 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (1,114) | (1,114) | (1,118) | - | - | (1,118) | (1,170) | (1,190) | (1,210) | (1,230) |
| Other Revenue | (140) | (67) | (140) | - | - | (140) | (140) | (140) | (140) | (140) |
| TOTAL REVENUE | (838) | 3,724 | (1,258) | - | (4,489) | (5,747) | (1,310) | (1,330) | (1,350) | (1,370) |
| REQUISITION | (110,354) | (110,354) | (113,352) | - | - | (113,352) | (115,646) | (117,971) | (120,338) | (122,757) |
| *Percentage increase over prior year Requisition | | | 2.7% | | | 2.7% | 2.0% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

SIG Economic Development

FINAL BUDGET

MARCH 2025

Service: 1.125 SGI Economic Development

Committee: Electoral Area

DEFINITION:

Authority to offer an economic development service under bylaw 1824, 1990

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

None stated

COMMISSION:

Five members including the Director representing the Southern Gulf Islands Electoral Area, and one individual from each of Galiano Island, Mayne Island, Saturna Island and Pender Island.

FUNDING:

Requisition

| 1.125 - SGI Economic Development | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|------------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contract for Services | 104,559 | 70,646 | 77,355 | - | 39,172 | 116,527 | 78,900 | 80,480 | 82,090 | 83,730 |
| Program Development | 30,460 | 23,400 | 32,890 | - | 495,500 | 528,390 | 33,550 | 34,220 | 34,910 | 35,610 |
| Internal Allocations | 6,307 | 6,307 | 7,795 | - | - | 7,795 | 8,029 | 8,189 | 8,353 | 8,520 |
| Building Rent | 9,140 | 9,503 | 10,020 | - | - | 10,020 | 10,190 | 10,370 | 10,540 | 10,760 |
| Operating - Other | 5,430 | 2,318 | 4,040 | - | - | 4,040 | 4,144 | 4,261 | 4,380 | 4,502 |
| TOTAL OPERATING COSTS | 155,896 | 112,174 | 132,100 | - | 534,672 | 666,772 | 134,813 | 137,520 | 140,273 | 143,122 |
| *Percentage Increase over prior year | | | -15.3% | | 343.0% | 327.7% | -79.8% | 2.0% | 2.0% | 2.0% |
| Transfer to Operating Reserve Fund | - | 501,512 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 155,896 | 613,686 | 132,100 | - | 534,672 | 666,772 | 134,813 | 137,520 | 140,273 | 143,122 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 39,172 | - | - | (39,172) | (39,172) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (27,650) | (27,650) | - | - | - | - | - | - | - | - |
| Grants Reg & Other | - | (495,500) | - | - | (495,500) | (495,500) | - | - | - | - |
| Grants in Lieu of Taxes | (1,268) | (1,268) | (1,285) | - | - | (1,285) | (1,340) | (1,370) | (1,400) | (1,430) |
| Interest Income | (200) | (1,662) | (210) | - | - | (210) | (210) | (210) | (210) | (210) |
| TOTAL REVENUE | (29,118) | (486,908) | (1,495) | - | (534,672) | (536,167) | (1,550) | (1,580) | (1,610) | (1,640) |
| REQUISITION | (126,778) | (126,778) | (130,605) | - | - | (130,605) | (133,263) | (135,940) | (138,663) | (141,482) |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |

Reserve Schedule

Reserve Fund: 1.125 SGI Economic Development - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 105547 | | | | | | |
| Beginning Balance | | 12,810 | 27,913 | 27,913 | 27,913 | 27,913 | 27,913 |
| Transfer from Ops Budget | | 6,012 | - | - | - | - | - |
| Transfer to Ops Budget | | - | - | - | - | - | - |
| Interest Income* | | 9,090 | | | | | |
| Ending Balance \$ | | 27,913 | 27,913 | 27,913 | 27,913 | 27,913 | 27,913 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

SGL Regional Library

FINAL BUDGET

MARCH 2025

Service: 1.138 SGI Regional Library

Committee: Electoral Area

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Southern Gulf Islands Library service by Bylaw No. 2880 adopted July 2001. Bylaw amendment No.4011 adopted March 2015 to increase the maximum requisition

SERVICE DESCRIPTION:

This is a contribution service to provide funding and advisory support for the operation of the Pender Island Public Library and other 4 reading centres on the Southern Gulf Islands. Each centre is managed by volunteers and each has representation on the commission. Funding is provided under a 5-year agreement.

PARTICIPATION:

The Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

Greater of \$165,391 or \$0.07 / \$1,000 of actual assessed value of land and improvements.

COMMISSION:

Southern Gulf Islands Public Library Commission (Bylaw No. 3523, April 9, 2008).

FUNDING:

Requisition

| 1.138 - SGI Regional Library | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contribution to Library | 241,320 | 241,320 | 246,150 | - | - | 246,150 | 255,996 | 261,116 | 266,338 | 271,665 |
| Allocations | 4,794 | 4,794 | 4,960 | - | - | 4,960 | 5,109 | 5,211 | 5,315 | 5,421 |
| Insurance | 160 | 160 | 120 | - | - | 120 | 132 | 145 | 160 | 176 |
| Other Operating Expenses | 1,725 | - | 1,700 | - | - | 1,700 | 1,730 | 1,760 | 1,800 | 1,840 |
| TOTAL COSTS | 247,999 | 246,274 | 252,930 | - | - | 252,930 | 262,967 | 268,232 | 273,613 | 279,102 |
| *Percentage Increase over prior year | | | 2.0% | | | 2.0% | 4.0% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 2,565 | (2,565) | - | - | (2,565) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (2,735) | (2,735) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (2,440) | (2,440) | (2,460) | - | - | (2,460) | (2,560) | (2,610) | (2,660) | (2,710) |
| Other Income | (100) | (940) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (5,275) | (3,550) | (5,125) | - | - | (5,125) | (2,660) | (2,710) | (2,760) | (2,810) |
| REQUISITION | (242,724) | (242,724) | (247,805) | - | - | (247,805) | (260,307) | (265,522) | (270,853) | (276,292) |
| *Percentage increase over prior year Requisition | | | 2.1% | | | 2.1% | 5.0% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

SGI Small Craft Harbour Facilities

FINAL BUDGET

MARCH 2025

Service: 1.235 SGI Small Craft Harbour Facilities

Committee: Electoral Area

DEFINITION:

A local service, established by Bylaw No. 2614, October 6, 1998, in the Southern Gulf Islands Electoral Area to establish, acquire and operate a service of small craft harbour facilities.

SERVICE DESCRIPTION:

The SGI Small Craft Harbour Facilities service funds and operates 12 small craft harbour facilities in the Southern Gulf Islands. The docks are located on Mayne, Galiano, North and South Pender, Saturna, Piers and Vancouver Islands. The service was undertaken by the CRD upon the Federal Government of Canada's divestiture of ownership and operation of small craft harbour facilities. The Federal Government provided 1-time funding of \$1.6 million to the CRD for dock rehabilitation. The service is administered by the Southern Gulf Islands Harbour Commission.

MAXIMUM LEVY:

Greater of \$112,878 or \$0.10 / \$1,000 of actual assessed value of land and improvements.

COMMISSION:

Southern Gulf Islands Harbour Commission as established by Bylaw No. 2972 in 2002.

FUNDING:

Parcel Tax
Moorage Fees

1.235 - SGI Small Craft Harbour Facilities

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Management Expenditures: | | | | | | | | | | |
| Contract for Services | 11,050 | 7,800 | 11,380 | - | - | 11,380 | 11,610 | 11,840 | 12,080 | 12,320 |
| Supplies, Advertising | 1,180 | 1,180 | 1,220 | - | - | 1,220 | 1,240 | 1,260 | 1,280 | 1,300 |
| Travel and Training | 8,060 | 3,650 | 8,300 | - | - | 8,300 | 8,460 | 8,630 | 8,800 | 8,970 |
| Allocations | 39,355 | 37,055 | 40,943 | - | - | 40,943 | 41,885 | 42,728 | 43,585 | 44,448 |
| Insurance | 12,360 | 12,360 | 19,630 | - | - | 19,630 | 21,593 | 23,753 | 26,128 | 28,742 |
| Other Operating Expenses | 1,620 | 2,660 | 1,980 | - | - | 1,980 | 2,019 | 2,022 | 2,039 | 2,061 |
| TOTAL MANAGEMENT EXPENDITURES | 73,625 | 64,705 | 83,453 | - | - | 83,453 | 86,807 | 90,233 | 93,912 | 97,841 |
| *Percentage Increase over prior year | | | 13.3% | | | 13.3% | 4.0% | 3.9% | 4.1% | 4.2% |
| Dock Expenditures: | | | | | | | | | | |
| Repairs and Maintenance | 71,700 | 46,950 | 66,670 | - | - | 66,670 | 67,950 | 69,260 | 70,690 | 72,140 |
| Wharfinger Compensation and Travel | 65,230 | 65,345 | 76,680 | - | - | 76,680 | 78,230 | 79,800 | 81,390 | 83,020 |
| Insurance | 31,080 | 31,080 | 42,718 | - | - | 42,718 | 46,730 | 51,144 | 55,990 | 61,316 |
| Electricity | 3,050 | 1,860 | 2,000 | - | - | 2,000 | 2,040 | 2,080 | 2,120 | 2,160 |
| Supplies | 5,120 | 4,710 | 5,460 | - | - | 5,460 | 5,590 | 5,720 | 5,850 | 5,980 |
| Other Operating Expenses | 4,870 | 360 | 4,940 | - | - | 4,940 | 5,070 | 5,200 | 5,330 | 5,460 |
| TOTAL DOCK EXPENDITURES | 181,050 | 150,305 | 198,468 | - | - | 198,468 | 205,610 | 213,204 | 221,370 | 230,076 |
| *Percentage Increase over prior year | | | 9.6% | | | 9.6% | 3.6% | 3.7% | 3.8% | 3.9% |
| TOTAL OPERATING COSTS | 254,675 | 215,010 | 281,921 | - | - | 281,921 | 292,417 | 303,437 | 315,282 | 327,917 |
| *Percentage Increase over prior year | | | 10.7% | | | 10.7% | 3.7% | 3.8% | 3.9% | 4.0% |
| DEBT / RESERVES | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | - | 5,605 | - | - | 5,605 | 5,000 | 5,000 | 5,000 | 5,000 |
| Transfer to Capital Reserve Fund | 141,412 | 166,957 | 137,670 | - | - | 137,670 | 146,660 | 146,270 | 145,275 | 143,750 |
| MFA Debt Reserve Fund | 180 | 180 | 370 | - | - | 370 | 370 | 370 | 370 | 370 |
| MFA Interest | 43,079 | 43,079 | 43,079 | - | - | 43,079 | 43,079 | 43,079 | 43,079 | 43,079 |
| MFA Principal | 44,414 | 44,414 | 44,414 | - | - | 44,414 | 44,414 | 44,414 | 44,414 | 44,414 |
| TOTAL DEBT / RESERVE | 229,085 | 254,630 | 231,138 | - | - | 231,138 | 239,523 | 239,133 | 238,138 | 236,613 |
| TOTAL COSTS | 483,760 | 469,640 | 513,059 | - | - | 513,059 | 531,940 | 542,570 | 553,420 | 564,530 |
| *Percentage Increase over prior year | | | 6.1% | | | 6.1% | 3.7% | 2.0% | 2.0% | 2.0% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Revenue- Fees | (151,150) | (137,030) | (160,360) | - | - | (160,360) | (163,590) | (166,860) | (170,200) | (173,610) |
| Grants in Lieu of Taxes | (7,049) | (7,049) | (7,330) | - | - | (7,330) | (7,400) | (7,550) | (7,700) | (7,850) |
| Other Income | (400) | (400) | (770) | - | - | (770) | (770) | (770) | (770) | (770) |
| TOTAL REVENUE | (158,599) | (144,479) | (168,460) | - | - | (168,460) | (171,760) | (175,180) | (178,670) | (182,230) |
| REQUISITION - PARCEL TAX | (325,161) | (325,161) | (344,599) | - | - | (344,599) | (360,180) | (367,390) | (374,750) | (382,300) |
| *Percentage increase over prior year Requisition | | | 6.0% | | | 6.0% | 4.5% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.235 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | SGI Small Craft Harbour Facilities | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Buildings | \$0 | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$40,000 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$327,000 | \$623,000 | \$360,000 | \$239,000 | \$100,000 | \$100,000 | \$100,000 | \$1,422,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$327,000 | \$663,000 | \$360,000 | \$239,000 | \$100,000 | \$100,000 | \$100,000 | \$1,462,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Capital Funds on Hand | \$327,000 | \$327,000 | \$50,000 | \$0 | \$0 | \$0 | \$0 | \$377,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$40,000 | \$35,000 | \$0 | \$0 | \$0 | \$0 | \$75,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$296,000 | \$275,000 | \$239,000 | \$100,000 | \$100,000 | \$100,000 | \$1,010,000 |
| | \$327,000 | \$663,000 | \$360,000 | \$239,000 | \$100,000 | \$100,000 | \$100,000 | \$1,462,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.235

Service Nam SGI Small Craft Harbour Facilities

| | | | | 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 | New | Piers Island Additional Float | Installation of additional float at the Piers Island dock. | \$ 524,700 | S | Cap | \$ 150,000 | \$ 150,000 | \$ - | \$ - | \$ - | \$ - | \$ 150,000 |
| 19-02 | Renewal | Retreat Cove upgrades | Upgrades to the Retreat Cove Dock Facility to maintain level of service. | \$ 395,000 | S | Cap | \$ 177,000 | \$ 177,000 | \$ - | \$ - | \$ - | \$ - | \$ 177,000 |
| 19-02 | Renewal | Retreat Cove upgrades | | | S | Res | \$ - | \$ 21,000 | \$ - | \$ 189,000 | \$ - | \$ - | \$ 210,000 |
| 21-03 | Renewal | ANNUAL PROVISIONAL: Dock Improvements | An annual provisional fund is required to address unplanned dock safety issues. | \$ 375,000 | S | Res | \$ - | \$ 75,000 | \$ 50,000 | \$ 50,000 | \$ 100,000 | \$ 100,000 | \$ 375,000 |
| 25-01 | New | Miners Bay improvements | Completing improvements consistent with 2024 inspections | \$ 200,000 | S | Res | \$ - | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ 200,000 |
| 25-02 | New | Montague Road Parking Improvements | Montague Road Parking Improvements | \$ 40,000 | B | Grant | \$ - | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 26-01 | New | Hope Bay upgrade | Completing improvements consistent with 2024 inspections | \$ 235,000 | S | Res | \$ - | \$ - | \$ 150,000 | \$ - | \$ - | \$ - | \$ 150,000 |
| 26-01 | New | Hope Bay upgrade | | | S | Cap | \$ - | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ 50,000 |
| 26-01 | New | Hope Bay upgrade | | | S | Grant | \$ - | \$ - | \$ 35,000 | \$ - | \$ - | \$ - | \$ 35,000 |
| 26-02 | Renewal | Swartz Bay Improvements & Dock Replacement | Dock improvements | \$ 75,000 | S | Res | \$ - | \$ - | \$ 75,000 | \$ - | \$ - | \$ - | \$ 75,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 1,844,700 | | | | \$ 663,000 | \$ 360,000 | \$ 239,000 | \$ 100,000 | \$ 100,000 | \$ 1,462,000 |

Service:

1.235

SGI Small Craft Harbour Facilities

Project Number 17-01

Capital Project Title Piers Island Additional Float

Capital Project Description

Installation of additional float at the Piers Island dock.

Project Rationale Project for additional float and single pile.

Project Number 19-02

Capital Project Title Retreat Cove upgrades

Capital Project Description

Upgrades to the Retreat Cove Dock Facility to maintain level of service.

Project Rationale This project originated in previous dock inspections, and was deferred when conditions were reviewed and considered adequate and the priority of completing the works was reduced. Further works are awaiting updates from the 2023-2024 inspections. Recommended works previously included repairs to the approach piles, and repairs to the floats. Further improvements are required.

Project Number 21-03

Capital Project Title ANNUAL PROVISIONAL: Dock Improvements

Capital Project Description

An annual provisional fund is required to address unplanned dock safety issues.

Project Rationale These funds are not allocated to any specific dock. They are required to completed unplanned repairs and replacement to the facilities to address unplanned dock safety and operational issues.

Project Number 26-02

Capital Project Title Swartz Bay Improvements & Dock Replacement

Capital Project Description

Dock improvements

Project Rationale Funds are required for staff to retain a contractor to carry out the works identified during the 2023 dock inspections, or that have subsequently developed.

Project Number 25-01

Capital Project Title Miners Bay improvements

Capital Project Description

Completing improvements consistent with 2024 inspections

Project Rationale Funds are required for staff to retain a contractor to carry out the works identified during the 2024 dock inspections, or that have subsequently developed. These will be completed on the Fixed and floating portion of the dock.

| | | | | | |
|--------------------------|---|------------------------------|------------------|------------------------------------|--|
| Project Number | 26-01 | Capital Project Title | Hope Bay upgrade | Capital Project Description | Completing improvements consistent with 2024 inspections |
| Project Rationale | Funds are required for staff to retain a contractor to carry out the works identified during the 2024 dock inspections, or that have subsequently developed. These will be completed on the Fixed and floating portion of the dock. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Project Number | 25-02 | Capital Project Title | Montague Road Parking Improvements | Capital Project Description | Montague Road Parking Improvements |
| Project Rationale | Funds are required for staff to retain a contractor to carry out works for improvements to existing parking associated with the dock infrastructure. | | | | |

**SGI Small Craft Harbour Facilities
 Summary Schedule
 2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 11,754 | 17,359 | 22,359 | 27,359 | 32,359 | 37,359 |
| Capital Reserve Fund | 489,144 | 330,814 | 202,474 | 109,744 | 155,019 | 198,769 |
| Total | 500,898 | 348,173 | 224,833 | 137,103 | 187,378 | 236,128 |

Reserve Schedule

Reserve Fund: 1.235 SGI Harbour Facilities - Operating Reserve Fund

Newly created in 2024

The operating reserve for Southern Gulf Islands Small Craft Harbour Facilities service will be used to stabilize future requisition over time as revenue fluctuates based on moorage fees collected.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105564 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | - | 11,754 | 17,359 | 22,359 | 27,359 | 32,359 |
| Transfer from Ops Budget | | 11,754 | 5,605 | 5,000 | 5,000 | 5,000 | 5,000 |
| Transfer to Ops Budget | | - | - | - | - | - | - |
| Interest Income* | | - | | | | | |
| Ending Balance \$ | | 11,754 | 17,359 | 22,359 | 27,359 | 32,359 | 37,359 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule (Revised)

Reserve Fund: 1.235 SGI Harbour Facilities - Capital Reserve Fund - Bylaw 2719

Surplus money from the operation of small craft harbour facilities services may be paid from time to time into the reserve fund.

Reserve Cash Flow

| Fund: Fund Centre: | 1054 101467 | Actual | Budget | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 260,880 | 489,144 | 330,814 | 202,474 | 109,744 | 155,019 |
| Transfer from Ops Budget | | 176,957 | 137,670 | 146,660 | 146,270 | 145,275 | 143,750 |
| Transfer from Cap Fund | | 59,218 | | | | | |
| Transfer to Cap Fund | | (28,500) | (296,000) | (275,000) | (239,000) | (100,000) | (100,000) |
| Interest Income* | | 20,589 | | | | | |
| Ending Balance \$ | | 489,144 | 330,814 | 202,474 | 109,744 | 155,019 | 198,769 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

SGI House Numbering

FINAL BUDGET

MARCH 2025

Service: 1.314 SGI Building Numbering

Committee: Electoral Area

DEFINITION:

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.
Established by Bylaw No. 3230 (2004).
Southern Gulf Islands Building Numbering Regulation Bylaw No. 3231.

SERVICE DESCRIPTION:

Implementation and maintenance of a building numbering system with corresponding notification and mapped integration with departmental operations and emergency services.

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

| 1.314 - SGI House Numbering | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Building Inspection | 9,540 | 9,540 | 9,820 | - | - | 9,820 | 10,020 | 10,220 | 10,430 | 10,630 |
| Allocations | 488 | 488 | 505 | - | - | 505 | 520 | 530 | 541 | 552 |
| Other Operating Expenses | 70 | 64 | 80 | - | - | 80 | 90 | 90 | 90 | 100 |
| TOTAL COSTS | 10,098 | 10,092 | 10,405 | - | - | 10,405 | 10,630 | 10,840 | 11,061 | 11,282 |
| *Percentage Increase over prior year | | | 3.0% | | | 3.0% | 2.2% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | (7) | 7 | - | - | 7 | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 13 | 12 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (99) | (99) | (100) | - | - | (100) | (100) | (100) | (110) | (110) |
| Interest Income | (25) | (11) | (22) | - | - | (22) | (30) | (30) | (30) | (30) |
| TOTAL REVENUE | (111) | (105) | (115) | - | - | (115) | (130) | (130) | (140) | (140) |
| REQUISITION | (9,987) | (9,987) | (10,290) | - | - | (10,290) | (10,500) | (10,710) | (10,921) | (11,142) |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

SGL Livestock Injury Compensation

FINAL BUDGET

MARCH 2025

Service: 1.341 SGI Livestock Injury Compensation

Committee: Electoral Area

DEFINITION:

The service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act*.
(Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw 4419, No. 1, 2021)

PARTICIPATION:

Southern Gulf Islands Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

| 1.341 - SGI Livestock Injury Compensation | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|----------------|------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Allocations | 158 | 158 | 159 | - | - | 159 | 164 | 167 | 170 | 174 |
| Compensation Claim Payments | 3,000 | - | 3,000 | - | - | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Other Operating Costs | 22 | - | 26 | - | - | 26 | 20 | 20 | 20 | 20 |
| TOTAL COSTS | 3,180 | 158 | 3,185 | - | - | 3,185 | 3,184 | 3,187 | 3,190 | 3,194 |
| *Percentage Increase over prior year | | | | | | 0.2% | 0.0% | 0.1% | 0.1% | 0.1% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 3,165 | (3,165) | - | - | (3,165) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (3,146) | (3,146) | - | - | - | - | - | - | - | - |
| Other Income | (34) | (177) | (20) | - | - | (20) | (20) | (20) | (20) | (20) |
| TOTAL REVENUE | (3,180) | (158) | (3,185) | - | - | (3,185) | (20) | (20) | (20) | (20) |
| REQUISITION | - | - | - | - | - | - | (3,164) | (3,167) | (3,170) | (3,174) |
| *Percentage increase over prior year Requisition | | | | | | 0.0% | N/A | 0.1% | 0.1% | 0.1% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Emergency Program (SGI)

FINAL BUDGET

MARCH 2025

Service: 1.373 SGI Emergency Program

Committee: Electoral Area

DEFINITION:

To establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness responses and recovery measures for emergencies and disasters for the Electoral Area of Southern Gulf Islands.

Establishment Bylaw No. 2656 (November, 1998).

Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

Governed by Bylaw #3445, this service provides planning and management of an emergency response plan for the Southern Gulf Islands Electoral Area. The service was started in 1998 in response to the *Provincial Emergency Program Act*. The emergency response plan involves response to, and recovery from, a community disaster or emergency.

The Planning and Protective Services department has administrative responsibility for the service and the Manager of Electoral Area Fire and Emergency Programs has immediate operational responsibility.

The Southern Gulf Islands Emergency Management Commission (SGIEMC) advises the service.

PARTICIPATION:

The service and participating area shall be coterminous with the Electoral Area of Southern Gulf Islands.

FUNDING:

Requisition

| 1.373 - Emergency Program (SGI) | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | | |
|---|------------------|---------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|--|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 | | | 2026 | 2027 | 2028 | 2029 | |
| | | | | ONGOING | ONE-TIME | TOTAL | | | | | |
| <u>OPERATING COSTS</u> | | | | | | | | | | | |
| Travel Expense | 7,475 | 8,155 | 6,960 | - | - | 6,960 | 7,090 | 7,230 | 7,370 | 7,530 | |
| Contract for Services | 63,021 | 60,000 | 65,910 | - | - | 65,910 | 67,230 | 68,570 | 69,940 | 71,340 | |
| Staff Training & Development | 6,845 | 3,833 | 4,280 | - | - | 4,280 | 4,370 | 4,460 | 4,550 | 4,640 | |
| Grant Programs | 54,394 | 53,394 | 30,280 | - | 25,000 | 55,280 | 55,890 | 31,510 | 32,140 | 32,780 | |
| Payments to 3rd Parties | 2,210 | 2,167 | 2,100 | - | - | 2,100 | 2,140 | 2,180 | 2,230 | 2,280 | |
| Supplies | 19,026 | 22,186 | 21,210 | - | - | 21,210 | 21,630 | 22,060 | 22,490 | 22,940 | |
| Allocations | 11,899 | 11,899 | 12,736 | - | - | 12,736 | 13,118 | 13,380 | 13,648 | 13,921 | |
| Other Operating Expenses | 89,848 | 93,084 | 99,630 | - | 50,000 | 149,630 | 101,962 | 104,344 | 106,797 | 109,426 | |
| TOTAL OPERATING COSTS | 254,718 | 254,718 | 243,106 | - | 75,000 | 318,106 | 273,430 | 253,734 | 259,165 | 264,857 | |
| *Percentage Increase over prior year | | | -4.6% | | 29.5% | 24.9% | -14.0% | -7.2% | 2.1% | 2.2% | |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 5,000 | 5,000 | 5,000 | - | - | 5,000 | 5,100 | 5,200 | 5,300 | 5,300 | |
| Transfer to Operating Reserve Fund | 15,500 | 15,500 | 9,600 | - | - | 9,600 | 9,320 | 9,180 | 9,015 | 8,795 | |
| TOTAL CAPITAL / RESERVES | 20,500 | 20,500 | 14,600 | - | - | 14,600 | 14,420 | 14,380 | 14,315 | 14,095 | |
| TOTAL COSTS | 275,218 | 275,218 | 257,706 | - | 75,000 | 332,706 | 287,850 | 268,114 | 273,480 | 278,952 | |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | | |
| Transfer From Operating Reserve | (25,000) | (25,000) | - | - | (75,000) | (75,000) | (25,000) | - | - | - | |
| Grants in Lieu of Taxes | (2,635) | (2,635) | (2,508) | - | - | (2,508) | (2,760) | (2,820) | (2,880) | (2,940) | |
| Revenue - Other | (100) | (100) | (100) | - | - | (100) | (100) | (100) | (100) | (100) | |
| TOTAL REVENUE | (27,735) | (27,735) | (2,608) | - | (75,000) | (77,608) | (27,860) | (2,920) | (2,980) | (3,040) | |
| REQUISITION | (247,483) | (247,483) | (255,098) | - | - | (255,098) | (259,990) | (265,194) | (270,500) | (275,912) | |
| *Percentage increase over prior year Requisition | | | 3.1% | | | 3.1% | 1.9% | 2.0% | 2.0% | 2.0% | |

Definitions for the 5-year Capital Plan

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

Service:

1.373

SJI Emergency Program

| | | | | | |
|-------------------|-------|-----------------------|---------------------|-----------------------------|--|
| Project Number | 21-01 | Capital Project Title | Shipping Containers | Capital Project Description | Shipping Container storage for emergency program |
| Project Rationale | | | | | |

| | | | | | |
|-------------------|-------|-----------------------|----------------------------|-----------------------------|----------------------------|
| Project Number | 24-01 | Capital Project Title | Island Emergency Equipment | Capital Project Description | Island Emergency Equipment |
| Project Rationale | | | | | |

Emergency Program (SGI)
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 251,320 | 231,320 | 236,420 | 241,620 | 246,920 | 252,220 |
| Operating Reserve Fund | 314,358 | 248,958 | 233,278 | 242,458 | 251,473 | 260,268 |
| Total | 565,678 | 480,278 | 469,698 | 484,078 | 498,393 | 512,488 |

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Program - Capital Reserve Fund - Bylaw 2965

Surplus money from the operation of fire protection services may be paid from time to time into the reserve fund.

Reserve Cash Flow

| Fund: 1063 Fund Centre: 101723 | Actual | Budget | | | | |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 235,276 | 251,320 | 231,320 | 236,420 | 241,620 | 246,920 |
| Transfer from Ops Budget | 5,000 | 5,000 | 5,100 | 5,200 | 5,300 | 5,300 |
| Transfer from Capital Fund | - | | | | | |
| Planned Expenditures | | (25,000) | - | - | - | - |
| Interest Income* | 11,045 | | | | | |
| Ending Balance \$ | 251,320 | 231,320 | 236,420 | 241,620 | 246,920 | 252,220 |

Assumptions/Backgrounds:

Require sufficient funding to meet long range capital plan

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Program - Operating Reserve Fund

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105401 | Actual | Budget | | | | |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 263,293 | 314,358 | 248,958 | 233,278 | 242,458 | 251,473 |
| Transfer from Ops Budget | | 33,803 | 9,600 | 9,320 | 9,180 | 9,015 | 8,795 |
| Return of Project Surplus | | 29,838 | | | | | |
| Transfer to Ops Budget | | (25,000) | (75,000) | (25,000) | - | - | - |
| Interest Income* | | 12,424 | | | | | |
| Ending Balance \$ | | 314,358 | 248,958 | 233,278 | 242,458 | 251,473 | 260,268 |

Assumptions/Backgrounds:

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Storm Water Quality Management (SGI)

FINAL BUDGET

MARCH 2025

Service: 1.533 SGI Stormwater Quality Management

Committee: Electoral Area

DEFINITION:

To provide for the control of pollution in stormwater runoff from land. In Bylaw No. 2452 (adopted February, 1997 for the EA of Southern Gulf Islands) "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses. Amended by Bylaw No. 4472 in March 2022.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Southern Gulf Islands Electoral Area to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

PARTICIPATION:

The Electoral Area of the Southern Gulf Islands.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

| 1.533 - Storm Water Quality Management (SGI) | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contract for Services & Consulting | 5,132 | 10,262 | 5,286 | - | - | 5,286 | 5,391 | 5,500 | 5,610 | 5,721 |
| Allocations | 36,241 | 23,826 | 37,432 | - | - | 37,432 | 38,535 | 39,648 | 40,794 | 41,972 |
| Other Operating Expenses | 107 | 152 | 110 | - | - | 110 | 115 | 121 | 127 | 134 |
| TOTAL OPERATING COSTS | 41,480 | 34,240 | 42,828 | - | - | 42,828 | 44,041 | 45,269 | 46,531 | 47,827 |
| *Percentage Increase over prior year | | | 3.2% | | | 3.2% | 2.8% | 2.8% | 2.8% | 2.8% |
| <u>CAPITAL/RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 7,467 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 41,480 | 41,707 | 42,828 | - | - | 42,828 | 44,041 | 45,269 | 46,531 | 47,827 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Grants in Lieu of Taxes | (430) | (412) | (416) | - | - | (416) | (450) | (460) | (470) | (480) |
| Other Revenue | (50) | (295) | (160) | - | - | (160) | (160) | (160) | (160) | (160) |
| TOTAL REVENUE | (480) | (707) | (576) | - | - | (576) | (610) | (620) | (630) | (640) |
| REQUISITION | (41,000) | (41,000) | (42,252) | - | - | (42,252) | (43,431) | (44,649) | (45,901) | (47,187) |
| *Percentage increase over prior year Requisition | | | 3.1% | | | 3.1% | 2.8% | 2.8% | 2.8% | 2.8% |

Reserve Schedule

Reserve Fund: Storm Water Quality Management (SGI) - Operating Reserve Fund

This service operates on a two-year work cycle with reporting and data analysis every second year. Reserve is also held for special projects (such as spills) and contaminant investigations.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105530 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 29,030 | 37,848 | 37,848 | 37,848 | 37,848 | 37,848 |
| Transfer from Ops Budget | | 7,467 | - | - | - | - | - |
| Transfer to Ops Budget | | - | - | - | - | - | - |
| Interest Income* | | 1,351 | | | | | |
| Ending Balance \$ | | 37,848 | 37,848 | 37,848 | 37,848 | 37,848 | 37,848 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

SGL Emergency Comm. - CREST

FINAL BUDGET

MARCH 2025

Service: 1.923 SGI Emergency Comm. - CREST

Committee: Planning and Protective Services

923 SGI EMERGENCY COMMUNICATIONS CREST

A service established for emergency communications, including contributions towards the cost of an emergency communications service operated by another person or organization (Bylaw No. 2891, adopted July 17, 2001). Amended by Bylaw No. 3407 (adopted February, 2007).

PARTICIPATION:

The Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

| 1.923 - SGI Emergency Comm. - CREST | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payments to CREST | 182,831 | 182,831 | 186,984 | - | - | 186,984 | 190,720 | 194,530 | 198,420 | 202,390 |
| Allocations | 3,648 | 3,648 | 3,746 | - | - | 3,746 | 3,858 | 3,936 | 4,014 | 4,095 |
| Other Operating Expenses | 820 | 927 | 840 | - | - | 840 | 860 | 880 | 900 | 920 |
| TOTAL COSTS | 187,299 | 187,406 | 191,570 | - | - | 191,570 | 195,438 | 199,346 | 203,334 | 207,405 |
| *Percentage Increase over prior year | | | 2.3% | | | 2.3% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 379 | (379) | - | - | (379) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (214) | (214) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (1,892) | (1,892) | (1,876) | - | - | (1,876) | (1,990) | (2,030) | (2,070) | (2,110) |
| Other Income | (100) | (586) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (2,206) | (2,313) | (2,355) | - | - | (2,355) | (2,090) | (2,130) | (2,170) | (2,210) |
| REQUISITION | (185,093) | (185,093) | (189,215) | - | - | (189,215) | (193,348) | (197,216) | (201,164) | (205,195) |
| *Percentage increase over prior year Requisition | | | 2.2% | | | 2.2% | 2.2% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Galiano Island Community Use Building

FINAL BUDGET

MARCH 2025

Service: 1.137 Galiano Island Community Use Building

Committee: Electoral Area

DEFINITION:

To establish a service for the purpose of constructing and operating a building on Galiano Island that will be used for library, community and local government purposes by Bylaw No. 3792 adopted Dec 2011.

SERVICE DESCRIPTION:

This service provides funding to operate, build and debt service a public use building on Galiano Island. It was started after a successful referendum in 2011. This building is home to the local library run by the Galiano Island Library Society and has a room for public use.

PARTICIPATION:

A portion of the Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

Greater of \$100,100 or \$0.165 / \$1,000 of actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

| | | |
|-------------|---------------------------------|-------------|
| AUTHORIZED: | LA Bylaw No. 3793 (2013) | \$ 440,000 |
| BORROWED: | LA Bylaw No. 3793A (2014,4.52%) | (310,000) |
| EXPIRED: | | (130,000) |
| REMAINING | | <u>\$ -</u> |

FUNDING:

Requisition

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|--|
| Service No. 1.137 | | | | | | | | |
| Galiano Island Community Use Building | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL | |

EXPENDITURE

| | | | | | | | |
|-----------------------|----------|----------|-----|-----|-----|-----|----------|
| Buildings | \$12,000 | \$42,000 | \$0 | \$0 | \$0 | \$0 | \$42,000 |
| 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 |

| | | | | | | | |
|--|-----------------|-----------------|------------|------------|------------|------------|-----------------|
| | \$12,000 | \$42,000 | \$0 | \$0 | \$0 | \$0 | \$42,000 |
|--|-----------------|-----------------|------------|------------|------------|------------|-----------------|

| | | | | | | | |
|---------------------------------|----------|----------|-----|-----|-----|-----|----------|
| 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 | \$12,000 | \$42,000 | \$0 | \$0 | \$0 | \$0 | \$42,000 |

| | | | | | | | |
|--|-----------------|-----------------|------------|------------|------------|------------|-----------------|
| | \$12,000 | \$42,000 | \$0 | \$0 | \$0 | \$0 | \$42,000 |
|--|-----------------|-----------------|------------|------------|------------|------------|-----------------|

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: _____ 1.137
 Service Name: _____ Galiano Island Community Use Building

| | | | | 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 | Emergency Repairs | Unforseen Emergency Repairs | \$ 12,000 | B | Res | \$ 12,000 | \$ 12,000 | \$ - | \$ - | \$ - | \$ - | \$ 12,000 |
| 25-01 | Replacement | Deck Replacement | Replacement of deck at Galiano Community Use Building | \$ 30,000 | B | Res | \$ - | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| GRANT TOTAL | | | | \$ 42,000 | | | | \$ 42,000 | \$ - | \$ - | \$ - | \$ - | \$ 42,000 |

Service:

1.137

Galiano Island Community Use Building

Project Number

24-01

Capital Project Title

Emergency Repairs

Capital Project Description

Unforeseen Emergency Repairs

Project Rationale

Contingency amount to cover unforeseen emergency repairs to the building.

Project Number

25-01

Capital Project Title

Deck Replacement

Capital Project Description

Replacement of deck at Galiano Community Use Building

Project Rationale

Reserve Schedule

Reserve Fund: 1.137 Galiano Island Community Use Building - Capital Reserve Fund - Bylaw 3939

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

Reserve Cash Flow

| Fund: Fund Centre: | 1083 102135 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|---------------|---------------|---------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 99,187 | 108,537 | 68,037 | 69,567 | 71,560 | 73,994 |
| Transfer from Ops Budget | | 4,712 | 1,500 | 1,530 | 1,993 | 2,434 | 33,504 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | - | (42,000) | - | - | - | - |
| Interest Income* | | 4,638 | | | | | |
| Ending Balance \$ | | 108,537 | 68,037 | 69,567 | 71,560 | 73,994 | 107,498 |

Assumptions/Background:

New Building. Transfers to reserve should provide for future capital repairs and improvements as well as replacement in long term

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Gossip Island Electric Power Supply - Debt

FINAL BUDGET

MARCH 2025

Service: 1.170 Gossip Island Electric Power Supply

Committee: Electoral Area

DEFINITION:

A service established to provide capital financing for the supply and installation of underwater cabling from Galiano Island to Gossip Island (Bylaw No. 3578 - June 2009).

SERVICE DESCRIPTION:

This is strictly a financial service by which the CRD has agreed to borrow \$770,000 to fund the replacement of electric cabling to Gossip Island, off Galiano Island. CRD Corporate Services Department, Finance Division manages the service which includes annual debt charges and the related recovery from Gossip Island taxpayers. The service was started in June 2009 after a petition by a majority of residents. Electrical cabling to the island is provided by BC Hydro. The Gossip Island Electrification Society provides liaison with BC Hydro on electrical cabling matters.

PARTICIPATION:

56 of 66 parcels on Gossip Island

MAXIMUM LEVY:

Greater of \$85,310 or \$3.76 / \$1,000 of actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

| | | |
|-------------|--------------------------|-------------|
| AUTHORIZED: | LA Bylaw No. 3579 (2012) | \$ 770,000 |
| BORROWED: | S.I. Bylaw No. 3579 | (715,000) |
| EXPIRED: | | (55,000) |
| REMAINING: | | <u>\$ -</u> |

FUNDING:

Parcel tax

1.170 - Gossip Island Electric Power Supply - Debt

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|----------|----------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Allocations | 96 | 96 | 118 | - | - | 118 | 122 | 124 | - | - |
| Other Operating Expenses | 296 | 203 | 523 | - | - | 523 | 360 | 370 | - | - |
| TOTAL OPERATING COSTS | 392 | 299 | 641 | - | - | 641 | 482 | 494 | - | - |
| *Percentage Increase over prior year | | | 63.5% | | | 63.5% | -24.8% | 2.5% | | |
| <u>DEBT</u> | | | | | | | | | | |
| MFA Debt Reserve Fund | 200 | 333 | 290 | - | - | 290 | 290 | 290 | - | - |
| MFA Principal Payment | 38,382 | 38,382 | 38,382 | - | - | 38,382 | 38,382 | 38,382 | - | - |
| MFA Interest Payment | 24,239 | 24,239 | 24,239 | - | - | 24,239 | 24,239 | 24,239 | - | - |
| TOTAL DEBT | 62,821 | 62,954 | 62,911 | - | - | 62,911 | 62,911 | 62,911 | - | - |
| TOTAL COSTS | 63,213 | 63,253 | 63,552 | - | - | 63,552 | 63,393 | 63,405 | - | - |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 297 | (297) | - | - | (297) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (283) | (283) | - | - | - | - | - | - | - | - |
| Interest Income | (90) | (294) | (90) | - | - | (90) | (90) | (90) | - | - |
| MFA Debt Reserve Fund Earnings | (200) | (333) | (290) | - | - | (290) | (290) | (290) | - | - |
| TOTAL REVENUE | (573) | (613) | (677) | - | - | (677) | (380) | (380) | - | - |
| REQUISITION - PARCEL TAX | (62,640) | (62,640) | (62,875) | - | - | (62,875) | (63,013) | (63,025) | - | - |
| *Percentage increase over prior year Requisition | | | 0.4% | | | 0.4% | 0.2% | 0.0% | | |

CAPITAL REGIONAL DISTRICT

2025 Budget

Saturna Health Service

FINAL BUDGET

MARCH 2025

Service: 1.227 Saturna Health Service

Committee: Electoral Area

DEFINITION:

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.
Bylaw No. 4231 Saturna Health Service Establishment Bylaw adopted in 2018

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

Greater of \$40,000 or \$0.17 / \$1,000 of actual assessed value of land and improvements.

FUNDING:

Requisition

| 1.227 - Saturna Health Service | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|----------------|----------|----------|----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payment to Saturna Island Medical Clinic | 25,520 | 24,416 | 12,000 | - | - | 12,000 | 12,240 | 12,480 | 12,730 | 12,980 |
| Other Operating Expenses | 507 | 507 | 521 | - | - | 521 | 536 | 547 | 558 | 569 |
| TOTAL COSTS | 26,027 | 24,923 | 12,521 | - | - | 12,521 | 12,776 | 13,027 | 13,288 | 13,549 |
| *Percentage Increase over prior year | | | -51.9% | | | -51.9% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 1,327 | (1,327) | - | - | (1,327) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (190) | (190) | - | - | - | - | - | - | - | - |
| Interest Income | - | (223) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (1,421) | (1,421) | (1,571) | - | - | (1,571) | (1,490) | (1,520) | (1,550) | (1,580) |
| TOTAL REVENUE | (1,611) | (507) | (2,898) | - | - | (2,898) | (1,490) | (1,520) | (1,550) | (1,580) |
| REQUISITION | (24,416) | (24,416) | (9,623) | - | - | (9,623) | (11,286) | (11,507) | (11,738) | (11,969) |
| *Percentage increase over prior year Requisition | | | -60.6% | | | -60.6% | 17.3% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Galiano Health Service

FINAL BUDGET

MARCH 2025

Service: 1.228 Galiano Health Service

Committee: Electoral Area

DEFINITION:

To provide secure and predictable funding for the Galiano Health Care Centre
Bylaw No. 3955 Galiano Health Care Centre Contribution Services Establishment Bylaw adopted in 2014

PARTICIPATION:

Galiano Island

MAXIMUM LEVY:

Greater of \$86,550 or \$0.19 / \$1,000 of actual assessed value of land and improvements.

FUNDING:

Requisition

| 1.228 - Galiano Health Service | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payment to Galiano Health Society | 141,920 | 141,920 | 146,180 | - | - | 146,180 | 149,100 | 152,080 | 155,120 | 158,220 |
| Operating - Other | 2,848 | 2,813 | 2,945 | - | - | 2,945 | 3,032 | 3,092 | 3,153 | 3,215 |
| TOTAL OPERATING COSTS | 144,768 | 144,733 | 149,125 | - | - | 149,125 | 152,132 | 155,172 | 158,273 | 161,435 |
| *Percentage Increase over prior year | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 486 | (486) | - | - | (486) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (15) | (15) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (104) | (104) | (110) | - | - | (110) | (110) | (110) | (110) | (110) |
| Other Revenue | (20) | (471) | (20) | - | - | (20) | (20) | (20) | (20) | (20) |
| TOTAL REVENUE | (139.00) | (104) | (616) | - | - | (616) | (130) | (130) | (130) | (130) |
| REQUISITION | (144,629) | (144,629) | (148,509) | - | - | (148,509) | (152,002) | (155,042) | (158,143) | (161,305) |
| *Percentage increase over prior year Requisition | | | 2.7% | | | 2.7% | 2.4% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Pender Island Health Care Service

FINAL BUDGET

MARCH 2025

Service: 1.229 Pender Islands Health Care Service

Committee: Electoral Area

DEFINITION:

Service established for the purpose of contributing to the costs of administration and operation of the Pender Islands Health Care Centre.
Bylaw No. 4441 Pender Island Health Care Centre Contribution Services Establishment Bylaw adopted in 2021

PARTICIPATION:

Pender Island

MAXIMUM LEVY:

Greater of \$235,000 or \$0.1803 / \$1,000 of actual assessed value of land and improvements.

FUNDING:

Requisition

1.229 - Pender Island Health Care Service

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payment to Pender Health Society | 260,450 | 260,450 | 272,500 | - | - | 272,500 | 280,075 | 287,877 | 295,913 | 304,190 |
| Operating - Other | 5,788 | 6,525 | 6,455 | - | - | 6,455 | 6,635 | 6,764 | 6,896 | 7,030 |
| TOTAL OPERATING COSTS | 266,238 | 266,975 | 278,955 | - | - | 278,955 | 286,710 | 294,641 | 302,809 | 311,220 |
| *Percentage Increase over prior year | | | 4.8% | | | 4.8% | 2.8% | 2.8% | 2.8% | 2.8% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | (727) | 727 | - | - | 727 | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 337 | 337 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (1,974) | (1,974) | (2,306) | - | - | (2,306) | (2,070) | (2,110) | (2,150) | (2,190) |
| Other Revenue | - | (10) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (1,637.00) | (2,374) | (1,579) | - | - | (1,579) | (2,070) | (2,110) | (2,150) | (2,190) |
| REQUISITION | (264,601) | (264,601) | (277,376) | - | - | (277,376) | (284,640) | (292,531) | (300,659) | (309,030) |
| *Percentage increase over prior year Requisition | | | 4.8% | | | 4.8% | 2.6% | 2.8% | 2.8% | 2.8% |

CAPITAL REGIONAL DISTRICT

2025 Budget

South Galiano Fire Protection

FINAL BUDGET

MARCH 2025

Service: 1.352 South Galiano Fire

Committee: Electoral Area

DEFINITION:

A local service area established to provide fire protection and emergency response on a volunteer basis to the southern part of Galiano Island. Fire department is operated by the South Galiano Fire Protection Society in accordance with a written agreement between the Society and the CRD. Bylaw No. 70 (January 13, 1971). Repealed and replaced by Bylaw No. 2148 (January 12, 1994) Local Service Area #25 - M-764. Amended by Bylaw No. 3224 to add emergency response.

PARTICIPATION:

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act. Specified Area #1 - A(764).

MAXIMUM LEVY:

Greater of \$470,000 or \$1.157 / \$1,000 of actual assessments.

FUNDING:

Requisition

1.352 - South Galiano Fire Protection

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Honorarium and Call Out Pay | 200,820 | 190,832 | 206,840 | - | - | 206,840 | 210,980 | 215,200 | 219,500 | 223,890 |
| Travel - Vehicles | 28,640 | 22,141 | 29,500 | - | - | 29,500 | 30,090 | 30,690 | 31,300 | 31,930 |
| Insurance | 16,200 | 16,916 | 17,662 | - | - | 17,662 | 18,609 | 19,631 | 20,734 | 21,936 |
| Staff Development | 31,100 | 28,777 | 32,030 | - | - | 32,030 | 32,670 | 33,320 | 33,990 | 34,670 |
| Maintenance | 19,460 | 27,813 | 20,040 | - | - | 20,040 | 20,440 | 20,850 | 21,260 | 21,690 |
| Internal Allocations | 17,460 | 17,460 | 17,754 | - | - | 17,754 | 18,287 | 18,652 | 19,025 | 19,406 |
| Operating Supplies and Other | 40,980 | 44,049 | 46,650 | - | - | 46,650 | 47,460 | 48,270 | 49,120 | 49,970 |
| TOTAL OPERATING COSTS | 354,660 | 347,988 | 370,476 | - | - | 370,476 | 378,536 | 386,613 | 394,929 | 403,492 |
| *Percentage Increase over prior year | | | 4.5% | | | 4.5% | 2.2% | 2.1% | 2.2% | 2.2% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Capital Equipment Purchases | 10,190 | 3,790 | 10,500 | - | - | 10,500 | 10,710 | 10,920 | 11,140 | 11,360 |
| Transfer to Capital Reserve Fund | 33,500 | 33,500 | 34,510 | - | - | 34,510 | 35,000 | 35,500 | 36,000 | 36,500 |
| Transfer to Equipment Replacement Fund | 66,790 | 80,197 | 68,790 | - | 10,000 | 78,790 | 70,000 | 71,200 | 72,400 | 73,500 |
| TOTAL CAPITAL / RESERVE | 110,480 | 117,487 | 113,800 | - | 10,000 | 123,800 | 115,710 | 117,620 | 119,540 | 121,360 |
| <u>MFA DEBT</u> | | | | | | | | | | |
| MFA Debt Reserve Fund | 420 | 817 | 700 | - | - | 700 | 700 | 700 | 700 | 700 |
| Principal Payment | 64,945 | 64,945 | 64,945 | - | - | 64,945 | 64,945 | 64,945 | 64,945 | 64,945 |
| Interest Payment | 76,082 | 76,082 | 76,082 | - | - | 76,082 | 76,082 | 76,082 | 76,082 | 76,082 |
| TOTAL MFA DEBT | 141,447 | 141,844 | 141,727 | - | - | 141,727 | 141,727 | 141,727 | 141,727 | 141,727 |
| TOTAL COSTS | 606,587 | 607,319 | 626,003 | - | 10,000 | 636,003 | 635,973 | 645,960 | 656,196 | 666,579 |
| *Percentage Increase over prior year | | | 3.2% | | 1.6% | 4.8% | 0.0% | 1.6% | 1.6% | 1.6% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Parcel Tax | (141,027) | (141,027) | (141,027) | - | - | (141,027) | (141,027) | (141,027) | (141,027) | (141,027) |
| Other Income | (1,120) | (1,852) | (1,420) | - | - | (1,420) | (1,420) | (1,420) | (1,420) | (1,420) |
| TOTAL REVENUE | (142,147) | (142,879) | (142,447) | - | - | (142,447) | (142,447) | (142,447) | (142,447) | (142,447) |
| REQUISITION | (464,440) | (464,440) | (483,556) | - | (10,000) | (493,556) | (493,526) | (503,513) | (513,749) | (524,132) |
| *Percentage increase over prior year | | | 4.1% | | 2.2% | 6.3% | 0.0% | 2.0% | 2.0% | 2.0% |
| Requisition | | | 4.1% | | 2.2% | 6.3% | 0.0% | 2.0% | 2.0% | 2.0% |
| Parcel Tax | | | 0.0% | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Combined | | | 3.1% | | 1.7% | 4.8% | 0.0% | 1.6% | 1.6% | 1.6% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.352 South Galiano Fire | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|

EXPENDITURE

| | | | | | | | | |
|-----------------------|----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|-----|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$45,200 | \$45,800 | \$44,700 | \$10,000 | \$10,000 | \$155,700 | |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Vehicles | \$5,000 | \$120,000 | \$0 | \$0 | \$0 | \$0 | \$120,000 | |
| | \$5,000 | \$165,200 | \$45,800 | \$44,700 | \$10,000 | \$10,000 | \$275,700 | |

SOURCE OF FUNDS

| | | | | | | | |
|---------------------------------|----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand | \$5,000 | \$5,000 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$125,200 | \$10,800 | \$9,700 | \$10,000 | \$10,000 | \$165,700 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$35,000 | \$35,000 | \$35,000 | \$0 | \$0 | \$105,000 |
| | \$5,000 | \$165,200 | \$45,800 | \$44,700 | \$10,000 | \$10,000 | \$275,700 |

Definitions for the 5-year Capital Plan

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

Service:

1.352

South Galiano Fire

Project Number

23-01

Capital Project Title

Turn out Gear

Capital Project Description

Turn out gear

Project Rationale

Project Number

23-02

Capital Project Title

Replace firehose

Capital Project Description

To replace existing firehose

Project Rationale

Project Number

25-01

Capital Project Title

Water Storage

Capital Project Description

Water Storage Phases 1, 2 and 3

Project Rationale

Project Number

25-03

Capital Project Title

Command Unit

Capital Project Description

Replacement of Command Unit (2004 GMC)

Project Rationale

Service:

1.352

South Galiano Fire

Project Number 24-02

Capital Project Title Structure Protection Unit

Capital Project Description

Trailer for WUI Sprinkler kits (Firesmart Structure Protection Trailer)

Project Rationale

South Galiano Fire Protection
Reserve Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|---------------|---------------|---------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Equipment Replacement Fund | 48,914 | 2,504 | 61,704 | 123,204 | 185,604 | 249,104 |
| Capital Reserve Fund | 35,000 | 34,510 | 34,510 | 35,010 | 71,010 | 107,510 |
| Total | 83,914 | 37,014 | 96,214 | 158,214 | 256,614 | 356,614 |

Reserve Schedule

Reserve Fund: 1.352 South Galiano Fire Protection - Equipment Replacement Fund

ERF Group: SGALFIRE.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|---------------------------------|--------|---------------|--------------|---------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101431 | | | | | | |
| Beginning Balance | | 412,906 | 48,914 | 2,504 | 61,704 | 123,204 | 185,604 |
| Transfer from Ops Budget | | 80,197 | 78,790 | 70,000 | 71,200 | 72,400 | 73,500 |
| Transfer to CRF | | (21,500) | | | | | |
| Planned Purchase | | (423,390) | (125,200) | (10,800) | (9,700) | (10,000) | (10,000) |
| Interest Income | | 701 | | | | | |
| Ending Balance \$ | | 48,914 | 2,504 | 61,704 | 123,204 | 185,604 | 249,104 |

Assumptions/Background:

Need to transfer as much as operating budget will allow in order to fund replacement of fire vehicles and equipment.

Reserve Schedule

Reserve Fund: 1.352 South Galiano Fire Protection - Capital Reserve Fund - Bylaw 4635

Reserve established for expenditures for or in respect of capital projects, planning, study, design, 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: | 1094 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|---------------|---------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102291 | | | | | | |
| Beginning Balance | | - | 35,000 | 34,510 | 34,510 | 35,010 | 71,010 |
| Transfer from Ops Budget | | 33,500 | 34,510 | 35,000 | 35,500 | 36,000 | 36,500 |
| Transfer from ERF | | 21,500 | - | - | - | - | - |
| Planned Purchase | | (20,000) | (35,000) | (35,000) | (35,000) | - | - |
| Interest Income | | - | | | | | |
| Ending Balance \$ | | 35,000 | 34,510 | 34,510 | 35,010 | 71,010 | 107,510 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 Budget

Pender Fire Protection

FINAL BUDGET

MARCH 2025

Service: 1.356 Pender Island Fire

Committee: Electoral Area

DEFINITION:

A specified area established to provide fire protection and emergency response on a volunteer basis to Pender Islands. Local Service Bylaw No. 2050 (October 28, 1992). Amended by Bylaw No. 3015 (November 29, 2002) to increase the levy rate to \$1.87. Amended by Bylaw No. 3283 to change the name and geographical area to include both North and South Pender Islands to create one fire service area known as the Pender Islands Fire Protection & Emergency Response Service. This Amendment also decreased the levy to \$0.92. Amended by Bylaw No. 3994 to increase the levy rate to \$0.998.

PARTICIPATION:

On all lands and improvements on the basis of taxable hospital district assessments. Local Service Area #18 - J(764).

MAXIMUM LEVY:

Greater of \$918,000 or \$0.998 / \$1,000.

FUNDING:

Requisition

| 1.356 - Pender Fire Protection | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|--------------------|--------------------|--------------------|----------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Travel - Vehicles | 13,260 | 20,838 | 13,660 | - | - | 13,660 | 13,930 | 14,210 | 14,490 | 14,780 |
| Insurance | 9,577 | 9,577 | 13,832 | - | - | 13,832 | 15,215 | 16,736 | 18,410 | 20,251 |
| Payment - Fire Protection Society | 1,008,106 | 1,008,106 | 1,062,702 | - | (11,560) | 1,051,142 | 1,159,815 | 1,181,845 | 1,204,188 | 1,226,730 |
| Allocations | 48,211 | 48,211 | 54,816 | - | - | 54,816 | 56,460 | 57,589 | 58,741 | 59,916 |
| Operating - Other | 17,160 | 20,599 | 17,680 | 1,500 | - | 19,180 | 19,560 | 19,950 | 20,350 | 20,760 |
| TOTAL OPERATING COSTS | 1,096,314 | 1,107,331 | 1,162,690 | 1,500 | (11,560) | 1,152,630 | 1,264,980 | 1,290,330 | 1,316,179 | 1,342,437 |
| *Percentage Increase over prior year | | | 6.1% | 0.1% | -1.1% | 5.1% | 9.7% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 95,711 | 95,711 | 101,670 | - | - | 101,670 | 110,541 | 112,756 | 115,015 | 117,309 |
| Transfer to Capital Reserve Fund | 95,711 | 95,711 | 101,670 | - | - | 101,670 | 110,541 | 112,756 | 115,015 | 117,309 |
| TOTAL CAPITAL / RESERVE | 191,422 | 191,422 | 203,340 | - | - | 203,340 | 221,082 | 225,512 | 230,030 | 234,618 |
| Debt Costs | 111,596 | 111,597 | 111,596 | - | - | 111,596 | 94,931 | - | - | - |
| TOTAL COSTS | 1,399,332 | 1,410,350 | 1,477,626 | 1,500 | (11,560) | 1,467,566 | 1,580,993 | 1,515,842 | 1,546,209 | 1,577,055 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | (11,560) | - | - | 11,560 | 11,560 | - | - | - | - |
| Transfer from Reserve Fund | (111,596) | (111,596) | (111,596) | - | - | (111,596) | (94,931) | - | - | - |
| Grants in Lieu of Taxes | (9,993) | (9,993) | (11,786) | - | - | (11,786) | (10,500) | (10,710) | (10,920) | (11,140) |
| Other Income | (1,590) | (1,048) | (1,640) | - | - | (1,640) | (1,680) | (1,720) | (1,760) | (1,800) |
| TOTAL REVENUE | (123,179) | (134,197) | (125,022) | - | 11,560 | (113,462) | (107,111) | (12,430) | (12,680) | (12,940) |
| REQUISITION | (1,276,153) | (1,276,153) | (1,352,604) | (1,500) | - | (1,354,104) | (1,473,882) | (1,503,412) | (1,533,529) | (1,564,115) |
| *Percentage increase over prior year Requisition | | | 6.0% | 0.1% | | 6.1% | 8.8% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|---------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.356 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Pender Island Fire | | | | | | | |

EXPENDITURE

| | | | | | | | |
|-----------------------|------------|-----------------|------------------|-----------------|------------------|------------------|------------------|
| Buildings | \$0 | \$35,000 | \$30,000 | \$15,000 | \$15,000 | \$15,000 | \$110,000 |
| Equipment | \$0 | \$5,000 | \$80,000 | \$20,000 | \$100,000 | \$162,000 | \$367,000 |
| 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 | \$40,000 | \$110,000 | \$35,000 | \$115,000 | \$177,000 | \$477,000 |

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 | \$5,000 | \$80,000 | \$20,000 | \$100,000 | \$162,000 | \$367,000 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$35,000 | \$30,000 | \$15,000 | \$15,000 | \$15,000 | \$110,000 |
| | \$0 | \$40,000 | \$110,000 | \$35,000 | \$115,000 | \$177,000 | \$477,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.356
 Service Name: Pender Island 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 |
| 20-01 | Replacement | Gas Detectors -replace-ERF13 | Replacement of ancillary equipment | \$ 10,000 | E | ERF | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,000 | \$ 6,000 |
| 20-12 | Renewal | Hall 2 Upgrades-CCF10 | Hall 2 Improvements and Upgrades | \$ 55,000 | B | Res | \$ - | \$ 25,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 45,000 |
| 20-13 | Renewal | Hall 1 Upgrades-CCF13 | Hall 1 Improvements and Upgrades | \$ 58,000 | B | Res | \$ - | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 25,000 |
| 21-01 | Renewal | Hall 3 Upgrades-CCF11 | Hall 3 Improvements and Upgrades | \$ 65,000 | B | Res | \$ - | \$ 5,000 | \$ 20,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 40,000 |
| 21-02 | Replacement | Fire hoses-ERF12 | Firefighting equipment replacement | \$ 11,000 | E | ERF | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ 6,000 | \$ 11,000 |
| 21-03 | Replacement | Turnout gear-ERF1 | Firefighting equipment replacement | \$ 64,000 | E | ERF | \$ - | \$ - | \$ - | \$ 20,000 | \$ - | \$ - | \$ 20,000 |
| 25-01 | Replacement | Replace R38 Unit 804-ERF6 | Replace R38 Unit 804 | \$ 150,000 | E | ERF | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 150,000 | \$ 150,000 |
| 26-02 | Replacement | Training SCBA's (Used G1's)-ERF16 | Firefighting equipment replacement | \$ 80,000 | E | ERF | \$ - | \$ - | \$ 80,000 | \$ - | \$ - | \$ - | \$ 80,000 |
| 28-01 | Replacement | Replace Utility 1 Unit 18007-ERF10 | Replace Utility 1 Unit 18007 | \$ 100,000 | E | ERF | \$ - | \$ - | \$ - | \$ - | \$ 100,000 | \$ - | \$ 100,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 593,000 | | | | \$ 40,000 | \$ 110,000 | \$ 35,000 | \$ 115,000 | \$ 177,000 | \$ 477,000 |

Service:

1.356

Pender Island Fire

Project Number

20-01

Capital Project Title

Gas Detectors -replace-ERF13

Capital Project Description

Replacement of ancillary equipment

Project Rationale

Project Number

20-12

Capital Project Title

Hall 2 Upgrades-CCF10

Capital Project Description

Hall 2 Improvements and Upgrades

Project Rationale

Project Number

20-13

Capital Project Title

Hall 1 Upgrades-CCF13

Capital Project Description

Hall 1 Improvements and Upgrades

Project Rationale

Project Number

21-01

Capital Project Title

Hall 3 Upgrades-CCF11

Capital Project Description

Hall 3 Improvements and Upgrades

Project Rationale

Service:

1.356

Pender Island Fire

Project Number

21-02

Capital Project Title

Fire hoses-ERF12

Capital Project Description

Firefighting equipment replacement

Project Rationale

Project Number

21-03

Capital Project Title

Turnout gear-ERF1

Capital Project Description

Firefighting equipment replacement

Project Rationale

Project Number

25-01

Capital Project Title

Replace R38 Unit 804-ERF6

Capital Project Description

Replace R38 Unit 804

Project Rationale

Project Number

26-02

Capital Project Title

Training SCBA's (Used G1's)-ERF16

Capital Project Description

Firefighting equipment replacement

Project Rationale

Service:

1.356

Pender Island Fire

Project Number

28-01

Capital Project Title Replace Utility 1 Unit 18007-ERF10

Capital Project Description Replace Utility 1 Unit 18007

Project Rationale

**Pender Fire Protection
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 83,886 | 50,556 | 81,097 | 128,853 | 178,868 | 231,177 |
| Equipment Replacement Fund | 158,756 | 243,830 | 229,440 | 372,196 | 437,211 | 442,520 |
| Total | 242,642 | 294,386 | 310,537 | 501,049 | 616,079 | 673,697 |

Reserve Schedule

Reserve Fund: 1.356 Pender Fire Protection - Capital Reserve Fund

Bylaw 3313

Reserve Cash Flow

| Fund: Fund Centre: | 1013 101357 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 99,344 | 83,886 | 50,556 | 81,097 | 128,853 | 178,868 |
| Transfer from Ops Budget | | 95,711 | 101,670 | 110,541 | 112,756 | 115,015 | 117,309 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | (18,000) | (35,000) | (30,000) | (15,000) | (15,000) | (15,000) |
| Transfer to ERF | | (100,000) | (100,000) | (50,000) | (50,000) | (50,000) | (50,000) |
| Interest Income* | | 6,831 | | | | | |
| Ending Balance \$ | | 83,886 | 50,556 | 81,097 | 128,853 | 178,868 | 231,177 |

Assumptions/Background:

Maintain fund at level required under long term capital plan considered sufficient. Level to resume life cycle funding after ERF replenished

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.356 Pender Fire Protection - Equipment Replacement Fund

For replacement of firefighting equipment and vehicles
ERF Group: NPENDFIRE.ERF & SPENDFIRE.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101433 | Actual | Budget | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 129,069 | 158,756 | 243,830 | 229,440 | 372,196 | 437,211 |
| Expenditures (Based on Capital Plan) | | (61,975) | (5,000) | (80,000) | (20,000) | (100,000) | (162,000) |
| Transfer from Ops Budget | | 95,711 | 101,670 | 110,541 | 112,756 | 115,015 | 117,309 |
| Transfer from Capital Reserve Fund | | 100,000 | 100,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Transfer to OPEX to pay ST Loan | | (111,596) | (111,596) | (94,931) | - | - | - |
| Proceeds from Equipment Disposal | | 6,801 | | | | | |
| Interest Income | | 746 | | | | | |
| Ending Balance \$ | | 158,756 | 243,830 | 229,440 | 372,196 | 437,211 | 442,520 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 Budget

North Galiano Fire Protection

FINAL BUDGET

MARCH 2025

Service: 1.359 North Galiano Fire

Committee: Electoral Area

DEFINITION:

A Specified Area to provide Fire Protection Services for North Galiano Island. Establishment Bylaw No. 1852 (November 17, 1990). Amended by Bylaw No. 2989 (November 27, 2002) to increase the levy rate to \$1.60. Amended by Bylaw No. 3143 (Feb 11, 2004) to change boundaries. Amended by Bylaw 3221 (Feb 9, 2005). Amended by Bylaw No. 3843 (December 12, 2012).

MAXIMUM LEVY:

Greater of \$267,000 or \$1.60 / \$1,000 of actual assessment.

COMMISSION:

North Galiano Fire Protection and Emergency Response Services Commission established to oversee this function (Bylaw No.3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

MAXIMUM CAPITAL DEBT:

| | | |
|-------------|-----------------------------|-------------------------|
| Authorized: | LA Bylaw No. 3844 (Dec/12) | 670,000 |
| Borrowed: | SI Bylaw No. 3910 (July/13) | (290,000) |
| | SI Bylaw No. 3936 (Feb/14) | (280,000) |
| Remaining: | Expired | <u><u>\$100,000</u></u> |

FUNDING:

Requisition and parcel tax.

1.359 - North Galiano Fire Protection

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Honoraria | 164,420 | 132,431 | 169,360 | - | - | 169,360 | 172,740 | 176,190 | 179,710 | 183,300 |
| Travel - Vehicles | 19,490 | 19,590 | 20,080 | - | - | 20,080 | 20,480 | 20,890 | 21,310 | 21,730 |
| Insurance | 16,637 | 5,904 | 7,612 | - | - | 7,612 | 8,127 | 8,688 | 9,299 | 9,965 |
| Maintenance | 4,670 | 4,369 | 4,810 | - | - | 4,810 | 4,900 | 5,000 | 5,100 | 5,210 |
| Staff Training & Development | 13,260 | 12,350 | 13,660 | - | - | 13,660 | 13,930 | 14,210 | 14,490 | 14,780 |
| Internal Allocations | 8,988 | 8,988 | 13,615 | - | - | 13,615 | 14,023 | 14,303 | 14,590 | 14,881 |
| Operating - Supplies | 27,177 | 24,647 | 15,040 | - | 10,000 | 25,040 | 15,340 | 15,640 | 15,960 | 16,280 |
| Operating - Other | 17,530 | 16,261 | 18,010 | - | - | 18,010 | 18,340 | 18,680 | 19,020 | 19,380 |
| TOTAL OPERATING COSTS | 272,172 | 224,540 | 262,187 | - | 10,000 | 272,187 | 267,880 | 273,601 | 279,479 | 285,526 |
| *Percentage Increase over prior year | | | -3.7% | | 3.7% | 0.0% | -1.6% | 2.1% | 2.1% | 2.2% |
| <u>DEBT / CAPITAL / RESERVES</u> | | | | | | | | | | |
| Capital Equipment Purchases | 5,000 | - | 5,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Transfer to Capital Reserve Fund | - | 23,332 | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | 10,069 | 33,401 | 5,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 40,000 |
| MFA Debt Reserve Fund | 120 | (2,399) | 220 | - | - | 220 | 220 | 220 | 220 | 220 |
| MFA Debt Principal | 29,552 | 29,551 | 30,599 | - | - | 30,599 | 30,599 | 30,599 | 30,599 | 15,031 |
| MFA Debt Interest | 24,056 | 24,056 | 25,764 | - | - | 25,764 | 25,764 | 25,764 | 25,764 | 6,328 |
| TOTAL DEBT / RESERVES | 68,797 | 107,941 | 66,583 | - | - | 66,583 | 66,583 | 66,583 | 66,583 | 66,579 |
| TOTAL COSTS | 340,969 | 332,481 | 328,770 | - | 10,000 | 338,770 | 334,463 | 340,184 | 346,062 | 352,105 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 10,000 | - | - | (10,000) | (10,000) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (24,520) | (24,520) | - | - | - | - | - | - | - | - |
| Parcel Tax | (24,440) | (24,440) | (24,440) | - | - | (24,440) | (24,440) | (24,440) | (24,440) | (24,440) |
| Grants in lieu of Taxes | (608) | (608) | (785) | - | - | (785) | (640) | (650) | (660) | (670) |
| Other Income | (380) | (1,892) | (490) | - | - | (490) | (500) | (510) | (520) | (530) |
| TOTAL REVENUE | (49,948) | (41,460) | (25,715) | - | (10,000) | (35,715) | (25,580) | (25,600) | (25,620) | (25,640) |
| REQUISITION | (291,021) | (291,021) | (303,055) | - | - | (303,055) | (308,883) | (314,584) | (320,442) | (326,465) |
| *Percentage increase over prior year Requisition | | | 4.1% | | | 4.1% | 1.9% | 1.8% | 1.9% | 1.9% |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: _____ 1.359
 Service Name: _____ North Galiano 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 | |
| 25-01 | Replacement | SCBA Replacement | NGVFD SCBA Replacement | \$ 170,000 | E | ERF | \$ - | \$ 170,000 | \$ - | \$ - | \$ - | \$ - | \$ 170,000 | |
| 25-02 | New | #1 Hall Cook Road Improvements | Feasibility and design project - mezzanine and gear room updates | \$ 20,000 | B | Res | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 | |
| 25-03 | New | Safety Equipment | Safety Equipment | \$ 10,000 | E | ERF | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| | | | | | | | | | | | | | \$ - | |
| Grand Total | | | | \$ 200,000 | | | | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ 200,000 | |

Service:

1.359

North Galiano Fire

Project Number

25-01

Capital Project Title

SCBA Replacement

Capital Project Description

NGVFD SCBA Replacement

Project Rationale

Project Number

25-02

Capital Project Title

#1 Hall Cook Road Improvements

Capital Project Description

Feasibility and design project - mezzanine and gear room updates

Project Rationale

Compliance with Worksafe BC - Vehicle Exhaust and separation of work spaces from apparatus floor

Project Number

25-03

Capital Project Title

Safety Equipment

Capital Project Description

Safety Equipment

Project Rationale

North Galiano Fire Protection
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 113,920 | 93,920 | 93,920 | 93,920 | 93,920 | 93,920 |
| Equipment Replacement Fund | 228,380 | 53,380 | 58,380 | 63,380 | 68,380 | 108,380 |
| Total | 342,300 | 147,300 | 152,300 | 157,300 | 162,300 | 202,300 |

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection - Capital Reserve Fund - Bylaw 3995

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

Reserve Cash Flow

| Fund: | 1085 | Actual | Budget | | | | |
|--------------------------|--------|----------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102137 | | | | | | |
| Beginning Balance | | 86,556 | 113,920 | 93,920 | 93,920 | 93,920 | 93,920 |
| Transfer from Ops Budget | | 23,332 | - | - | - | - | - |
| Transfer to Cap Fund | | - | (20,000) | - | - | - | - |
| Interest Income* | | 4,032 | | | | | |
| Ending Balance \$ | | 113,920 | 93,920 | 93,920 | 93,920 | 93,920 | 93,920 |

Assumptions/Background:

Gradual increase in fund as per long term plan

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection - Equipment Replacement Fund

ERF Group: NGALFIRE.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|----------------|---------------|---------------|---------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101435 | | | | | | |
| Beginning Balance | | 193,898 | 228,380 | 53,380 | 58,380 | 63,380 | 68,380 |
| Transfer from Ops Budget | | 33,401 | 5,000 | 5,000 | 5,000 | 5,000 | 40,000 |
| Planned Purchase | | - | (180,000) | - | - | - | - |
| Interest Income | | 1,081 | | | | | |
| Ending Balance \$ | | 228,380 | 53,380 | 58,380 | 63,380 | 68,380 | 108,380 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 Budget

Saturna Fire Protection

FINAL BUDGET

MARCH 2025

Service: 1.363 Saturna Fire Protection

Committee: Electoral Area

DEFINITION:

A Specified Area to provide Fire Protection and Emergency Response Services. Establishment Bylaw No.2165 (Nov. 29, 1993); Bylaw No.2575 (Jan. 28, 1998); Amended Bylaw No.2734 (Nov. 24, 1999). Amendment Bylaw No.4534 was adopted on Feb 8th, 2023 to enable the service to provide medical patient transportation as part of its response service.

MAXIMUM LEVY:

Greater of \$73,500 or \$0.85 / \$1,000 of actual assessment.

FUNDING:

Requisition

| 1.363 - Saturna Fire Protection | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payment - Fire Protection Society | 310,000 | 310,000 | 319,300 | 10,700 | - | 330,000 | 336,600 | 343,330 | 346,808 | 346,836 |
| Operating - Other | 6,453 | 6,453 | 7,571 | - | - | 7,571 | 7,885 | 8,151 | 8,434 | 8,736 |
| TOTAL COSTS | 316,453 | 316,453 | 326,871 | 10,700 | - | 337,571 | 344,485 | 351,481 | 355,242 | 355,572 |
| *Percentage Increase over prior year | | | 3.3% | 3.4% | | 6.7% | 2.0% | 2.0% | 1.1% | 0.1% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 313 | (313) | - | - | (313) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (1,596) | (1,596) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (12,376) | (12,376) | (15,329) | - | - | (15,329) | (15,640) | (15,950) | (16,270) | (16,600) |
| Interest Income | (20) | (333) | (20) | - | - | (20) | (20) | (20) | (20) | (20) |
| TOTAL REVENUE | (13,992) | (13,992) | (15,662) | - | - | (15,662) | (15,660) | (15,970) | (16,290) | (16,620) |
| REQUISITION | (302,461) | (302,461) | (311,209) | (10,700) | - | (321,909) | (328,825) | (335,511) | (338,952) | (338,952) |
| *Percentage increase over prior year Requisition | | | 2.9% | 3.5% | | 6.4% | 2.1% | 2.0% | 1.0% | 0.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Electoral Area Fire Services

FINAL BUDGET

MARCH 2025

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

1.369 - Electoral Area Fire Services

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Fire Services Compliance and Coordination | 45,000 | 37,100 | - | 35,000 | 45,000 | 80,000 | 35,700 | 36,410 | 37,140 | 37,880 |
| Wages & Salaries | 194,602 | 187,750 | 230,877 | 29,433 | - | 260,310 | 276,599 | 283,229 | 290,013 | 296,956 |
| Contract for Service | 27,430 | 7,300 | 30,250 | - | - | 30,250 | 30,860 | 31,480 | 32,110 | 32,750 |
| Staff Training & Development | 5,560 | 1,275 | 5,500 | - | - | 5,500 | 5,610 | 5,720 | 5,830 | 5,950 |
| Software Licenses | 2,070 | 410 | 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 | 5,967 | 2,950 | - | - | 2,950 | 3,000 | 3,050 | 3,100 | 3,150 |
| TOTAL OPERATING COSTS | 375,564 | 330,514 | 375,955 | 64,433 | 48,604 | 488,992 | 464,065 | 470,757 | 481,266 | 492,031 |
| *Percentage Increase over prior year | | | 0.1% | 17.2% | 12.9% | 30.2% | -5.1% | 1.4% | 2.2% | 2.2% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Equipment Purchases | 2,500 | - | 2,500 | - | - | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Transfer to Operating Reserve Fund | - | 49,500 | - | - | - | - | 14,475 | 31,835 | 31,420 | 30,960 |
| TOTAL CAPITAL / RESERVE | 2,500 | 49,500 | 2,500 | - | - | 2,500 | 16,975 | 34,335 | 33,920 | 33,460 |
| TOTAL COSTS | 378,064 | 380,014 | 378,455 | 64,433 | 48,604 | 491,492 | 481,040 | 505,092 | 515,186 | 525,491 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (171,704) | (171,704) | (42,000) | - | (48,604) | (90,604) | - | - | - | - |
| Interest Income | (120) | (2,070) | (120) | - | - | (120) | (120) | (120) | (120) | (120) |
| TOTAL REVENUE | (171,824) | (173,774) | (42,120) | - | (48,604) | (90,724) | (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: Fund Centre: | 1500 105404 | Actual | Budget | | | | |
|----------------------------------|----------------|----------------|---------------|---------------|---------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 219,930 | 121,461 | 30,857 | 45,332 | 77,167 | 108,587 |
| Transfer from Ops Budget | | 49,508 | - | 14,475 | 31,835 | 31,420 | 30,960 |
| Return of Project Surplus | | 18,684 | | | | | |
| Transfer to Ops Budget | | (171,704) | (90,604) | - | - | - | - |
| Interest Income* | | 5,044 | | | | | |
| Ending Balance \$ | | 121,461 | 30,857 | 45,332 | 77,167 | 108,587 | 139,547 |

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Saturna Island Comm. Parks

FINAL BUDGET

MARCH 2025

Service: 1.465 Saturna Island Community Parks

Committee: Saturna Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Saturna Island (Bylaw No. 2080, December 16, 1992).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Saturna Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

PARTICIPATION:

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements.

(Bylaw 4088 - Amends 2080 - March, 2016)

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

| 1.465 - Saturna Island Comm. Parks | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|-----------------|------------------|-----------------|----------|----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contract for Services | 1,980 | 1,250 | 2,400 | - | - | 2,400 | 2,450 | 2,500 | 2,550 | 2,600 |
| Supplies | 220 | 45 | 200 | - | - | 200 | 200 | 200 | 200 | 200 |
| Repairs & Maintenance | 18,258 | 12,642 | 17,000 | - | - | 17,000 | 17,340 | 17,690 | 18,040 | 18,400 |
| Allocations | 1,112 | 1,112 | 1,416 | - | - | 1,416 | 1,458 | 1,487 | 1,517 | 1,547 |
| Contingency | 3,100 | - | 1,550 | - | - | 1,550 | 1,580 | 1,610 | 1,640 | 1,670 |
| Other Operating Expenses | 3,640 | 2,646 | 3,950 | - | - | 3,950 | 4,055 | 4,163 | 4,275 | 4,401 |
| TOTAL OPERATING COSTS | 28,310 | 17,695 | 26,516 | - | - | 26,516 | 27,083 | 27,650 | 28,222 | 28,818 |
| *Percentage Increase over prior year | | | -6.3% | | | -6.3% | 2.1% | 2.1% | 2.1% | 2.1% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 5,157 | 14,725 | 4,893 | - | - | 4,893 | 4,990 | 5,090 | 5,190 | 5,290 |
| TOTAL CAPITAL / RESERVE | 5,157 | 14,725 | 4,893 | - | - | 4,893 | 4,990 | 5,090 | 5,190 | 5,290 |
| TOTAL COSTS | 33,467 | 32,420 | 31,409 | - | - | 31,409 | 32,073 | 32,740 | 33,412 | 34,108 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 1,299 | - | - | (1,299) | (1,299) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (3,268) | (3,268) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (1,240) | (1,240) | (1,466) | - | - | (1,466) | (1,310) | (1,340) | (1,370) | (1,400) |
| Revenue - Other | (50) | (302) | (50) | - | - | (50) | (50) | (50) | (50) | (50) |
| TOTAL REVENUE | (4,558) | (3,511) | (1,516) | - | (1,299) | (2,815) | (1,360) | (1,390) | (1,420) | (1,450) |
| REQUISITION | (28,909) | (28,909) | (29,893) | - | 1,299 | (28,594) | (30,713) | (31,350) | (31,992) | (32,658) |
| *Percentage increase over prior year Requisition | | | 3.4% | | -4.5% | -1.1% | 7.4% | 2.1% | 2.0% | 2.1% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|---------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.465 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Saturna Island Community Parks | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|-----------------|-----------------|----------------|----------------|----------------|------------|------------|-----------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$53,000 | \$52,000 | \$8,225 | \$7,502 | \$4,000 | \$0 | \$0 | \$71,727 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$53,000 | \$52,000 | \$8,225 | \$7,502 | \$4,000 | \$0 | \$0 | \$71,727 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|-----------------|----------------|----------------|----------------|------------|------------|-----------------|
| Capital Funds on Hand | \$0 | \$2,000 | \$2,000 | \$1,727 | \$0 | \$0 | \$0 | \$5,727 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$53,000 | \$50,000 | \$6,225 | \$5,775 | \$4,000 | \$0 | \$0 | \$66,000 |
| | \$53,000 | \$52,000 | \$8,225 | \$7,502 | \$4,000 | \$0 | \$0 | \$71,727 |

Definitions for the 5-year Capital Plan

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

Service:

1.465

Saturna Island Community Parks

| | | | | | |
|-----------------------|-------|------------------------------|---------------|------------------------------------|--|
| Project Number | 21-01 | Capital Project Title | Park upgrades | Capital Project Description | Improvements to Saturna's 70 acre "Money Watershed and New Park" |
|-----------------------|-------|------------------------------|---------------|------------------------------------|--|

Project Rationale Development of trails and related infrastructure for the John Money and "NewPark" 70 acre land newly acquired and to be managed by Saturna Island Parks and Recreation.

| | | | | | |
|-----------------------|-------|------------------------------|---------------|------------------------------------|---|
| Project Number | 21-02 | Capital Project Title | Park upgrades | Capital Project Description | Replacement of Thomson Park Outhouse + Archeological Assessment |
|-----------------------|-------|------------------------------|---------------|------------------------------------|---|

Project Rationale

| | | | | | |
|-----------------------|-------|------------------------------|---------------|------------------------------------|--|
| Project Number | 21-03 | Capital Project Title | Park upgrades | Capital Project Description | Salmon Enhancing Facility and Community Garden (Lyll Creek Park) |
|-----------------------|-------|------------------------------|---------------|------------------------------------|--|

Project Rationale

| | | | | | |
|-----------------------|-------|------------------------------|---------------|------------------------------------|---|
| Project Number | 24-01 | Capital Project Title | Park upgrades | Capital Project Description | Replace Saturna Parks Picnic Tables and Benches |
|-----------------------|-------|------------------------------|---------------|------------------------------------|---|

Project Rationale

**Saturna Island Comm. Parks
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------|----------------|---------------|---------------|---------------|---------------|---------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 105,540 | 60,433 | 59,198 | 58,513 | 59,703 | 64,993 |
| Land Reserve Fund | 3,658 | 3,658 | 3,658 | 3,658 | 3,658 | 3,658 |
| Total | 109,198 | 64,091 | 62,856 | 62,171 | 63,361 | 68,651 |

Reserve Schedule

Reserve Fund: 1.465 Saturna Comm Parks - Capital Reserve Fund - Bylaw 2627

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

Reserve Cash Flow

| Fund: Fund Centre: | 1036 101380 | Actual | Budget | | | | |
|---------------------------------|----------------|----------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 86,689 | 105,540 | 60,433 | 59,198 | 58,513 | 59,703 |
| Transfer from Ops Budget | | 14,725 | 4,893 | 4,990 | 5,090 | 5,190 | 5,290 |
| Transfer from CAP Fund | | - | | | | | |
| Transfer to Cap Fund | | - | (50,000) | (6,225) | (5,775) | (4,000) | - |
| Interest Income* | | 4,126 | | | | | |
| Ending Balance \$ | | 105,540 | 60,433 | 59,198 | 58,513 | 59,703 | 64,993 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.465 Saturna Comm Parks - Land Reserve Fund - Bylaw 2398

- Saturna Island Park Land Acquisition Reserve Fund was established in 1996 under bylaw 2398.
- The monies in the reserve fund and interest earned on it, shall be expended only for the purchase of park land.

Reserve Cash Flow

| Fund: Fund Centre: | 1018 101361 | Actual | Budget | | | | |
|--------------------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 3,495 | 3,658 | 3,658 | 3,658 | 3,658 | 3,658 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Interest Income* | | 163 | | | | | |
| Ending Balance \$ | | 3,658 | 3,658 | 3,658 | 3,658 | 3,658 | 3,658 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Saturna Island Comm. Recreation

FINAL BUDGET

MARCH 2025

Service: 1.468 Saturna Island Community Recreation

Committee: Saturna Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Saturna Island (Bylaw No. 1463, June 25, 1986).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Saturna Island.

PARTICIPATION:

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Greater of \$17,237 or \$0.079 / \$1,000 on actual assessed value of land and improvements.

(Bylaw 4154 - Sept 13, 2017)

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

| 1.468 - Saturna Island Comm. Recreation | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Recreation Programs | 14,518 | 12,807 | 16,664 | - | - | 16,664 | 13,329 | 13,600 | 13,870 | 14,130 |
| Special Events | 2,430 | 983 | 1,200 | - | - | 1,200 | 1,220 | 1,240 | 1,260 | 1,290 |
| Allocations | 949 | 949 | 1,009 | - | - | 1,009 | 1,039 | 1,060 | 1,081 | 1,103 |
| Other Operating Expenses | 2,280 | 1,972 | 2,005 | - | - | 2,005 | 2,052 | 2,095 | 2,139 | 2,195 |
| TOTAL OPERATING COSTS | 20,177 | 16,711 | 20,878 | - | - | 20,878 | 17,640 | 17,995 | 18,350 | 18,718 |
| *Percentage Increase over prior year | | | 3.5% | | | 3.5% | -15.5% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 3,576 | (3,576) | - | - | (3,576) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (4,347) | (4,347) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (661) | (661) | (768) | - | - | (768) | (690) | (700) | (710) | (720) |
| Revenue - Other | (20) | (130) | (20) | - | - | (20) | (20) | (20) | (20) | (20) |
| TOTAL REVENUE | (5,028) | (1,562) | (4,364) | - | - | (4,364) | (710) | (720) | (730) | (740) |
| REQUISITION | (15,149) | (15,149) | (16,514) | - | - | (16,514) | (16,930) | (17,275) | (17,620) | (17,978) |
| *Percentage increase over prior year Requisition | | | 9.0% | | | 9.0% | 2.5% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Mayne Island Community Parks

FINAL BUDGET

MARCH 2025

Service: 1.475 Mayne Island Community Parks

Committee: Mayne Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Mayne Island (Bylaw No. 1602, January 13, 1988).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Mayne Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds, a Japanese Garden and sports fields.

PARTICIPATION:

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements.

(Bylaw 4089 - Amends 1602 - March 2016)

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

| 1.475 - Mayne Island Community Parks | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Supplies | 2,950 | 1,792 | 3,040 | - | - | 3,040 | 3,110 | 3,180 | 3,250 | 3,320 |
| Repairs, Maintenance, & Improvements | 47,750 | 46,483 | 50,960 | - | - | 50,960 | 51,983 | 53,015 | 54,076 | 55,157 |
| Allocations | 6,079 | 5,165 | 6,143 | - | - | 6,143 | 6,301 | 6,431 | 6,563 | 6,697 |
| First Nations Cultural Monitor Contingency | 5,290 | - | 5,450 | - | - | 5,450 | 5,560 | 5,670 | 5,780 | 5,900 |
| Other Operating Expenses | 16,000 | 15,846 | 15,900 | - | - | 15,900 | 16,515 | 17,170 | 17,888 | 18,664 |
| TOTAL OPERATING COSTS | 78,069 | 69,286 | 81,493 | - | - | 81,493 | 83,469 | 85,466 | 87,557 | 89,738 |
| *Percentage Increase over prior year | | | 4.4% | | | 4.4% | 2.4% | 2.4% | 2.4% | 2.5% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 18,500 | 33,374 | 19,060 | - | - | 19,060 | 19,440 | 19,830 | 20,230 | 20,630 |
| TOTAL COSTS | 96,569 | 102,660 | 100,553 | - | - | 100,553 | 102,909 | 105,296 | 107,787 | 110,368 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Grants in Lieu of Taxes | (68) | (68) | (70) | - | - | (70) | (70) | (70) | (70) | (70) |
| Revenue - Other | (220) | (6,311) | (230) | - | - | (230) | (230) | (230) | (230) | (230) |
| TOTAL REVENUE | (288) | (6,379) | (300) | - | - | (300) | (300) | (300) | (300) | (300) |
| REQUISITION | (96,281) | (96,281) | (100,253) | - | - | (100,253) | (102,609) | (104,996) | (107,487) | (110,068) |
| *Percentage increase over prior year Requisition | | | 4.1% | | | 4.1% | 2.4% | 2.3% | 2.4% | 2.4% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|-------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.475 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Mayne Island Community Parks | | | | | | | |

EXPENDITURE

| | | | | | | | |
|-----------------------|-----------------|------------------|-----------------|------------|------------|------------|------------------|
| Buildings | \$49,734 | \$92,734 | \$18,000 | \$0 | \$0 | \$0 | \$110,734 |
| Equipment | \$0 | \$9,500 | \$9,000 | \$0 | \$0 | \$0 | \$18,500 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$5,000 | \$31,000 | \$0 | \$0 | \$0 | \$0 | \$31,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$54,734 | \$133,234 | \$27,000 | \$0 | \$0 | \$0 | \$160,234 |

SOURCE OF FUNDS

| | | | | | | | |
|---------------------------------|-----------------|------------------|-----------------|------------|------------|------------|------------------|
| Capital Funds on Hand | \$19,734 | \$26,734 | \$0 | \$0 | \$0 | \$0 | \$26,734 |
| 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) | \$30,000 | \$45,000 | \$0 | \$0 | \$0 | \$0 | \$45,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$5,000 | \$61,500 | \$27,000 | \$0 | \$0 | \$0 | \$88,500 |
| | \$54,734 | \$133,234 | \$27,000 | \$0 | \$0 | \$0 | \$160,234 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN

Service #: 1.475
 Service Name: Mayne Island Community 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 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates | |
| 22-02 | New | Fitness Circuit & Putting Green | Complete fitness circuit at Dinner Bay-Phase 2 and Upgrade putting green with astroturf and landscaping | \$ 123,000 | B | Grant | \$ 30,000 | \$ 45,000 | \$ - | \$ - | \$ - | \$ - | \$ 45,000 | |
| 22-02 | New | Fitness Circuit & Putting Green | Fitness Circuit -Phase 3 (additional \$20K) | | B | Cap | \$ 19,734 | \$ 19,734 | \$ - | \$ - | \$ - | \$ - | \$ 19,734 | |
| 22-02 | New | Fitness Circuit & Putting Green | Complete fitness circuit at Dinner Bay-Phase 2 and Upgrade putting green with astroturf and landscaping | | B | Res | \$ - | \$ 25,000 | \$ 18,000 | | | | \$ 43,000 | |
| 23-01 | Renewal | Dinner Bay water, pumphouse upgrade | Upgrade water system; insulate and redo pumphouse | \$ 5,000 | S | Res | \$ 5,000 | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | |
| 23-02 | Renewal | Dinner Bay washrooms | Upgrade washroom facilities; flush valves | \$ 3,000 | B | Cap | \$ - | \$ 3,000 | \$ - | \$ - | \$ - | \$ - | \$ 3,000 | |
| 23-06 | Renewal | Vulture Ridge Summit | Safety and landscaping improvement at Vulture Ridge Summit | \$ 2,000 | S | Cap | \$ - | \$ 2,000 | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | |
| 24-02 | Renewal | Miners Bay parking wall | Instal a retaining wall in front of the street parking | \$ 2,000 | S | Cap | \$ - | \$ 2,000 | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | |
| 25-01 | Renewal | Dinner Bay well pumps | Replace two well pumps | \$ 5,000 | S | Res | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | |
| 25-02 | Replacement | Kippen Road staircase | Replace heavy wooden staircase with lighter metal staircase | \$ 5,000 | S | Res | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | |
| 25-04 | New | Miners Bay bike repair station | Install bike repair station | \$ 2,500 | E | Res | \$ - | \$ 2,500 | \$ - | \$ - | \$ - | \$ - | \$ 2,500 | |
| 25-05 | New | Miners Bay bike rack | Install additional bike rack | \$ 2,000 | E | Res | \$ - | \$ 2,000 | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | |
| 25-06 | New | Miners Bay art installation | Install log art structure | \$ 5,000 | E | Res | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | |
| 25-07 | Replacement | Adachi Pavilion roof | Replace Adachi Pavilion roof | \$ 7,000 | S | Res | \$ - | \$ 7,000 | \$ - | \$ - | \$ - | \$ - | \$ 7,000 | |
| 26-01 | Replacement | Adachi Pavilion kitchen | Replace fridges and stove | \$ 4,000 | E | Res | \$ - | \$ - | \$ 4,000 | \$ - | \$ - | \$ - | \$ 4,000 | |
| 26-02 | New | Sandy Hook Park fencing | Install deer proof fencing to recover native plants | \$ 5,000 | E | Res | \$ - | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ 5,000 | |
| 26-03 | Replacement | Henderson Hill signage | Replace and update sign/interpretive nature trail | \$ 5,000 | S | Res | \$ - | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | |
| | | | | | | | | | | | | | \$ - | |
| | | | Grand Total | \$ 175,500 | | | | \$ 133,234 | \$ 27,000 | \$ - | \$ - | \$ - | \$ 160,234 | |

Service:

1.475

Mayne Island Community Parks

Project Number

22-02

Capital Project Title

Fitness Circuit & Putting Green

Capital Project Description

Complete fitness circuit at Dinner Bay-Phase 2 and Upgrade putting green with astroturf and landscaping

Project Rationale

Complete fitness circuit at Dinner Bay

Project Number

23-01

Capital Project Title

Dinner Bay water; pumphouse upgrade

Capital Project Description

Upgrade water system; insulate and redo pumphouse

Project Rationale

The water system should be upgraded as it is outdated and needs to meet current standards given the public use of the Adachi Pavilion (\$8,000) Also the water line between the Japanese Garden and the park

Project Number

23-02

Capital Project Title

Dinner Bay washrooms

Capital Project Description

Upgrade washroom facilities; flush valves

Project Rationale

The washroom facilities need to be upgraded with new fixtures and valves (9@\$300)

Project Number

23-06

Capital Project Title

Vulture Ridge Summit

Capital Project Description

Safety and landscaping improvement at Vulture Ridge Summit

Project Rationale

Service:

1.475

Mayne Island Community Parks

Project Number 24-02

Capital Project Title Miners Bay parking wall

Capital Project Description Instal a retaining wall in front of the street parking

Project Rationale

Project Number 25-01

Capital Project Title Dinner Bay well pumps

Capital Project Description Replace two well pumps

Project Rationale

Project Number 25-02

Capital Project Title Kippen Road staircase

Capital Project Description Replace heavy wooden staircase with lighter

Project Rationale

Project Number 25-04

Capital Project Title Miners Bay bike repair station

Capital Project Description Install bike repair station

Project Rationale

Service:

1.475

Mayne Island Community Parks

Project Number 25-05

Capital Project Title Miners Bay bike rack

Capital Project Description Install additional bike rack

Project Rationale

Project Number 25-06

Capital Project Title Miners Bay art installation

Capital Project Description Install log art structure

Project Rationale

Project Number 25-07

Capital Project Title Adachi Pavilion roof

Capital Project Description Replace Adachi Pavilion roof

Project Rationale

Project Number 26-01

Capital Project Title Adachi Pavilion kitchen

Capital Project Description Replace fridges and stove

Project Rationale

Service:

1.475

Mayne Island Community Parks

Project Number 26-02

Capital Project Title Sandy Hook Park fencing

Capital Project Description Install deer proof fencing to recover native

Project Rationale

Project Number 26-03

Capital Project Title Henderson Hill signage

Capital Project Description Replace and update sign/interpretive nature

Project Rationale

Project Number 26-03

Capital Project Title Henderson Hill signage

Capital Project Description Replace and update sign/interpretive nature

Project Rationale

Reserve Schedule

Reserve Fund: 1.475 Mayne Comm. Parks & Rec - Capital Reserve Fund - Bylaw 2866

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

Reserve Cash Flow

| Fund: | 1061 | Actual | Budget | | | | |
|---------------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101611 | | | | | | |
| Beginning Balance | | 129,117 | 161,682 | 119,242 | 111,682 | 131,512 | 151,742 |
| Transfer from Ops Budget | | 33,374 | 19,060 | 19,440 | 19,830 | 20,230 | 20,630 |
| Transfer from Cap Fund | | 2 | | | | | |
| Transfer to Cap Fund | | (7,000) | (61,500) | (27,000) | - | - | - |
| Interest Income* | | 6,189 | | | | | |
| Ending Balance \$ | | 161,682 | 119,242 | 111,682 | 131,512 | 151,742 | 172,372 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Mayne Island Community Parks Donations

FINAL BUDGET

MARCH 2025

| 1.476 - Mayne Island Community Parks Donations | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Japanese Garden | 29,341 | 16,361 | 34,449 | - | - | 34,449 | 10,650 | 10,860 | 11,070 | 11,290 |
| Dinner Bay | 430 | - | 440 | - | - | 440 | 450 | 460 | 470 | 480 |
| Putting Green | - | - | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 29,771 | 16,361 | 34,889 | - | - | 34,889 | 11,100 | 11,320 | 11,540 | 11,770 |
| *Percentage Increase over prior year | | | 17.2% | | | 17.2% | -68.2% | 2.0% | 1.9% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 23,999 | (23,999) | - | - | (23,999) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (19,191) | (19,191) | - | - | - | - | - | - | - | - |
| Donations & Fees | (10,460) | (20,183) | (10,770) | - | - | (10,770) | (10,980) | (11,200) | (11,420) | (11,650) |
| Other Income | (120) | (986) | (120) | - | - | (120) | (120) | (120) | (120) | (120) |
| TOTAL REVENUE | (29,771) | (16,361) | (34,889) | - | - | (34,889) | (11,100) | (11,320) | (11,540) | (11,770) |
| REQUISITION | - | - | - | - | - | - | - | - | - | - |
| *Percentage increase over prior year Requisition | | | 0.0% | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Mayne Island Community Rec.

FINAL BUDGET

MARCH 2025

Service: 1.478 Mayne Island Community Recreation

Committee: Mayne Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Mayne Island (Bylaw No. 1463, June 25, 1986).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Mayne Island.

PARTICIPATION:

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Greater of \$46,532 or \$0.079 / \$1,000 on actual assessed value of land and improvements.
(Bylaw 4153 - Sept 13, 2017)

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

| 1.478 - Mayne Island Community Rec. | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Recreation Programs | 48,035 | 40,990 | 35,417 | - | - | 35,417 | 27,863 | 28,416 | 28,988 | 29,559 |
| Special Events | 3,020 | 3,504 | 3,110 | - | - | 3,110 | 3,170 | 3,230 | 3,290 | 3,360 |
| Allocations | 2,647 | 2,647 | 2,409 | - | - | 2,409 | 2,481 | 2,531 | 2,582 | 2,633 |
| Other Operating Expenses | 4,980 | 3,903 | 5,120 | - | - | 5,120 | 5,226 | 5,333 | 5,440 | 5,548 |
| TOTAL OPERATING COSTS | 58,682 | 51,044 | 46,056 | - | - | 46,056 | 38,740 | 39,510 | 40,300 | 41,100 |
| *Percentage Increase over prior year | | | -21.5% | | | -21.5% | -15.9% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 8,076 | (8,076) | - | - | (8,076) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (11,310) | (11,310) | - | - | - | - | - | - | - | - |
| Revenue - Other | (10,530) | (10,918) | (30) | - | - | (30) | (30) | (30) | (30) | (30) |
| Grants in Lieu of Taxes | (26) | (26) | (30) | - | - | (30) | (30) | (30) | (30) | (30) |
| TOTAL REVENUE | (21,866) | (14,178) | (8,136) | - | - | (8,136) | (60) | (60) | (60) | (60) |
| REQUISITION | (36,816) | (36,866) | (37,920) | - | - | (37,920) | (38,680) | (39,450) | (40,240) | (41,040) |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 2.0% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Pender Island Community Parks

FINAL BUDGET

MARCH 2025

Service: 1.485 Pender Island Community Parks

Committee: Pender Islands Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Pender Island (Bylaw No. 1601, January 13, 1988)

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Pender Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds a disc park and sports fields.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements.
(Bylaw 4091 - Amends 1601 - March, 2016)

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

| 1.485 - Pender Island Community Parks | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contract for Services | 59,500 | 55,330 | 63,963 | - | - | 63,963 | 68,760 | 73,920 | 75,400 | 76,910 |
| Supplies | 16,750 | 9,409 | 16,750 | - | - | 16,750 | 17,970 | 19,260 | 19,650 | 20,040 |
| Repairs, Maintenance, & Improvements | 45,000 | 27,094 | 42,000 | - | - | 42,000 | 45,150 | 48,540 | 49,510 | 50,500 |
| Allocations | 11,803 | 7,003 | 12,860 | - | - | 12,860 | 13,197 | 13,460 | 13,727 | 13,996 |
| Contingency | - | - | - | - | - | - | - | - | - | - |
| Other Operating Expenses | 25,338 | 19,647 | 24,995 | - | 3,450 | 28,445 | 25,850 | 26,853 | 27,530 | 28,263 |
| TOTAL OPERATING COSTS | 158,391 | 118,483 | 160,568 | - | 3,450 | 164,018 | 170,927 | 182,033 | 185,817 | 189,709 |
| *Percentage Increase over prior year | | | 1.4% | | 2.2% | 3.6% | 4.2% | 6.5% | 2.1% | 2.1% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 17,079 | 59,005 | 25,000 | - | - | 25,000 | 32,000 | 35,740 | 48,250 | 61,920 |
| TOTAL CAPITAL / RESERVE | 17,079 | 59,005 | 25,000 | - | - | 25,000 | 32,000 | 35,740 | 48,250 | 61,920 |
| TOTAL COSTS | 175,470 | 177,488 | 185,568 | - | 3,450 | 189,018 | 202,927 | 217,773 | 234,067 | 251,629 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Grants in Lieu of Taxes | (1,415) | (1,415) | (1,507) | - | - | (1,507) | (1,490) | (1,520) | (1,550) | (1,580) |
| Grants Regular and Other | - | - | - | - | - | - | - | - | - | - |
| Revenue - Other | (720) | (2,738) | (750) | - | - | (750) | (760) | (770) | (780) | (790) |
| TOTAL REVENUE | (2,135) | (4,153) | (2,257) | - | - | (2,257) | (2,250) | (2,290) | (2,330) | (2,370) |
| REQUISITION | (173,335) | (173,335) | (183,311) | - | (3,450) | (186,761) | (200,677) | (215,483) | (231,737) | (249,259) |
| *Percentage increase over prior year Requisition | | | 5.8% | | 1.9% | 7.7% | 7.5% | 7.4% | 7.5% | 7.6% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.485 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Pender Island Community Parks | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|--------------------|------------------|-----------------|-----------------|-----------------|--------------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$7,000 | \$25,000 | \$0 | \$25,000 | \$0 | \$57,000 | \$57,000 |
| Land | \$30,000 | \$50,000 | \$0 | \$0 | \$0 | \$0 | \$50,000 | \$50,000 |
| Engineered Structures | \$521,211 | \$2,234,101 | \$120,000 | \$25,000 | \$10,000 | \$20,000 | \$2,409,101 | \$2,409,101 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| | \$551,211 | \$2,291,101 | \$145,000 | \$25,000 | \$35,000 | \$20,000 | \$2,516,101 | \$2,516,101 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|--------------------|------------------|-----------------|-----------------|-----------------|--------------------|--------------------|
| Capital Funds on Hand | \$0 | \$548,834 | \$2,100 | \$0 | \$0 | \$0 | \$550,934 | \$550,934 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$250,000 | \$1,015,000 | \$0 | \$0 | \$0 | \$0 | \$1,015,000 | \$1,015,000 |
| Donations / Third Party Funding | \$72,267 | \$352,267 | \$50,000 | \$0 | \$0 | \$0 | \$402,267 | \$402,267 |
| Reserve Fund | \$228,944 | \$375,000 | \$92,900 | \$25,000 | \$35,000 | \$20,000 | \$547,900 | \$547,900 |
| | | | | | | | | |
| | \$551,211 | \$2,291,101 | \$145,000 | \$25,000 | \$35,000 | \$20,000 | \$2,516,101 | \$2,516,101 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.485
 Service Name: Pender Island Community 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 | 2025 | 2026 | 2027 | 2028 | 2029 | 5 - Year Total auto-populates |
| 22-01 | Renewal | Shingle Bay Improvements | Shingle Bay Improvements | \$ 65,000 | S | Res | \$ 19,400 | \$ 15,000 | \$ 15,000 | \$ 5,000 | \$ 5,000 | \$ - | \$ 40,000 |
| 22-01 | Renewal | Shingle Bay Improvements | Shingle Bay Improvements | | S | Cap | \$ - | \$ 3,800 | \$ - | \$ - | \$ - | \$ - | \$ 3,800 |
| 22-03 | Replacement | Thieves Bay Improvements | Improve outhouses, picnic table shelter and walking trails, memorial garden; renew toilet facility | \$ 98,400 | S | Cap | \$ - | \$ 15,000 | \$ 1,600 | \$ - | \$ - | \$ - | \$ 16,600 |
| 22-03 | Replacement | Thieves Bay Improvements | Improve outhouses, picnic table shelter and walking trails, memorial garden; renew toilet facility | | S | Res | \$ - | \$ - | \$ 48,400 | \$ - | \$ - | \$ - | \$ 48,400 |
| 22-03 | Replacement | Thieves Bay Improvements | Improve outhouses, picnic table shelter and walking trails, memorial garden; renew toilet facility | | S | Other | \$ - | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ 25,000 |
| 22-05 | New | Trail Development | Schooner Way Trail | \$ 2,295,000 | S | Res | \$ 179,544 | \$ 280,000 | \$ - | \$ - | \$ - | \$ - | \$ 280,000 |
| 22-05 | New | Trail Development | Schooner Way Trail | | S | Cap | \$ - | \$ 507,034 | \$ - | \$ - | \$ - | \$ - | \$ 507,034 |
| 22-05 | New | Trail Development | Schooner Way Trail | | S | Grant | \$ 250,000 | \$ 1,015,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,015,000 |
| 22-05 | New | Trail Development | Schooner Way Trail | | S | Other | \$ 72,267 | \$ 352,267 | \$ - | \$ - | \$ - | \$ - | \$ 352,267 |
| 23-01 | Renewal | Magic Lake Park Upgrades | Dock at west end of Magic Lake | \$ 55,000 | S | Cap | \$ - | \$ 16,000 | \$ - | \$ - | \$ - | \$ - | \$ 16,000 |
| 23-01 | Renewal | Magic Lake Park Upgrades | Dock at west end of Magic Lake | | S | Res | \$ - | \$ - | \$ 15,000 | \$ - | \$ 15,000 | \$ - | \$ 30,000 |
| 24-02 | Renewal | Disc Park Improvements | Improve visibility of tee boxes | \$ 25,000 | S | Res | \$ - | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 25,000 |
| 24-03 | New | Ball Park Improvements | Pump track, playground equipment | \$ 102,000 | E | Res | \$ - | \$ - | \$ 24,500 | \$ - | \$ 25,000 | \$ - | \$ 49,500 |
| 24-03 | New | Ball Park Improvements | Pump track, playground equipment | | E | Cap | \$ - | \$ 7,000 | \$ 500 | \$ - | \$ - | \$ - | \$ 7,500 |
| 24-04 | New | Land Acquisition | Schooner Way Trail | \$ 50,000 | L | Res | \$ 30,000 | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 25-02 | New | Dog Park | Site development, fencing | \$ 50,000 | S | Res | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 25-02 | New | Dog Park | Site development, fencing | | S | Other | \$ - | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ 25,000 |
| | | | Grand Total | \$ 2,740,400 | | | | \$ 2,291,101 | \$ 145,000 | \$ 25,000 | \$ 35,000 | \$ 20,000 | \$ 2,616,101 |

Service:

1.485

Pender Island Community Parks

Project Number 22-01 **Capital Project Title** Shingle Bay Improvements **Capital Project Description** Shingle Bay Improvements

Project Rationale Repair or replace the outhouse (P1.1); D&E and approvals (P1.2); Resurface Shingle Bay for improved drainage and restore creek, native plantings (P1.3); Install playground equipment and picnic benches (P1.4); Install adult exercise equipment (P1.5).

Project Number 22-03 **Capital Project Title** Thieves Bay Improvements **Capital Project Description** Improve outhouses, picnic table shelter and walking trails, memorial garden; renew toilet facility

Project Rationale Renew toilet facility (P2.1); D&E and permitting for the shelter (P2.2); Picnic Table Shelter (P2.3); developing a walking trail (P2.4); Native Species Replanting (P2.5).

Project Number 22-05 **Capital Project Title** Trail Development **Capital Project Description** Schooner Way Trail

Project Rationale Trail Design & Engineering; Driftwood - Library Trail; Medicine Beach Trail; GITS - Davies / Einer Hill Trail

Project Number 23-01 **Capital Project Title** Magic Lake Park Upgrades **Capital Project Description** Dock at west end of Magic Lake

Project Rationale Install floating dock ; Agreements, licenses, rezoning;

Service:

1.485

Pender Island Community Parks

Project Number

24-02

Capital Project Title

Disc Park Improvements

Capital Project Description

Improve visibility of tee boxes

Project Rationale

Project Number

24-03

Capital Project Title

Ball Park Improvements

Capital Project Description

Pump track, playground equipment

Project Rationale

Project Number

24-04

Capital Project Title

Land Acquisition

Capital Project Description

Schooner Way Trail

Project Rationale

Project Number

25-02

Capital Project Title

Dog Park

Capital Project Description

Site development, fencing

Project Rationale

**Pender Island Community Parks
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------|----------------|----------------|---------------|---------------|---------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 440,286 | 131,685 | 70,785 | 81,525 | 94,775 | 136,695 |
| Land Reserve Fund | 41,399 | - | - | - | - | - |
| Total | 481,685 | 131,685 | 70,785 | 81,525 | 94,775 | 136,695 |

Reserve Schedule

Reserve Fund: 1.485 PenderParks - Capital Reserve Fund - Bylaw 2236

- Capital Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2236.
- These reserves can only be used to fund capital expenditure.
- Surplus money from the operation of parks, recreational and related community programs and facilities

Reserve Cash Flow

| Fund: Fund Centre: | 1038 101382 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|----------------|---------------|---------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 432,882 | 440,286 | 131,685 | 70,785 | 81,525 | 94,775 |
| Transfer from Ops Budget | | 59,005 | 25,000 | 32,000 | 35,740 | 48,250 | 61,920 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | (70,000) | (333,601) | (92,900) | (25,000) | (35,000) | (20,000) |
| Interest Income* | | 18,399 | | | | | |
| Ending Balance \$ | | 440,286 | 131,685 | 70,785 | 81,525 | 94,775 | 136,695 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.485 Pender Parks - Land Reserve Fund - Bylaw 2399

- Land Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2399.
- The monies in the reserve fund and interest earned on it, shall be expended only for the purchase of park land.

Reserve Cash Flow

| Fund: Fund Centre: | 1019 101362 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|----------|----------|----------|----------|----------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 39,557 | 41,399 | - | - | - | - |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Transfer to Cap Fund | | - | (41,399) | - | - | - | - |
| Interest Income* | | 1,842 | | | | | |
| Ending Balance \$ | | 41,399 | - | - | - | - | - |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Pender Island Community Rec

FINAL BUDGET

MARCH 2025

Service: 1.488 Pender Island Community Rec

Committee: Pender Islands Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Pender Island (Bylaw No. 1360, June 26, 1985).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Pender Island.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Greater of \$71,560 or \$0.079 / \$1,000 on actual assessed value of land and improvements.
(Bylaw 4155 - Sept 13, 2017)

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

| 1.488 - Pender Island Community Rec | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Recreation Programs | 67,127 | 67,126 | 72,057 | - | - | 72,057 | 75,705 | 79,573 | 83,629 | 87,902 |
| Allocations | 3,569 | 3,569 | 3,541 | - | - | 3,541 | 3,647 | 3,720 | 3,794 | 3,870 |
| Other Operating Expenses | 120 | 96 | 110 | - | - | 110 | 118 | 127 | 137 | 148 |
| TOTAL OPERATING COSTS | 70,816 | 70,791 | 75,708 | - | - | 75,708 | 79,470 | 83,420 | 87,560 | 91,920 |
| *Percentage Increase over prior year | | | 6.9% | | | 6.9% | 5.0% | 5.0% | 5.0% | 5.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 4 | (4) | - | - | (4) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | (366) | (366) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (568) | (568) | (590) | - | - | (590) | (600) | (610) | (620) | (630) |
| Revenue - Other | (250) | (229) | (260) | - | - | (260) | (270) | (280) | (290) | (300) |
| TOTAL REVENUE | (1,184) | (1,159) | (854) | - | - | (854) | (870) | (890) | (910) | (930) |
| REQUISITION | (69,632) | (69,632) | (74,854) | - | - | (74,854) | (78,600) | (82,530) | (86,650) | (90,990) |
| *Percentage increase over prior year Requisition | | | 7.5% | | | 7.5% | 5.0% | 5.0% | 5.0% | 5.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Galiano Island Community Parks

FINAL BUDGET

MARCH 2025

Service: 1.495 Galiano Community Parks

Committee: Galiano Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Galiano Island (Bylaw No. 2294, February 22, 1995).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Galiano Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements.

(Bylaw 4090 - Amends 1601 - March 2016)

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.495 - Galiano Island Community Parks

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Repairs, Maintenance, & Improvements | 85,280 | 58,847 | 82,450 | - | - | 82,450 | 84,100 | 85,780 | 87,490 | 89,240 |
| Allocations | 5,849 | 5,849 | 5,915 | - | - | 5,915 | 6,093 | 6,215 | 6,339 | 6,466 |
| Contingency | - | - | 4,390 | - | - | 4,390 | 4,480 | 4,570 | 4,660 | 4,750 |
| Other Operating Expenses | 6,490 | 9,330 | 8,820 | - | 20,000 | 28,820 | 9,274 | 9,765 | 10,303 | 10,884 |
| Active Pass Property-Total Expenditure | 20,690 | 34,123 | 34,750 | - | - | 34,750 | 35,450 | 36,160 | 36,880 | 37,620 |
| TOTAL OPERATING COSTS | 118,309 | 108,149 | 136,325 | - | 20,000 | 156,325 | 139,397 | 142,490 | 145,672 | 148,960 |
| *Percentage Increase over prior year | | | 15.2% | | 16.9% | 32.1% | -10.8% | 2.2% | 2.2% | 2.3% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 8,000 | 14,585 | 7,215 | - | - | 7,215 | 9,233 | 11,420 | 13,708 | 16,100 |
| Transfer to Operating Reserve Fund | - | 2,677 | - | - | - | - | - | - | - | - |
| Transfer to Equipment Replacement Fund | 2,000 | 2,000 | 2,060 | - | - | 2,060 | 2,100 | 2,140 | 2,180 | 2,220 |
| TOTAL CAPITAL / RESERVE | 10,000 | 19,262 | 9,275 | - | - | 9,275 | 11,333 | 13,560 | 15,888 | 18,320 |
| TOTAL COSTS | 128,309 | 127,411 | 145,600 | - | 20,000 | 165,600 | 150,730 | 156,050 | 161,560 | 167,280 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 20,000 | - | - | (20,000) | (20,000) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | - | - | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (87) | (87) | (90) | - | - | (90) | (90) | (90) | (90) | (90) |
| Revenue - Other | (50) | (19,152) | (23,450) | - | - | (23,450) | (23,920) | (24,400) | (50) | (50) |
| Active Pass Property-Donation Revenue Stream | (20,690) | (20,690) | (11,350) | - | - | (11,350) | (11,580) | (11,810) | (36,880) | (37,620) |
| TOTAL REVENUE | (20,827) | (19,929) | (34,890) | - | (20,000) | (54,890) | (35,590) | (36,300) | (37,020) | (37,760) |
| REQUISITION | (107,482) | (107,482) | (110,710) | - | - | (110,710) | (115,140) | (119,750) | (124,540) | (129,520) |
| *Percentage increase over prior year Requisition | | | 3.0% | | | 3.0% | 4.0% | 4.0% | 4.0% | 4.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.495 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Galiano Community Parks | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|----------------|-----------------|-----------------|----------------|-----------------|----------------|----------------|------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$2,616 | \$2,616 | \$2,000 | \$1,000 | \$0 | \$0 | \$0 | \$5,616 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$7,000 | \$91,037 | \$10,000 | \$3,000 | \$35,900 | \$3,000 | \$3,000 | \$142,937 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$9,616 | \$93,653 | \$12,000 | \$4,000 | \$35,900 | \$3,000 | \$3,000 | \$148,553 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|----------------|-----------------|-----------------|----------------|-----------------|----------------|----------------|------------------|
| Capital Funds on Hand | \$0 | \$31,037 | \$0 | \$0 | \$0 | \$0 | \$0 | \$31,037 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$2,616 | \$2,616 | \$2,000 | \$1,000 | \$0 | \$0 | \$0 | \$5,616 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$7,000 | \$60,000 | \$10,000 | \$3,000 | \$35,900 | \$3,000 | \$3,000 | \$111,900 |
| | \$9,616 | \$93,653 | \$12,000 | \$4,000 | \$35,900 | \$3,000 | \$3,000 | \$148,553 |

Definitions for the 5-year Capital Plan

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

Service: 1.495 Galiano Community Parks

Project Number 18-02

Capital Project Title Galiano Island Park Upgrades

Capital Project Description Wesley Road Shore Access

Project Rationale New shore Access requested by public

Project Number 19-02

Capital Project Title Study Bay Trail Extension

Capital Project Description Study to Assess feasibility and cost to extend trail to BC Ferries

Project Rationale This trail is the most heavily used by Galiano residents/pedestrians, as it parallels a very busy narrow road to the main centre of shopping and commerce on the island as well as leading almost to the BC Ferries terminal, the busiest spot on the island. Improvements were made to the trail in 2019. An engineering study needs to be done to determine the cost and feasibility of extending the trail further, right up to the BC Ferries terminal at Sturdies Bay.

Project Number 19-03

Capital Project Title Galiano Island Park Upgrades

Capital Project Description Asset Management-Inventory Study/Replacement Program

Project Rationale Timely replacement of worn assets.

Project Number 21-03

Capital Project Title Galiano Island Park Upgrades

Capital Project Description Zuker-Georgeson Shore Access Restoration-Remove Invasives and Restore

Project Rationale This is a very popular shore access to Active pass near Mount Galiano Park trail head is overrun with invasive species Spurge Laurel and Broom which is spreading uncontained. It is proposed to remove the invasive

Service: 1.495 Galiano Community Parks

Project Number 21-05

Capital Project Title Galiano Island Park Upgrades

Capital Project Description Engineering for Mobility Impaired Beach Accesses

Project Rationale A study will be carried out in 2023 to define/engineer two more beach access improvement projects for the mobility impaired.

Project Number 22-01

Capital Project Title

Galiano Island Park Upgrades

Capital Project Description

Study to construct Viewpoint at Graham

Project Rationale Requested by Public at consultation forum.

Project Number 23-01

Capital Project Title GIPRC Equipment and Tools Purchase

Capital Project Description Equipment and Tools Purchase

Project Rationale

Project Number 25-01

Capital Project Title Install Gulf Toilet at Gulfside

Capital Project Description Replace Porta Potti with Vault toilet at popular beach access

Project Rationale Heavily visited beach access on East coast of the island serviced by aging porta-potti bathroom facility. Needs to be replaced with vault toilet.

Service:

1.495

Galiano Community Parks

Project Number 25-02

Capital Project Title Morning Beach trail improvement

Capital Project Description Improve trail for safety and mobility access

Project Rationale

Project Number 25-03

Capital Project Title Zuker trail improvement

Capital Project Description Improve trail for safety

Project Rationale

**Galiano Island Community Parks
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Capital Reserve Fund | 76,521 | 23,736 | 22,969 | 31,389 | 9,197 | 22,297 |
| Equipment Replacement Fund | 5,364 | 4,808 | 4,908 | 6,048 | 8,228 | 10,448 |
| Capital Reserve Fund-Active Pass | - | - | - | - | - | - |
| Operating Reserve Fund-Active Pass | 253,710 | 242,360 | 230,780 | 218,970 | 182,090 | 144,470 |
| Total | 335,595 | 270,904 | 258,657 | 256,407 | 199,515 | 177,215 |

Reserve Schedule

Reserve Fund: 1.495 Galiano Island Community Parks - Capital Reserve Fund - Bylaw 2851

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

Reserve Cash Flow

| Fund: Fund Centre: | 1058 101604 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|---------------|--------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 66,965 | 76,521 | 23,736 | 22,969 | 31,389 | 9,197 |
| Transfer from Ops Budget | | 14,585 | 7,215 | 9,233 | 11,420 | 13,708 | 16,100 |
| Transfer from Cap Fund | | 2,880 | | | | | |
| Transfer to Cap Fund | | (11,114) | (60,000) | (10,000) | (3,000) | (35,900) | (3,000) |
| Interest Income* | | 3,205 | | | | | |
| Ending Balance \$ | | 76,521 | 23,736 | 22,969 | 31,389 | 9,197 | 22,297 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Schedule

Reserve Fund: 1.495 Galiano Island Community Parks - Equipment Replacement Fund

GALIANOPRK.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 102267 | Actual | Budget | | | | |
|---------------------------------|----------------|--------------|--------------|--------------|--------------|--------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 3,339 | 5,364 | 4,808 | 4,908 | 6,048 | 8,228 |
| Transfer from Ops Budget | | 2,000 | 2,060 | 2,100 | 2,140 | 2,180 | 2,220 |
| Planned Expenditure | | - | (2,616) | (2,000) | (1,000) | - | - |
| Interest Income* | | 25 | | | | | |
| Ending Balance \$ | | 5,364 | 4,808 | 4,908 | 6,048 | 8,228 | 10,448 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.495 Galiano Island Community Parks - Capital Reserve Fund - Active Pass Drive Property

Active Pass Drive
Betty Kennedy Trust

Reserve Cash Flow

| Fund: Fund Centre: | 1058 102263 | Actual | Budget | | | | |
|--------------------------|----------------|--------|--------|------|------|------|------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | - | - | - | - | - | - |
| Donations | | - | - | - | - | - | - |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to OPEX | | - | - | - | - | - | - |
| Transfer to ORF | | - | | | | | |
| Interest Income* | | - | | | | | |
| Ending Balance \$ | | - | - | - | - | - | - |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.495 Galiano Island Community Parks - Operating Reserve Fund - Active Pass Drive Property

Active Pass Drive
Betty Kennedy Trust
Bylaw No. 4584

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105560 | Actual | Budget | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 242,445 | 253,710 | 242,360 | 230,780 | 218,970 | 182,090 |
| Donations | | 17,923 | - | - | - | - | - |
| Transfer from CRF | | - | - | - | - | - | - |
| Transfer from Ops Budget | | 2,677 | | | | | |
| Transfer to Ops Budget | | (20,690) | (11,350) | (11,580) | (11,810) | (36,880) | (37,620) |
| Interest Income* | | 11,354 | | | | | |
| Ending Balance \$ | | 253,710 | 242,360 | 230,780 | 218,970 | 182,090 | 144,470 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Galiano Community Recreation

FINAL BUDGET

MARCH 2025

Service: 1.498 Galiano Community Recreation

Committee: Galiano Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Galiano Island (Bylaw No. 2295, February 22, 1995).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Galiano Island.

PARTICIPATION:

Galiano Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Greater of \$41,624 or \$0.079 / \$1,000 on actual assessed value of land and improvements.

(Bylaw 4152 - Sept 13, 2017)

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

| 1.498 - Galiano Community Recreation | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Recreation Programs | 41,237 | 41,237 | 45,000 | - | - | 45,000 | 45,865 | 46,774 | 47,702 | 48,648 |
| Allocations | 1,919 | 1,919 | 2,194 | - | - | 2,194 | 2,260 | 2,305 | 2,351 | 2,398 |
| Other Operating Expenses | 720 | 581 | 740 | - | - | 740 | 765 | 791 | 817 | 844 |
| TOTAL OPERATING COSTS | 43,876 | 43,737 | 47,934 | - | - | 47,934 | 48,890 | 49,870 | 50,870 | 51,890 |
| *Percentage Increase over prior year | | | 9.2% | | | 9.2% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2024 to 2025 | - | 140 | (140) | - | - | (140) | - | - | - | - |
| Balance c/fwd from 2023 to 2024 | 4 | 4 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (30) | (31) | (30) | - | - | (30) | (30) | (30) | (30) | (30) |
| Other Revenue | - | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (26) | 113 | (170) | - | - | (170) | (30) | (30) | (30) | (30) |
| REQUISITION | (43,850) | (43,850) | (47,764) | - | - | (47,764) | (48,860) | (49,840) | (50,840) | (51,860) |
| *Percentage increase over prior year Requisition | | | 8.9% | | | 8.9% | 2.3% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2025 Budget

Magic Lake Water

FINAL BUDGET

MARCH 2025

Service: 2.630 Magic Lake Estates Water

Committee: Electoral Area

DEFINITION:

LSA -1 To provide and operate water supply and distribution facilities for the Magic Lake Estates Water System. Specified Area on North Pender Island. Bylaw No. 1874 (June 11, 1991).

PARTICIPATION:

Local Service Area # 1 - D(764) LSA #9.

MAXIMUM LEVY:

Greater of \$160,000 or \$3.50 / \$1,000 of actual assessed value of land and improvements.

COMMITTEE:

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments.

User Charge:

Annual charge per single family equivalency unit connected to the system.

The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate:

- Greater than 50 cubic metres - \$0.50 / cubic metre
- Greater than 80 cubic metres - \$1.50 / cubic metre

Parcel Tax:

LSA-1 Annual charge only on properties capable of being connected to the system.

Turn on/Turn Off Fee:

\$0 during normal working hours; \$25 outside of normal working hours

Connection Charges:

Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500

RESERVE FUND:

Magic Lake Estates - Water System Capital Reserve Fund. Bylaw No. 1498

Magic Lake Estates - Water System Operating Reserve Fund. Bylaw No. 4144

| 2.630 - Magic Lake Water | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|------------------|------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Repairs & Maintenance | 25,710 | 45,040 | 26,470 | - | 45,000 | 71,470 | 67,000 | 27,540 | 28,080 | 28,650 |
| Allocations | 57,263 | 57,263 | 59,519 | - | - | 59,519 | 61,090 | 62,314 | 63,566 | 64,845 |
| Water Testing | 21,643 | 23,800 | 22,060 | - | - | 22,060 | 15,715 | 16,029 | 16,350 | 16,677 |
| Electricity | 52,480 | 53,300 | 54,050 | - | - | 54,050 | 55,130 | 56,230 | 57,350 | 58,500 |
| Supplies | 58,800 | 54,290 | 64,450 | - | - | 64,450 | 65,740 | 67,060 | 68,400 | 69,770 |
| Labour Charges | 466,700 | 485,000 | 488,120 | - | - | 488,120 | 497,878 | 507,837 | 517,997 | 528,359 |
| Other Operating Expenses | 58,210 | 67,080 | 65,050 | - | - | 65,050 | 67,608 | 70,276 | 73,152 | 76,229 |
| TOTAL OPERATING COSTS | 740,806 | 785,773 | 779,719 | - | 45,000 | 824,719 | 830,161 | 807,286 | 824,895 | 843,030 |
| *Percentage Increase over prior year | | | 5.3% | | 6.0% | 11.3% | 0.7% | -2.8% | 2.2% | 2.2% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 10,000 | 4,083 | 26,885 | - | - | 26,885 | 60,000 | 60,000 | 60,000 | 60,000 |
| Transfer to Capital Reserve Fund | 42,060 | - | 40,000 | - | - | 40,000 | 72,585 | 98,250 | 158,520 | 193,335 |
| MFA Debt Reserve Fund | 740 | 740 | 1,070 | - | - | 1,070 | 1,070 | 3,070 | 9,070 | 11,070 |
| MFA Debt Principal | 137,425 | 137,425 | 137,425 | - | - | 137,425 | 98,613 | 85,193 | 60,225 | 25,334 |
| MFA Debt Interest | 78,339 | 78,339 | 73,712 | - | - | 73,712 | 67,248 | 67,610 | 41,387 | 55,000 |
| TOTAL DEBT / RESERVES | 268,564 | 220,587 | 279,092 | - | - | 279,092 | 299,516 | 314,123 | 329,202 | 344,739 |
| TOTAL COSTS | 1,009,370 | 1,006,360 | 1,058,811 | - | 45,000 | 1,103,811 | 1,129,677 | 1,121,409 | 1,154,097 | 1,187,769 |
| *Percentage Increase over prior year | | | 4.9% | | 4.5% | 9.4% | 2.3% | -0.7% | 2.9% | 2.9% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | (45,000) | (45,000) | (40,000) | - | - | - |
| Sales - Water | (22,000) | (16,400) | (22,000) | - | - | (22,000) | (22,000) | (22,000) | (22,000) | (22,000) |
| User Charges | (396,230) | (398,820) | (427,931) | - | - | (427,931) | (440,767) | (453,989) | (467,607) | (481,639) |
| Lease Revenue | (8,100) | (8,100) | (8,100) | - | - | (8,100) | (8,100) | (8,100) | (8,100) | (8,100) |
| Other Revenue | (2,980) | (2,980) | (3,320) | - | - | (3,320) | (3,430) | (3,480) | (3,530) | (3,580) |
| TOTAL REVENUE | (429,310) | (426,300) | (461,351) | - | (45,000) | (506,351) | (514,297) | (487,569) | (501,237) | (515,319) |
| REQUISITION - PARCEL TAX | (580,060) | (580,060) | (597,460) | - | - | (597,460) | (615,380) | (633,840) | (652,860) | (672,450) |
| *Percentage increase over prior year | | | 0.0% | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Sales - Water | | | 8.0% | | | 8.0% | 3.0% | 3.0% | 3.0% | 3.0% |
| User Fees | | | 3.0% | | | 3.0% | 3.0% | 3.0% | 3.0% | 3.0% |
| Requisition | | | 3.0% | | | 3.0% | 3.0% | 3.0% | 3.0% | 3.0% |
| Combined | | | 4.9% | | | 4.9% | 2.9% | 2.9% | 2.9% | 2.9% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.630 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Magic Lake Estates Water (Pender) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$155,000 | \$270,000 | \$222,000 | \$275,000 | \$860,000 | \$1,080,000 | \$2,707,000 | \$2,707,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$155,000 | \$270,000 | \$222,000 | \$275,000 | \$860,000 | \$1,080,000 | \$2,707,000 | \$2,707,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|
| Capital Funds on Hand | \$120,000 | \$120,000 | \$0 | \$0 | \$0 | \$0 | \$120,000 | \$120,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$200,000 | \$800,000 | \$1,000,000 | \$2,000,000 | \$2,000,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$35,000 | \$150,000 | \$222,000 | \$75,000 | \$60,000 | \$80,000 | \$587,000 | \$587,000 |
| | \$155,000 | \$270,000 | \$222,000 | \$275,000 | \$860,000 | \$1,080,000 | \$2,707,000 | \$2,707,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: _____ 2.630
 Service Name: _____ Magic Lake Estates Water (Pender)

| 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 |
| 21-04 | Renewal | Buck Lake Dam Repairs - Phase 1 | Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years. | \$ 202,000 | S | Res | \$ - | \$ - | \$ 22,000 | \$ - | \$ - | \$ - | \$ 22,000 |
| 21-04 | Renewal | | | | S | Cap | \$ 70,000 | \$ 70,000 | \$ - | \$ - | \$ - | \$ - | \$ 70,000 |
| 23-01 | Renewal | Decommission Magic Lake old Syphon and Replacement of CSP Spill Culverts - Engineering Assessment | Engineering assessment and coordination with Dam Safety Office to develop a plan for decommissioning of the old syphon and replacement of twin CSP spillway culverts. | \$ 35,000 | S | Res | \$ 35,000 | \$ - | \$ 35,000 | \$ - | \$ - | \$ - | \$ 35,000 |
| 23-02 | New | ISOPAC Permanent Handling & Storage | Permenant solution to reduce drum waste and reduce handing is required. | \$ 80,000 | S | Res | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 23-02 | New | | | | S | Cap | \$ 50,000 | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 26-01 | Renewal | Buck Lake Dam Repairs - Phase 2 | Conduct additional geotechnical investigations, seepage analysis, monitoring, tree removal and the next DSR (2029). | \$ 360,000 | S | Res | \$ - | \$ - | \$ 145,000 | \$ 75,000 | \$ 60,000 | \$ 80,000 | \$ 360,000 |
| 25-01 | Study | Captains Tank Upgrade - Concept Design | Initial budget is to conduct site reviews, options assessment, concept design and cost estimate for the replacement of Captains Tank. | \$ 30,000 | S | Res | \$ - | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| 26-02 | Replacement | WTP Process Pipe Condition Assessment | Conduct an updated condition assessment for process piping in the water treatment plant with potential spot repairs or maintenance. | \$ 100,000 | S | Res | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| 26-03 | Study | Alternative Approval Process | Conduct public consultation to inform strategies to borrow necessary future capital funds. | \$ 20,000 | S | Res | \$ - | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ 20,000 |
| 27-01 | Replacement | Water Main Replacement | Replacement of select watermains within the distribution network to address leaks and reduce non revenue water. | \$ 2,000,000 | S | Debt | \$ - | \$ - | \$ - | \$ 200,000 | \$ 800,000 | \$ 1,000,000 | \$ 2,000,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 2,827,000 | | | | \$ 270,000 | \$ 222,000 | \$ 275,000 | \$ 860,000 | \$ 1,080,000 | \$ 2,707,000 |

Service: 2.630 Magic Lake Estates Water (Pender)

| | | | | | |
|--------------------------|---|------------------------------|---------------------------------|------------------------------------|--|
| Project Number | 21-04 | Capital Project Title | Buck Lake Dam Repairs - Phase 1 | Capital Project Description | Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years. |
| Project Rationale | Resulting from the Hatch 2019 Dam Safety Review, funds are required to conduct additional inspections, minor dam repairs, and performance analysis. Phase 2 dam improvements to be completed in the following five years. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|---|------------------------------------|---|
| Project Number | 23-01 | Capital Project Title | Decommission Magic Lake old Syphon and Replacement of CSP Spill Culverts - Engineering Assessment | Capital Project Description | Engineering assessment and coordination with Dam Safety Office to develop a plan for decommissioning of the old syphon and replacement of twin CSP spillway culverts. |
| Project Rationale | The old syphon at Magic Lake is no longer required, and does not function. Funds are required to remove the overland and underwater pipe, and decommission the underground pipe. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|-------------------------------------|------------------------------------|---|
| Project Number | 23-02 | Capital Project Title | ISOPAC Permanent Handling & Storage | Capital Project Description | Permenant solution to reduce drum waste and reduce handing is required. |
| Project Rationale | Safety improvements to reduce Operator injury when handling the ISOPAC drums were carried out in 2019-2020. A permanent solution to reduce the use of drums which cannot be readily disposed of, was initiated in concept in 2024 and is anticipated to continue into 2025 for implementation. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|---------------------------------|------------------------------------|---|
| Project Number | 26-01 | Capital Project Title | Buck Lake Dam Repairs - Phase 2 | Capital Project Description | Conduct additional geotechnical investigations, seepage analysis, monitoring, tree removal and the next DSR (2029). |
| Project Rationale | Resulting from the Hatch 2019 Dam Safety Review, funds are required to conduct additional geotechnical investigations, seepage analysis and monitoring, tree removal, and the next Dam Safety Review (2029). | | | | |

Service: 2.630

Magic Lake Estates Water (Pender)

Project Number 25-01 **Capital Project Title** Captains Tank Upgrade - Concept Design **Capital Project Description** Initial budget is to conduct site reviews, options assessment, concept design and cost estimate for the replacement of Captains Tank.

Project Rationale Captains Tank is beyond it's service life. This initial budget is to conduct site reviews, options assessment, concept design and cost estimate for the replacement of Captains Tank.

Project Number 26-02 **Capital Project Title** WTP Process Pipe Condition Assessment **Capital Project Description** Conduct an updated condition assessment for process piping in the water treatment plant with potential spot repairs or maintenance.

Project Rationale Utilizing funding from previous settlement, allocate funding for further assessment and planning for process pipe repairs and possible replacement.

Project Number 26-03 **Capital Project Title** Alternative Approval Process **Capital Project Description** Conduct public consultation to inform strategies to borrow necessary future capital funds.

Project Rationale Funding to conduct an Alternative Approvals Process to solicit public approval to secure debt in order to carry out necessary future Capital improvements.

Project Number 27-01 **Capital Project Title** Water Main Replacement **Capital Project Description** Replacement of select watermains within the distribution network to address leaks and reduce non revenue water.

Project Rationale Interim budget to advance watermain replacements within the water system. Budget and prioritization will be further refined continually through planning and design.

**Magic Lake Water
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|--|------------------|------------------|----------------|----------------|------------------|------------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 22,911 | 4,796 | 24,796 | 84,796 | 144,796 | 204,796 |
| Capital Reserve Fund | 448,592 | 438,592 | 289,177 | 312,427 | 410,947 | 524,282 |
| Capital Reserve Fund - Settlement Fund | 674,487 | 574,487 | 574,487 | 574,487 | 574,487 | 574,487 |
| Total | 1,145,989 | 1,017,874 | 888,459 | 971,709 | 1,130,229 | 1,303,564 |

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc.

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|------------------------------|--------|---------------|--|--|---------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 105212 | | | | | | |
| Beginning Balance | | 47,811 | 22,911 | 4,796 | 24,796 | 84,796 | 144,796 |
| Transfer from Ops Budget | | - | 26,885 | 60,000 | 60,000 | 60,000 | 60,000 |
| Transfer to Ops Budget | | - | (45,000) | (40,000) | - | - | - |
| Planned Maintenance Activity | | | Fire Hydrant Corrective Maintenance & WTP ROV inspection | Frigate & Captains Reservoir clean & inspection | | | |
| Deficit Recovery | | (27,172) | | | | | |
| Interest Income* | | 2,271 | | | | | |
| Ending Balance \$ | | 22,911 | 4,796 | 24,796 | 84,796 | 144,796 | 204,796 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund

Bylaw 1498

Reserve Cash Flow

| Fund: | 1024 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 101368 | | | | | | |
| Beginning Balance | | 531,782 | 448,592 | 438,592 | 289,177 | 312,427 | 410,947 |
| Transfer from Ops Budget | | - | 40,000 | 72,585 | 98,250 | 158,520 | 193,335 |
| Transfer to Cap Fund | | (105,000) | (50,000) | (222,000) | (75,000) | (60,000) | (80,000) |
| Transfer from Cap Fund | | 17 | | | | | |
| Interest Income* | | 21,793 | | | | | |
| Ending Balance \$ | | 448,592 | 438,592 | 289,177 | 312,427 | 410,947 | 524,282 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund (Settlement Funds)

Bylaw 1498

Reserve Cash Flow

| Fund: | 1024 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Fund Centre: | 102245 | | | | | | |
| Beginning Balance | | 644,468 | 674,487 | 574,487 | 574,487 | 574,487 | 574,487 |
| Transfer to Cap Fund | | - | (100,000) | - | - | - | - |
| Interest Income* | | 30,018 | | | | | |
| Ending Balance \$ | | 674,487 | 574,487 | 574,487 | 574,487 | 574,487 | 574,487 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Lyall Harbour Water

FINAL BUDGET

MARCH 2025

Service: 2.640 Lyall Harbour Boot Cove Water (Saturna)

Committee: Electoral Area

DEFINITION:

To provide and operate and maintain a domestic water supply and distribution system for the Saturna Island Water Supply and Distribution System Specified Area in the Lyall Harbour/Boot Cove district on Saturna Island. Bylaw No. 513 (November 22, 1978).

PARTICIPATION:

Specified Area #14 - G(764)

MAXIMUM LEVY:

Greater of \$150,000 or \$6.90 / \$1,000 on actual assessed value of land and improvements.

COMMITTEE:

Lyall Harbour/Boot Cove Water Committee established by Resolution - September 29, 1982

Lyall Harbour/Boot Cove Water Local Services Committee established by Bylaw No. 1875 (December 12, 1990)

FUNDING:

User Charge: Annual charge per single family equivalency unit connected to the system.

Parcel Tax: Annual charge levied only on properties capable of being connected to the system.

Connection Charges: Actual Cost + 15% Admin Fee (Minimum Connection \$400)

RESERVE FUND:

Bylaw No. 1785 (February 14, 1990)

| 2.640 - Lyall Harbour Water | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | | | |
|--------------------------------------|------------------|------------------|------------------|----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|--|--|
| | BOARD BUDGET | ESTIMATED ACTUAL | 2025 | | | | 2026 | 2027 | 2028 | 2029 | | |
| | | | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | | | | | | |
| <u>OPERATING COSTS</u> | | | | | | | | | | | | |
| Repairs & Maintenance | 25,660 | 12,000 | 5,830 | - | 16,500 | 22,330 | 5,950 | 6,070 | 6,200 | 6,330 | | |
| Allocations | 14,360 | 14,363 | 14,901 | - | - | 14,901 | 15,302 | 15,614 | 15,932 | 16,255 | | |
| Water Testing | 11,300 | 11,280 | 11,620 | - | - | 11,620 | 8,068 | 8,229 | 8,391 | 8,557 | | |
| Electricity | 3,760 | 3,760 | 3,870 | - | - | 3,870 | 3,950 | 4,030 | 4,110 | 4,190 | | |
| Supplies | 6,180 | 6,180 | 6,370 | - | - | 6,370 | 6,490 | 6,620 | 6,750 | 6,880 | | |
| Labour Charges | 130,580 | 163,000 | 136,580 | - | - | 136,580 | 139,310 | 142,100 | 144,940 | 147,840 | | |
| Other Operating Expenses | 13,018 | 17,858 | 18,760 | - | - | 18,760 | 19,453 | 20,187 | 20,975 | 21,811 | | |
| TOTAL OPERATING COSTS | 204,858 | 228,441 | 197,931 | - | 16,500 | 214,431 | 198,523 | 202,850 | 207,298 | 211,863 | | |
| *Percentage Increase over prior year | | | -3.4% | | 8.1% | 4.7% | -7.4% | 2.2% | 2.2% | 2.2% | | |
| | 184,858 | | | | | | | | | | | |
| <u>DEBT / RESERVES</u> | | | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 27,460 | 10,000 | 25,000 | - | - | 25,000 | 25,000 | 22,000 | 22,000 | 20,000 | | |
| Transfer to Capital Reserve Fund | 25,680 | 8,097 | 40,000 | - | - | 40,000 | 39,880 | 48,350 | 51,840 | 43,080 | | |
| MFA Debt Reserve Fund | 1,020 | 140 | 80 | 4,600 | - | 4,680 | 910 | 580 | 2,580 | 5,080 | | |
| MFA Debt Principal | 22,148 | 22,148 | 9,663 | - | - | 9,663 | 11,654 | 13,756 | 15,023 | 21,357 | | |
| MFA Debt Interest | 8,853 | 7,929 | 1,152 | 5,233 | - | 6,385 | 21,843 | 25,132 | 29,532 | 43,282 | | |
| TOTAL DEBT / RESERVES | 85,161 | 48,314 | 75,895 | 9,833 | - | 85,728 | 99,287 | 109,818 | 120,975 | 132,799 | | |
| TOTAL COSTS | 290,019 | 276,755 | 273,826 | 9,833 | 16,500 | 300,159 | 297,810 | 312,668 | 328,273 | 344,662 | | |
| *Percentage Increase over prior year | | | -5.6% | 3.4% | 5.7% | 3.5% | -0.8% | 5.0% | 5.0% | 5.0% | | |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (20,000) | (3,500) | - | - | (16,500) | (16,500) | - | - | - | - | | |
| User Charges | (128,315) | (131,410) | (134,860) | - | - | (134,860) | (141,600) | (148,680) | (156,110) | (163,920) | | |
| Grants in Lieu of Taxes | (768) | (769) | (790) | - | - | (790) | (810) | (830) | (850) | (870) | | |
| Other Revenue | (240) | (380) | (180) | - | - | (180) | (180) | (180) | (180) | (180) | | |
| TOTAL REVENUE | (149,323) | (136,059) | (135,830) | - | (16,500) | (152,330) | (142,590) | (149,690) | (157,140) | (164,970) | | |
| REQUISITION - PARCEL TAX | (140,696) | (140,696) | (137,996) | (9,833) | - | (147,829) | (155,220) | (162,978) | (171,133) | (179,692) | | |
| *Percentage increase over prior year | | | | | | | | | | | | |
| User Fees | | | 5.1% | | | 5.1% | 5.0% | 5.0% | 5.0% | 5.0% | | |
| Requisition | | | -1.9% | 7.0% | | 5.1% | 5.0% | 5.0% | 5.0% | 5.0% | | |
| Combined | | | 1.4% | 3.7% | | 5.1% | 5.0% | 5.0% | 5.0% | 5.0% | | |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.640 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Lyall Harbour Boot Cove Water (Sa | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|-----------------|-----------------|------------------|------------------|-----|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$58,000 | \$0 | \$58,000 | \$0 | \$0 | \$0 | \$0 | \$58,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$315,000 | \$780,000 | \$25,000 | \$50,000 | \$270,000 | \$500,000 | | \$1,625,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| | \$373,000 | \$780,000 | \$83,000 | \$50,000 | \$270,000 | \$500,000 | | \$1,683,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|-----------------|-----------------|------------------|------------------|-----|--------------------|
| Capital Funds on Hand | \$270,000 | \$270,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$270,000 |
| Debenture Debt (New Debt Only) | \$58,000 | \$460,000 | \$83,000 | \$50,000 | \$250,000 | \$500,000 | | \$1,343,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$30,000 | \$30,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$30,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$15,000 | \$20,000 | \$0 | \$0 | \$20,000 | \$0 | \$0 | \$40,000 |
| | | | | | | | | |
| | \$373,000 | \$780,000 | \$83,000 | \$50,000 | \$270,000 | \$500,000 | | \$1,683,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 2.640

Service Name Lyall Harbour Boot Cove Water (Saturna)

| 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 |
| 19-01 | Replacement | Air Valve Replacement - Ph 2 | Replace aging air valves that are a safety concern. | \$ 20,000 | E | Debt | \$ 20,000 | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ 20,000 |
| 19-03 | Replacement | Standpipe and Valve Replacement | Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable | \$ 8,000 | E | Debt | \$ 8,000 | \$ - | \$ 8,000 | \$ - | \$ - | \$ - | \$ 8,000 |
| 19-04 | New | Alternative Approval Process | Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds. If the grant is not successful. | \$ 20,000 | S | Res | \$ 15,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 19-05 | New | Autoflush Installation | Install 3 autoflushes within the water distribution system to maintain distribution water quality. | \$ 20,000 | E | Debt | \$ 20,000 | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ 20,000 |
| 20-02 | New | Raw Water Turbidity Meter | Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP. | \$ 10,000 | E | Debt | \$ 10,000 | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ 10,000 |
| 22-01 | New | Install Larger Supply Line to Tank | Construct a larger supply line to the tank to improve system reliability and operation. | \$ 300,000 | S | Debt | \$ - | \$ - | \$ - | \$ 50,000 | \$ 250,000 | \$ - | \$ 300,000 |
| 22-02 | Renewal | Dam Improvement and Regulatory Requirements | Dam Safety Review (DSR) update and Money Lake Dam safety improvements based on the results of the DSR report. | \$ 750,000 | S | Cap | \$ 270,000 | \$ 270,000 | \$ - | \$ - | \$ - | \$ - | \$ 270,000 |
| 22-02 | Renewal | | Currently unfunded portion of dam safety improvements (budget estimate to be further refined). | | S | Debt | \$ - | \$ 360,000 | \$ - | \$ - | \$ - | \$ - | \$ 360,000 |
| 24-01 | Replacement | Culvert Replacement for the Water Service | Saturna Island - Harris Road - Culvert Replacement for the Water Service | \$ 30,000 | S | Grant | \$ 30,000 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| 25-01 | New | New Ground Water Well Assessment | Groundwater quantity and quality testing for feasibility to incorporate into the water system. | \$ 100,000 | S | Debt | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| 26-01 | Study | Storage Tank condition assessment and repair details | Assess leaks in storage tank and develop a repair detail. | \$ 25,000 | S | Debt | \$ - | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ 25,000 |
| 28-01 | New | Alternative Approval Process | Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds (29-01) | \$ 20,000 | S | Res | \$ - | \$ - | \$ - | \$ - | \$ 20,000 | \$ - | \$ 20,000 |
| 29-01 | Replacement | Water System Improvements | Future improvements to improve water quality. Project will be further refined following the results of the ground water assessment and additional asset management. | \$ 500,000 | S | Debt | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500,000 | \$ 500,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 1,803,000 | | | \$ 373,000 | \$ 780,000 | \$ 83,000 | \$ 50,000 | \$ 270,000 | \$ 500,000 | \$ 1,683,000 |

Service: **2.640** **Lyll Harbour Boot Cove Water (Saturna)**

Project Number 19-01

Capital Project Title Air Valve Replacement - Ph 2

Capital Project Description

Replace aging air valves that are a safety concern.

Project Rationale The air valves are 35 years old and are corroded, giving rise to safety concerns.

Project Number 19-03

Capital Project Title Standpipe and Valve Replacement

Capital Project Description

Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable

Project Rationale The standpipe valves at 119 and 155 East Point Road are seized and inoperable. Therefore, the operators cannot use them for flushing or draining of the mains. It is proposed the valves and corroded 50mm supply line to the standpipe be replaced. The scope of work and material pricing was re-evaluated in 2016. It was determined that the budget needed to be increased from \$5,000 to \$8,000 to accommodate the required works.

Project Number 19-04

Capital Project Title Alternative Approval Process

Capital Project Description

Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds. If the grant is not successful.

Project Rationale Future required projects to maintain public safety and level of service require funding in excess of current projected reserve balance. Future funding will be for improvements the Water Treatment Plant to increase reliability and optimize for improved operations, conducting a regulatory requirement for a dam safety review and construct a larger supply line to the storage tank. Funding is required to undertake public consultation to inform borrow strategies and conduct a referendum.

Project Number 19-05

Capital Project Title Autoflush Installation

Capital Project Description

Install 3 autoflushes within the water distribution system to maintain distribution water quality.

Project Rationale Three water mains require frequent flushing to maintain disinfectant residuals and water quality. Flushing requires operator time which can be utilized conducting other maintenance tasks. Funds are required to construct 3 autoflushes.

Service:

2.640

Lyall Harbour Boot Cove Water (Saturna)

Project Number 20-02

Capital Project Title Raw Water Turbidity Meter

Capital Project Description

Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.

Project Rationale Install a new turbidity meter in the raw water line to aid in operation of the WTP.

Project Number 22-01

Capital Project Title Install Larger Supply Line to Tank

Capital Project Description

Construct a larger supply line to the tank to improve system reliability and operation.

Project Rationale The supply line to the tank is undersized, installation of a larger supply line will improve operation. Funding is required to construct a larger supply line to the tank.

Project Number 22-02

Capital Project Title Dam Improvement and Regulatory Requirements

Capital Project Description

Dam Safety Review (DSR) update and Money Lake Dam safety improvements based on the results of the DSR report.

Project Rationale Conduct Dam Safety Review (DSR) report to meet regulatory requirements. Seismic assessment and infiltration assessment. Design and implementation of dam improvements.

Project Number 24-01

Capital Project Title Culvert Replacement for the Water Service

Capital Project Description

Saturna Island - Harris Road - Culvert Replacement for the Water Service

Project Rationale Culvert replacement through coordination with Ministry of Transportation.

Service: **2.640** **Lyall Harbour Boot Cove Water (Saturna)**

Project Number 25-01

Capital Project Title New Ground Water Well Assessment

Capital Project Description Groundwater quantity and quality testing for feasibility to incorporate into the water system.

Project Rationale Conduct hydrogeological assessments nad water quality testing of the newly acquired groundwater well.

Project Number 26-01

Capital Project Title Storage Tank condition assessment and repair details

Capital Project Description Assess leaks in storage tank and develop a repair detail.

Project Rationale Engineering condition assessment of the storage tank and known leak points to try and develop effective repair details.

Project Number 28-01

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 (29-01)

Project Rationale AAP for future projects.

Project Number 29-01

Capital Project Title Water System Improvements

Capital Project Description Future improvements to improve water quality. Project will be further refined following the results of the ground water assessment and additional asset management.

Project Rationale Asset management report card provided in 2023 indicated the aging infrastructure and high upcoming renewal costs. Temporary placeholder budget with project requirements to be further refined with ongoing asset management planning.

Lyall Harbour Water
Reserve Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 15,576 | 24,076 | 49,076 | 71,076 | 93,076 | 113,076 |
| Capital Reserve Fund | 44,645 | 64,645 | 104,525 | 152,875 | 184,715 | 227,795 |
| Total | 60,221 | 88,721 | 153,601 | 223,951 | 277,791 | 340,871 |

Reserve Schedule

Reserve Fund: 2.640 Lyall Harbour Water System - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, filter media replacement etc.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105213 | Actual | Budget | | | | |
|---------------------------------|----------------|--------------------------|--------------------------|---------------|---------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 6,497 | 15,576 | 24,076 | 49,076 | 71,076 | 93,076 |
| Transfer from Ops Budget | | 12,166 | 25,000 | 25,000 | 22,000 | 22,000 | 20,000 |
| Transfer to Ops Budget | | (3,500) | (16,500) | - | - | - | - |
| Planned Maintenance Activity | | Replace filtration Media | Replace Filtration Media | | | | |
| Interest Income* | | 413 | | | | | |
| Ending Balance \$ | | 15,576 | 24,076 | 49,076 | 71,076 | 93,076 | 113,076 |

Assumptions/Background:

Set level of transfers in order to avoid spikes in requisition resulting from unforeseen breakdowns in water infrastructure

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.640 Lyall Harbour Water System - Capital Reserve Fund - Bylaw 1785

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

Reserve Cash Flow

| Fund: Fund Centre: | 1025 101369 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|----------------|----------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 34,808 | 44,645 | 64,645 | 104,525 | 152,875 | 184,715 |
| Transfer from Ops Budget | | 8,097 | 40,000 | 39,880 | 48,350 | 51,840 | 43,080 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | - | (20,000) | - | - | (20,000) | - |
| Interest Income* | | 1,740 | | | | | |
| Ending Balance \$ | | 44,645 | 64,645 | 104,525 | 152,875 | 184,715 | 227,795 |

Assumptions/Background:

To fully fund capital expenditure plan

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Skana Water (Mayne)

FINAL BUDGET

MARCH 2025

Service: 2.642 Skana Water (Mayne)

Committee: Electoral Area

DEFINITION:

To provide for the construction of water supply and distribution facilities for Skana Water Service Area.
Bylaw No. 3089 (November 12, 2003).

PARTICIPATION:

Southern Gulf Islands Skana Water Service Area #47, U(764)

MAXIMUM LEVY:

Greater of \$54,100 or \$9.65 / \$1,000 of actual assessed value of land and improvements.

COMMISSION:

Skana Water Service committee established by Bylaw # 3133 (Dec 10, 2003).

FUNDING:

User Charge: Annual charge per single family equivalency unit connected to the system.

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

Connection Charges: At cost or minimum of \$1,000.

RESERVE FUND:

Capital Reserve Fund, established by Bylaw # 3192 (July 14, 2004)
Operating Reserve Fund, established by Bylaw # 4144 (December 14, 2016)

| 2.642 - Skana Water (Mayne) | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|-----------------|------------------|-----------------|----------------|-----------------|-----------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2025 ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Operations Service Contract | 12,240 | 4,785 | 19,700 | - | - | 19,700 | 20,090 | 20,490 | 20,900 | 21,320 |
| Repairs & Maintenance | 7,290 | 7,290 | 1,330 | - | 10,000 | 11,330 | 1,360 | 7,510 | 1,550 | 11,790 |
| Allocations | 6,405 | 6,405 | 6,747 | - | - | 6,747 | 6,910 | 7,047 | 7,189 | 7,332 |
| Water Testing | 3,510 | 3,510 | 3,600 | - | - | 3,600 | 3,289 | 3,357 | 3,426 | 3,495 |
| Electricity | 3,300 | 4,030 | 3,400 | - | - | 3,400 | 3,470 | 3,540 | 3,610 | 3,680 |
| Supplies | 780 | 2,220 | 810 | - | - | 810 | 820 | 830 | 840 | 850 |
| Labour Charges | 25,540 | 36,600 | 26,710 | - | - | 26,710 | 27,240 | 27,780 | 28,340 | 28,910 |
| Other Operating Expenses | 3,450 | 3,390 | 3,510 | - | - | 3,510 | 3,637 | 3,772 | 3,917 | 4,083 |
| TOTAL OPERATING COSTS | 62,515 | 68,230 | 65,807 | - | 10,000 | 75,807 | 66,816 | 74,326 | 69,772 | 81,460 |
| *Percentage Increase over prior year | | | 5.3% | | 16.0% | 21.3% | -11.9% | 11.2% | -6.1% | 16.8% |
| <u>DEBT / CAPITAL /RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 9,000 | 9,000 | 9,000 | - | - | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| Transfer to Capital Reserve Fund | 25,325 | 20,844 | 26,445 | - | - | 26,445 | 27,285 | 28,550 | 32,790 | 34,980 |
| MFA Debt Principal | - | - | - | - | - | - | 1,750 | 27,824 | 28,874 | 30,624 |
| MFA Debt Interest | - | - | - | 569 | - | 569 | 10,470 | 35,385 | 36,925 | 39,675 |
| MFA Debt Reserve Fund | - | - | - | 500 | - | 500 | 7,450 | 300 | 500 | 1,000 |
| TOTAL DEBT / RESERVES | 34,325 | 29,844 | 35,445 | 1,069 | - | 36,514 | 55,955 | 101,059 | 108,089 | 115,279 |
| TOTAL COSTS | 96,840 | 98,074 | 101,252 | 1,069 | 10,000 | 112,321 | 122,771 | 175,385 | 177,861 | 196,739 |
| *Percentage Increase over prior year | | | 4.6% | 1.1% | 10.3% | 16.0% | 9.3% | 42.9% | 1.4% | 10.6% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (6,000) | (6,000) | - | - | (10,000) | (10,000) | - | (6,000) | - | (10,000) |
| User Charges | (64,160) | (65,394) | (73,780) | - | - | (73,780) | (88,536) | (122,180) | (128,290) | (134,700) |
| Other Revenue | (100) | (100) | (100) | - | - | (100) | (102) | (101) | (110) | (110) |
| TOTAL REVENUE | (70,260) | (71,494) | (73,880) | - | (10,000) | (83,880) | (88,638) | (128,281) | (128,400) | (144,810) |
| REQUISITION - PARCEL TAX | (26,580) | (26,580) | (27,372) | (1,069) | - | (28,441) | (34,133) | (47,104) | (49,461) | (51,929) |
| *Percentage increase over prior year | | | | | | | | | | |
| User Fees | | | 15.0% | | | 15.0% | 20.0% | 38.0% | 5.0% | 5.0% |
| Requisition | | | 3.0% | 4.0% | | 7.0% | 20.0% | 38.0% | 5.0% | 5.0% |
| Combined | | | 11.5% | 1.2% | | 12.7% | 20.0% | 38.0% | 5.0% | 5.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|----------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.642 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Skana Water (Mayne) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|-----------------|------------------|------------------|-----------------|-----------------|------------------|------------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$10,000 | \$60,000 | \$740,000 | \$0 | \$0 | \$0 | \$0 | \$800,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$27,000 | \$42,000 | \$35,000 | \$30,000 | \$65,000 | \$100,000 | \$100,000 | \$272,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| | \$37,000 | \$102,000 | \$775,000 | \$30,000 | \$65,000 | \$100,000 | \$100,000 | \$1,072,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|------------------|------------------|-----------------|-----------------|------------------|------------------|--------------------|
| Capital Funds on Hand | \$27,000 | \$27,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$27,000 |
| Debenture Debt (New Debt Only) | \$0 | \$50,000 | \$745,000 | \$30,000 | \$50,000 | \$100,000 | \$100,000 | \$975,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$10,000 | \$25,000 | \$30,000 | \$0 | \$15,000 | \$0 | \$0 | \$70,000 |
| | | | | | | | | |
| | \$37,000 | \$102,000 | \$775,000 | \$30,000 | \$65,000 | \$100,000 | \$100,000 | \$1,072,000 |

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 2.642
 Service Name: Skana Water (Mayne)

| 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 |
| 17-03 | New | Alternative Approval Process | Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for storage tank replacement and well protection upgrades. | \$ 15,000 | S | Res | \$ - | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |
| 17-04 | Renewal | Well #8 Upgrade | Conduct well improvements including new well liner, replacement of well seal and investigations into future SCADA automation; relocate first customer service line to achieve proper CT. | \$ 40,000 | S | Cap | \$ 25,000 | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 18-01 | Replacement | Storage Tank Replacement | Replace the existing storage tanks subject to options assessment. | \$ 750,000 | E | Debt | \$ - | \$ 50,000 | \$ 700,000 | \$ - | \$ - | \$ - | \$ 750,000 |
| 23-01 | Renewal | Well Protection Upgrades | Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields. | \$ 35,000 | S | Debt | \$ - | \$ - | \$ 5,000 | \$ 30,000 | \$ - | \$ - | \$ 35,000 |
| 24-01 | New | Source Water Surveillance | Design and install new well surveillance and water monitoring hardware to record and predict water issues. | \$ 50,000 | E | Res | \$ 10,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| 24-01 | New | | | | E | Debt | | \$ - | \$ 40,000 | \$ - | \$ - | \$ - | \$ 40,000 |
| 24-02 | Study | Storage Tank Options Assessment | Assess material options and cost estimate for storage tank replacements. | \$ 20,000 | S | Cap | \$ 2,000 | \$ 2,000 | \$ - | \$ - | \$ - | \$ - | \$ 2,000 |
| 25-01 | Replacement | Water Sample Station Improvements | Replacement of the three dead end flush points with below grade flush points. | \$ 30,000 | S | Res | \$ - | \$ - | \$ 30,000 | \$ - | \$ - | \$ - | \$ 30,000 |
| 28-01 | New | Alternative Approval Process | Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for watermain replacement program. | \$ 15,000 | S | Res | \$ - | \$ - | \$ - | \$ - | \$ 15,000 | \$ - | \$ 15,000 |
| 28-02 | Replacement | Watermain Replacement Program | Budget to initiate a watermain replacement program. | \$ 3,000,000 | S | Debt | \$ - | \$ - | \$ - | \$ - | \$ 50,000 | \$ 100,000 | \$ 150,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | Grand Total | \$ 3,955,000 | | | | \$ 102,000 | \$ 775,000 | \$ 30,000 | \$ 65,000 | \$ 100,000 | \$ 1,072,000 |

Service: 2.642 Skana Water (Mayne)

Project Number 17-03 **Capital Project Title** Alternative Approval Process **Capital Project Description** Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for storage tank replacement and well protection upgrades.

Project Rationale A loan will be required to fund the storage tank replacement any other capital work which will cannot be included under the capital reserve fund. The proposed loan will required public engagement for authorization.

Project Number 17-04 **Capital Project Title** Well #8 Upgrade **Capital Project Description** Conduct well improvements including new well liner, replacement of well seal and investigations into future SCADA automation; relocate first customer service line to achieve proper CT.

Project Rationale A recent inspection of Well #8 identified a number of deficiencies. Recommended improvements include the installation of new well liner, replacement of the well seal, and other associated minor improvements to protect it from surface runoff.

Project Number 18-01 **Capital Project Title** Storage Tank Replacement **Capital Project Description** Replace the existing storage tanks subject to options assessment.

Project Rationale The existing storage tanks are at the end of their design life and do not meet seismic requirements. It is proposed to replace the existing tanks with a bolted steel tank.

Project Number 23-01 **Capital Project Title** Well Protection Upgrades **Capital Project Description** Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.

Project Rationale Funds are required to carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.

Service: 2.642 Skana Water (Mayne)

| | | | | | |
|--------------------------|--|------------------------------|---------------------------|------------------------------------|--|
| Project Number | 24-01 | Capital Project Title | Source Water Surveillance | Capital Project Description | Design and install new well surveillance and water monitoring hardware to record and predict water issues. |
| Project Rationale | Design and install new well surveillance and water monitoring hardware to record and predict water issues. | | | | |

| | | | | | |
|--------------------------|---|------------------------------|---------------------------------|------------------------------------|--|
| Project Number | 24-02 | Capital Project Title | Storage Tank Options Assessment | Capital Project Description | Assess material options and cost estimate for storage tank replacements. |
| Project Rationale | Initial budget to revisit previous correspondence regarding storage tank replacements, conduct options assessment on tank replacement options and prepare an updated Class D cost estimate. | | | | |

| | | | | | |
|--------------------------|---|------------------------------|-----------------------------------|------------------------------------|---|
| Project Number | 25-01 | Capital Project Title | Water Sample Station Improvements | Capital Project Description | Replacement of the three dead end flush points with below grade flush points. |
| Project Rationale | Opportunity to improve Waugh Rd, Aya Reach and Skana Gate dead end points that are nearing end of life. The revised configuration should be designed to reduce the risk of groundwater intrusion with consideration for replacement to below grade flush points with separate sample ports. | | | | |

| | | | | | |
|--------------------------|-----------------------|------------------------------|------------------------------|------------------------------------|--|
| Project Number | 28-01 | Capital Project Title | Alternative Approval Process | Capital Project Description | Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for watermain replacement program |
| Project Rationale | AAP for project 28-02 | | | | |

Service: 2.642 Skana Water (Mayne)

| | | | | | |
|-----------------------|-------|------------------------------|-------------------------------|------------------------------------|---|
| Project Number | 28-02 | Capital Project Title | Watermain Replacement Program | Capital Project Description | Budget to initiate a watermain replacement program. |
|-----------------------|-------|------------------------------|-------------------------------|------------------------------------|---|

Project Rationale Interim budget to advance watermain replacements within the water system. Budget and prioritization will be further refined continually through planning and design.

Skana Water Reserves
 Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|---------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 10,311 | 9,311 | 18,311 | 21,311 | 30,311 | 29,311 |
| Capital Reserve Fund | 30,151 | 31,596 | 28,881 | 57,431 | 75,221 | 110,201 |
| Total | 40,462 | 40,907 | 47,192 | 78,742 | 105,532 | 139,512 |

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Operating Reserve Fund

Bylaw 4144

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105214 | Actual | Budget | | | | |
|---------------------------------|----------------|---|-------------------------------------|---------------|---|---------------|-------------------------------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 15,572 | 10,311 | 9,311 | 18,311 | 21,311 | 30,311 |
| Transfer from Ops Budget | | - | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| Expenditures | | (6,000) | (10,000) | - | (6,000) | - | (10,000) |
| Planned Maintenance Activity | | Reservoir cleaning and inspection | Water System Flushing Program | | Reservoir cleaning and inspection | | Water System Flushing Program |
| Interest Income* | | 738 | | | | | |
| Ending Balance \$ | | 10,311 | 9,311 | 18,311 | 21,311 | 30,311 | 29,311 |

Assumptions/Backgrounds:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Capital Reserve Fund

Bylaw 3192

Reserve Cash Flow

| Fund: 1067 Fund Centre: 101849 | Actual | Budget | | | | |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 30,088 | 30,151 | 31,596 | 28,881 | 57,431 | 75,221 |
| Transfer from Ops Budget | 17,637 | 26,445 | 27,285 | 28,550 | 32,790 | 34,980 |
| Transfer to Cap Fund | (20,000) | (25,000) | (30,000) | - | (15,000) | - |
| Transfer from Cap Fund | 1,185 | | | | | |
| Interest Income* | 1,241 | | | | | |
| Ending Balance \$ | 30,151 | 31,596 | 28,881 | 57,431 | 75,221 | 110,201 |

Assumptions/Backgrounds:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Sticks Allison Water

FINAL BUDGET

MARCH 2025

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Sticks Allison Water Area. The service is to supply, treat, convey, store and distribute water. Local Service Area Bylaw No.2556 (January 28, 1998).

PARTICIPATION:

Local Service Area

MAXIMUM LEVY:

Greater of \$18,700 or \$2.27 / \$1,000 of actual assessed value of land and improvements.

COMMISSION:

Sticks Allison Local Service Committee established by Bylaw No. 2558.

FUNDING:

User Charge: Annual charge per single family equivalency unit connected to the system.
Excess Consumption Fee-for metered water use per service connection in excess of 90 cubic metres per three months: \$5.00 per cubic metre

Parcel Tax: Annual parcel tax levied only on properties capable of being connected to the system, and participating in debt servicing.

Connection Charges: Actual cost plus 15% administration fee - minimum connection of \$400

RESERVE FUND:

Capital Reserve Fund - Bylaw No. 2740.
Operating Reserve Fund - Bylaw No. 4144.

| 2.665 - Sticks Allison Water | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|-----------------|------------------|-----------------|----------|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| OPERATING COSTS | | | | | | | | | | |
| Repairs & Maintenance | 8,060 | 9,380 | 1,090 | - | 10,000 | 11,090 | 1,100 | 1,110 | 1,120 | 8,130 |
| Allocations | 3,723 | 3,723 | 4,037 | - | - | 4,037 | 4,150 | 4,235 | 4,322 | 4,410 |
| Water Testing | 2,314 | 2,400 | 2,400 | - | - | 2,400 | 1,981 | 2,021 | 2,061 | 2,101 |
| Electricity | 2,500 | 1,600 | 2,200 | - | - | 2,200 | 2,240 | 2,280 | 2,330 | 2,380 |
| Supplies | 730 | 850 | 750 | - | - | 750 | 760 | 770 | 780 | 790 |
| Labour Charges | 40,690 | 40,690 | 42,560 | - | - | 42,560 | 43,410 | 44,280 | 45,170 | 46,070 |
| Other Operating Expenses | 4,260 | 4,130 | 4,088 | - | - | 4,088 | 4,209 | 4,331 | 4,463 | 4,597 |
| TOTAL OPERATING COSTS | 62,277 | 62,773 | 57,125 | - | 10,000 | 67,125 | 57,850 | 59,027 | 60,246 | 68,478 |
| *Percentage Increase over prior year | | | -8.3% | | 16.1% | 7.8% | -13.8% | 2.0% | 2.1% | 13.7% |
| DEBT/RESERVES | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 5,250 | 7,075 | 6,775 | - | - | 6,775 | 6,795 | 7,000 | 7,000 | 7,000 |
| Transfer to Capital Reserve Fund | 8,250 | 8,250 | 11,000 | - | - | 11,000 | 12,480 | 13,390 | 15,315 | 17,980 |
| MFA Debt Reserve Fund | - | - | - | - | - | - | - | - | - | 500 |
| MFA Debt Principal | - | - | - | - | - | - | - | - | - | - |
| MFA Debt Interest | - | - | - | - | - | - | - | - | - | 550 |
| TOTAL DEBT / RESERVES | 13,500 | 15,325 | 17,775 | - | - | 17,775 | 19,275 | 20,390 | 22,315 | 26,030 |
| TOTAL COSTS | 75,777 | 78,098 | 74,900 | - | 10,000 | 84,900 | 77,125 | 79,417 | 82,561 | 94,508 |
| *Percentage Increase over prior year | | | -1.2% | | 13.2% | 12.0% | -9.2% | 3.0% | 4.0% | 14.5% |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (7,000) | (7,000) | - | - | (10,000) | (10,000) | - | - | - | (7,000) |
| Sales - Water | (600) | (600) | (600) | - | - | (600) | (600) | (600) | (600) | (600) |
| User Charges | (62,977) | (62,977) | (68,640) | - | - | (68,640) | (70,700) | (72,820) | (75,730) | (80,310) |
| Other Revenue | (100) | (2,421) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (70,677) | (72,998) | (69,340) | - | (10,000) | (79,340) | (71,400) | (73,520) | (76,430) | (88,010) |
| REQUISITION - PARCEL TAX | (5,100) | (5,100) | (5,560) | - | - | (5,560) | (5,725) | (5,897) | (6,131) | (6,498) |
| *Percentage increase over prior year | | | | | | | | | | |
| Sales | | | 0.0% | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| User Fee | | | 9.0% | | | 9.0% | 3.0% | 3.0% | 4.0% | 6.0% |
| Requisition | | | 9.0% | | | 9.0% | 3.0% | 3.0% | 4.0% | 6.0% |
| Combined | | | 8.9% | | | 8.9% | 3.0% | 3.0% | 4.0% | 6.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|---------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.665 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Sticks Allison Water (Galiano) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$5,000 | \$5,000 | \$30,000 | \$30,000 | \$20,000 | \$50,000 | \$135,000 | \$135,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$5,000 | \$5,000 | \$30,000 | \$30,000 | \$20,000 | \$50,000 | \$135,000 | \$135,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$50,000 | \$50,000 | \$50,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$30,000 | \$0 | \$0 | \$0 | \$30,000 | \$30,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$5,000 | \$5,000 | \$0 | \$30,000 | \$20,000 | \$0 | \$55,000 | \$55,000 |
| | \$5,000 | \$5,000 | \$30,000 | \$30,000 | \$20,000 | \$50,000 | \$135,000 | \$135,000 |

Definitions for the 5-year Capital Plan

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

Service: 2.665 Sticks Allison Water (Galiano)

Project Number 22-01

Capital Project Title Service Line Replacement (Provisional)

Capital Project Description Replace failed/leaking service lines when required

Project Rationale Budget available as required to replace failed/leaking service lines that may arise.

Project Number 25-01

Capital Project Title Source Water Protection

Capital Project Description Level monitoring and magnetic flow meter for better water source monitoring and alarming through SCADA.

Project Rationale Better monitoring and resiliency against drought and other water quantity concerns.

Project Number 27-01

Capital Project Title Minor Site Improvements

Capital Project Description Smaller scale improvements as identified for replacement by operations.

Project Rationale Small scale improvements including, replacement of existing 50mm galvanized pipe between WTP and Distribution System, relocation of sample analyzer, installation of level indicator outside of reservoir tank to read level during power outages.

Project Number 27-02

Capital Project Title Alternative Approval Process

Capital Project Description Undertake an alternative approval process to borrow funds to carry out water system improvements in future years.

Project Rationale Debt authorization is required to conduct an alternative approval process for future funding of water system improvements including water main replacement.

Service:

2.665

Sticks Allison Water (Galiano)

Project Number 28-01

Capital Project Title Watermain Replacement Program

Capital Project Description

Initial budget to commence the watermain replacement program.

Project Rationale Interim budget to advance watermain replacements within the water system. Budget and prioritization will be further refined continually through planning and design.

**Sticks Allison Reserves
 Summary Schedule
 2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 19,053 | 15,828 | 22,623 | 29,623 | 36,623 | 36,623 |
| Capital Reserve Fund | 34,508 | 40,508 | 52,988 | 36,378 | 31,693 | 49,673 |
| Total | 53,561 | 56,336 | 75,611 | 66,001 | 68,316 | 86,296 |

Reserve Schedule

Reserve Fund: 2.665 - Sticks Allison Water - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and well inspections.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105215 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------------------------------|--|---------------|---------------|---------------|--|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 15,443 | 19,053 | 15,828 | 22,623 | 29,623 | 36,623 |
| Transfer from Ops Budget | | 9,987 | 6,775 | 6,795 | 7,000 | 7,000 | 7,000 |
| Expenditures | | (7,000) | (10,000) | - | - | - | (7,000) |
| Planned Maintenance Activity | | Reservoir cleaning & inspection | Leak risk investigation & provisional repairs | | | | Water Tank cleaning & inspection |
| Interest Income* | | 623 | | | | | |
| Ending Balance \$ | | 19,053 | 15,828 | 22,623 | 29,623 | 36,623 | 36,623 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.665 Sticks Allison Water - Capital Reserve Fund - Bylaw 2740

To provide for capital expenditures or in respect of capital projects and to provide redemption of debentures issued.

Reserve Cash Flow

| Fund: Fund Centre: | 1068 101890 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 25,053 | 34,508 | 40,508 | 52,988 | 36,378 | 31,693 |
| Transfer from Ops Budget | | 8,250 | 11,000 | 12,480 | 13,390 | 15,315 | 17,980 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | - | (5,000) | - | (30,000) | (20,000) | - |
| Interest Income* | | 1,205 | | | | | |
| Ending Balance \$ | | 34,508 | 40,508 | 52,988 | 36,378 | 31,693 | 49,673 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Surfside Park Estates (Mayne)

FINAL BUDGET

MARCH 2025

Service: 2.667 Surfside Park Estates (Mayne)

Committee: Electoral Area

DEFINITION:

To provide for the construction of water supply and distribution facilities for the Surfside Park Estates Water Service Area.
Bylaw No. 3087 (November 12, 2003).

PARTICIPATION:

The Southern Gulf Islands Surfside Park Estates Water Service Area #46, V(764).

MAXIMUM LEVY:

Greater of \$79,500 or \$13.97 / \$1,000 on actual assessed value of land and improvements.

COMMISSION:

Surfside Park Estates Water Service committee established by Bylaw No 3131 (June 14, 2004)

FUNDING:

User charge: Annual charge per single family equivalency unit connected to the system.

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

Connection Charge: Actual Cost + 15% Admin fee (minimum connection \$400)

RESERVE:

Capital Reserve Fund, established by Bylaw # 3191 (July 16, 2004)
Operating Reserve Fund, established by Bylaw # 4144 (December 14, 2016)

2.667 - Surfside Park Estates (Mayne)

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|------------------|------------------|------------------|----------------|----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Operations Services Contract | 20,630 | 6,000 | 24,700 | - | - | 24,700 | 25,190 | 25,690 | 26,200 | 26,720 |
| Repairs & Maintenance | 6,030 | 7,400 | 6,210 | - | 5,000 | 11,210 | 6,330 | 6,450 | 13,570 | 6,700 |
| Allocations | 8,906 | 8,906 | 9,319 | - | - | 9,319 | 9,571 | 9,770 | 9,973 | 10,179 |
| Water Testing | 4,336 | 5,370 | 4,540 | - | - | 4,540 | 4,002 | 4,080 | 4,158 | 4,237 |
| Electricity | 4,330 | 6,000 | 5,500 | - | - | 5,500 | 5,610 | 5,720 | 5,830 | 5,950 |
| Supplies | 20,240 | 29,700 | 26,130 | - | - | 26,130 | 26,660 | 27,200 | 27,750 | 28,310 |
| Labour Charges | 37,100 | 79,000 | 38,810 | - | - | 38,810 | 39,590 | 40,380 | 41,190 | 42,010 |
| Other Operating Expenses | 11,000 | 13,740 | 12,181 | - | - | 12,181 | 12,530 | 12,896 | 13,287 | 13,706 |
| TOTAL OPERATING COSTS | 112,572 | 156,116 | 127,390 | - | 5,000 | 132,390 | 129,483 | 132,186 | 141,958 | 137,812 |
| *Percentage Increase over prior year | | | 13.2% | | 4.4% | 17.6% | -2.2% | 2.1% | 7.4% | -2.9% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 2,000 | - | 3,250 | - | - | 3,250 | 7,000 | 7,000 | 9,000 | 9,000 |
| Transfer to Capital Reserve Fund | 15,000 | - | 15,000 | - | - | 15,000 | 20,235 | 20,890 | 23,665 | 24,310 |
| MFA Debt Principal | - | - | - | - | - | - | 1,267 | 40,534 | 50,668 | 51,935 |
| MFA Debt Interest | - | - | - | 569 | - | 569 | 19,325 | 74,875 | 88,625 | 95,225 |
| MFA Debt Reserve Fund | - | - | - | 500 | - | 500 | 15,500 | 4,000 | 500 | 4,500 |
| TOTAL DEBT / RESERVES | 17,000 | - | 18,250 | 1,069 | - | 19,319 | 63,327 | 147,299 | 172,458 | 184,970 |
| TOTAL COSTS | 129,572 | 156,116 | 145,640 | 1,069 | 5,000 | 151,709 | 192,810 | 279,485 | 314,416 | 322,782 |
| *Percentage Increase over prior year | | | 12.4% | 0.8% | 3.9% | 17.1% | 27.1% | 45.0% | 12.5% | 2.7% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance CFW from 2024 to 2025 | - | (14,000) | - | - | 14,000 | 14,000 | - | - | - | - |
| Transfer from Operating Reserve Fund | - | (10,660) | - | - | (5,000) | (5,000) | - | - | (7,000) | - |
| User Charges | (104,852) | (104,852) | (118,480) | - | (11,500) | (129,980) | (155,980) | (226,171) | (248,789) | (261,231) |
| Other Revenue | (100) | (1,984) | (200) | - | - | (200) | (200) | (200) | (200) | (200) |
| TOTAL REVENUE | (104,952) | (131,496) | (118,680) | - | (2,500) | (121,180) | (156,180) | (226,371) | (255,989) | (261,431) |
| REQUISITION - PARCEL TAX | (24,620) | (24,620) | (26,960) | (1,069) | (2,500) | (30,529) | (36,630) | (53,114) | (58,427) | (61,351) |
| *Percentage increase over prior year | | | | | | | | | | |
| User Fee | | | 13.0% | 0.0% | 11.0% | 24.0% | 20.0% | 45.0% | 10.0% | 5.0% |
| Requisition | | | 9.5% | 4.3% | 10.2% | 24.0% | 20.0% | 45.0% | 10.0% | 5.0% |
| Combined | | | 12.3% | 0.9% | 10.8% | 24.0% | 20.0% | 45.0% | 10.0% | 5.0% |

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.667 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Surfside Park Estates (Mayne) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|-----------------|-----------------|--------------------|------------------|-----------------|------------------|--------------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$20,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$15,000 | \$72,500 | \$1,550,000 | \$400,000 | \$50,000 | \$450,000 | \$2,522,500 | \$2,522,500 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| | \$15,000 | \$92,500 | \$1,550,000 | \$400,000 | \$50,000 | \$450,000 | \$2,542,500 | \$2,542,500 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|-----------------|--------------------|------------------|-----------------|------------------|--------------------|--------------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$50,000 | \$1,550,000 | \$400,000 | \$50,000 | \$450,000 | \$2,500,000 | \$2,500,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$15,000 | \$42,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$42,500 |
| | | | | | | | | |
| | \$15,000 | \$92,500 | \$1,550,000 | \$400,000 | \$50,000 | \$450,000 | \$2,542,500 | \$2,542,500 |

Definitions for the 5-year Capital Plan

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

Service: 2.667 Surside Park Estates (Mayne)

Project Number 23-01

Capital Project Title Alternative Approval Process

Capital Project Description

Undertake an alternative approval process to borrow funds to carry out water system improvements in future years.

Project Rationale Funds are required to conduct an alternative approval process for future funding of water system improvements including storage tank and water main replacement.

Project Number 24-01

Capital Project Title Wood Dale Drive Water Main Replacement

Capital Project Description

Replace approximately 200 m of leaking water main along Wood Dale Drive.

Project Rationale Funds are required to replace approximately 200 m of 150 mm diameter PVC water main that is leaking along Wood Dale Drive.

Project Number 24-02

Capital Project Title Source Water Surveillance

Capital Project Description

Construct source water surveillance for water quantity monitoring.

Project Rationale Construct source water surveillance for water quantity monitoring.

Project Number 25-01

Capital Project Title Water Storage Tank Replacement

Capital Project Description

Design and construction new water storage tank.

Project Rationale Design and construction new water storage tank following the previously completed conceptual design.

Service: 2.667 Surfside Park Estates (Mayne)

| | | | | | |
|--------------------------|--|------------------------------|-----------------------------|------------------------------------|--|
| Project Number | 25-02 | Capital Project Title | Replacement of UV Equipment | Capital Project Description | Existing UV equipment is at end of life and is needing repair parts which are no longer supported. |
| Project Rationale | Replacement of UV Unit that is approaching end of life and is no longer supported by the supplier. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|-------------------------------|------------------------------------|---|
| Project Number | 28-01 | Capital Project Title | Watermain Replacement Program | Capital Project Description | Replacement of select watermains within the distribution network to address leaks and reduce non revenue water. |
| Project Rationale | Interim budget to advance watermain replacements within the water system. Budget and prioritization will be further refined continually through planning and design. | | | | |

Surfside Park Estates (Mayne)
Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|---------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 6,816 | 5,066 | 12,066 | 19,066 | 21,066 | 30,066 |
| Capital Reserve Fund | 56,304 | 28,804 | 49,039 | 69,929 | 93,594 | 117,904 |
| Total | 63,120 | 33,870 | 61,105 | 88,995 | 114,660 | 147,970 |

Reserve Schedule

Reserve Fund: Surfside Water - Operating Reserve Fund Bylaw 4144

The Operating Reserve Fund (ORF) is used to undertake the cyclical maintenance activities, to fund the procurement of equipment and supplies that typically do not occur on an annual basis and also to be used for emergency unplanned repairs. Operating surplus from time to time can be transferred to ORF.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105216 | Actual | Budget | | | | |
|---------------------------------|----------------|--------------|-----------------------------|---------------|---------------|---------------------------------|---------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 15,471 | 6,816 | 5,066 | 12,066 | 19,066 | 21,066 |
| Transfer from Ops Budget | | - | 3,250 | 7,000 | 7,000 | 9,000 | 9,000 |
| Expenditures | | - | (5,000) | - | - | (7,000) | - |
| Planned Maintenance Activity | | | Prefilter media replacement | | | Reservoir cleaning & inspection | |
| Deficit Recovery | | (9,384) | | | | | |
| Interest Income* | | 729 | | | | | |
| Ending Balance \$ | | 6,816 | 5,066 | 12,066 | 19,066 | 21,066 | 30,066 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: Surfside Water - Capital Reserve Fund - Bylaw 3191

To provide for capital expenditures or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works.

Reserve Cash Flow

| Fund: Fund Centre: | 1066 101850 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 53,732 | 56,304 | 28,804 | 49,039 | 69,929 | 93,594 |
| Transfer from Ops Budget | | - | 15,000 | 20,235 | 20,890 | 23,665 | 24,310 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | - | (42,500) | - | - | - | - |
| Interest Income* | | 2,572 | | | | | |
| Ending Balance \$ | | 56,304 | 28,804 | 49,039 | 69,929 | 93,594 | 117,904 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

Magic Lake Estates Sewer

FINAL BUDGET

MARCH 2025

Service: 3.830 Magic Lake Sewer Utility (Pender)

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain sewage collection and disposal facilities for the Magic Lake Estates Sewerage System Specified Area on North Pender Island (Local Service Establishment Bylaw No. 1873 - June 26, 1991).

PARTICIPATION:

Specified Area - B(764) SA#8

MAXIMUM LEVY:

Greater of \$200,000 or \$7.10 / \$1,000 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

AUTHORIZED: LA Bylaw No. 4048 (Dec 2015). Fall Borrowing \$1,530,000 for 10 years

COMMITTEE:

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

FUNDING:

User Charge: Per single family equivalency unit to connected properties only

Parcel Tax: Only on properties capable of being connected to system.

Connection Charge: Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500.

RESERVE FUND:

Magic Lake Estates sewage system capital reserve fund (Dec 17, 1986). Bylaw No. 1497.

| 3.830 - Magic Lake Estates Sewer | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|------------------|------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Sludge Hauling Contracts | 108,000 | 109,800 | 111,240 | - | - | 111,240 | 113,460 | 115,730 | 118,040 | 120,400 |
| Grit & Waste Sludge Disposal | 85,000 | 85,500 | 87,550 | - | - | 87,550 | 89,300 | 91,090 | 92,910 | 94,770 |
| Screening Disposal | 2,500 | 2,500 | 2,600 | 17,400 | - | 20,000 | 20,400 | 20,810 | 21,230 | 21,650 |
| Repairs & Maintenance | 24,460 | 23,210 | 25,200 | - | - | 25,200 | 65,700 | 41,210 | 26,730 | 27,270 |
| Allocations | 46,397 | 46,397 | 49,553 | - | - | 49,553 | 50,894 | 51,927 | 52,977 | 54,043 |
| Electricity | 25,030 | 23,200 | 25,780 | - | - | 25,780 | 26,300 | 26,830 | 27,370 | 27,920 |
| Supplies | 24,610 | 12,160 | 25,320 | (7,100) | - | 18,220 | 18,590 | 18,960 | 19,340 | 19,730 |
| Labour Charges | 323,715 | 380,500 | 338,283 | - | - | 338,283 | 345,048 | 351,952 | 358,994 | 366,176 |
| Other Operating Expenses | 39,890 | 50,620 | 44,641 | 2,950 | - | 47,591 | 49,205 | 50,905 | 52,716 | 54,649 |
| TOTAL OPERATING COSTS | 679,602 | 733,887 | 710,167 | 13,250 | - | 723,417 | 778,897 | 769,414 | 770,307 | 786,608 |
| *Percentage Increase over prior year | | | 4.5% | 1.9% | | 6.4% | 7.7% | -1.2% | 0.1% | 2.1% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 46,540 | 5,515 | 46,000 | - | - | 46,000 | 49,110 | 118,675 | 145,995 | 179,335 |
| Transfer to Operating Reserve Fund | 13,260 | - | 15,000 | - | - | 15,000 | 25,000 | 50,000 | 50,000 | 50,000 |
| Debt Reserve Fund | 380 | 380 | 530 | - | - | 530 | 530 | 530 | 8,530 | 13,000 |
| MFA Principal Payment | 133,463 | 133,463 | 133,463 | - | - | 133,463 | 133,463 | 68,476 | 46,668 | 20,267 |
| MFA Interest Payment | 40,640 | 40,640 | 40,640 | - | - | 40,640 | 40,640 | 24,995 | 25,920 | 49,500 |
| TOTAL DEBT / RESERVES | 234,283 | 179,998 | 235,633 | - | - | 235,633 | 248,743 | 262,676 | 277,113 | 312,102 |
| TOTAL COSTS | 913,885 | 913,885 | 945,800 | 13,250 | - | 959,050 | 1,027,640 | 1,032,090 | 1,047,420 | 1,098,710 |
| Sludge Disposal Recovery | (11,590) | (11,590) | (11,940) | - | - | (11,940) | (12,180) | (12,420) | (12,670) | (12,920) |
| TOTAL COSTS NET OF RECOVERIES | 902,295 | 902,295 | 933,860 | 13,250 | - | 947,110 | 1,015,460 | 1,019,670 | 1,034,750 | 1,085,790 |
| *Percentage Increase over prior year | | | 3.5% | 1.5% | | 5.0% | 7.2% | 0.4% | 1.5% | 4.9% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | - | - | (40,000) | (15,000) | - | - |
| User Charges | (291,047) | (291,047) | (304,140) | (13,250) | - | (317,390) | (326,910) | (336,720) | (346,820) | (364,160) |
| Grants in Lieu of Taxes | (3,333) | (3,333) | (3,430) | - | - | (3,430) | (3,500) | (3,570) | (3,640) | (3,710) |
| Other Revenue | (1,280) | (1,280) | (1,460) | - | - | (1,460) | (1,480) | (1,500) | (1,520) | (1,010) |
| TOTAL REVENUE | (295,660) | (295,660) | (309,030) | (13,250) | - | (322,280) | (371,890) | (356,790) | (351,980) | (368,880) |
| REQUISITION - PARCEL TAX | (606,635) | (606,635) | (624,830) | - | - | (624,830) | (643,570) | (662,880) | (682,770) | (716,910) |
| *Percentage increase over prior year | | | 4.5% | 4.6% | | 9.1% | 3.0% | 3.0% | 3.0% | 5.0% |
| User Fees | | | 4.5% | 4.6% | | 9.1% | 3.0% | 3.0% | 3.0% | 5.0% |
| Requisition | | | 3.0% | 0.0% | | 3.0% | 3.0% | 3.0% | 3.0% | 5.0% |
| Combined | | | 3.5% | 1.5% | | 5.0% | 3.0% | 3.0% | 3.0% | 5.0% |

3.830D - Magic Lake Estates Sewer - Debt Only
6M Phase 1 Wastewater Treatment Plan Upgrade

DEBT

| | 2024 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|-----------------------|----------------|------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2026 | 2027 | 2028 | 2029 |
| Debt Reserve Fund | 1,030 | 1,030 | 1,520 | - | - | 1,520 | 1,520 | 1,520 | 1,520 | 1,520 |
| MFA Principal Payment | 111,887 | 111,887 | 111,887 | - | - | 111,887 | 111,887 | 111,887 | 111,887 | 111,887 |
| MFA Interest Payment | 118,798 | 118,798 | 118,798 | - | - | 118,798 | 118,798 | 118,798 | 118,798 | 118,798 |
| TOTAL DEBT | 231,715 | 231,715 | 232,205 | - | - | 232,205 | 232,205 | 232,205 | 232,205 | 232,205 |

FUNDING SOURCES (REVENUE)

| | | | | | | | | | | |
|---------------------------------|------------------|------------------|------------------|----------|----------|------------------|------------------|------------------|------------------|------------------|
| MFA Debt Reserve Earning | (1,030) | (1,030) | (1,520) | - | - | (1,520) | (1,520) | (1,520) | (1,520) | (1,520) |
| Grants in Lieu of Taxes | (1,226) | (1,226) | (1,201) | - | - | (1,201) | (1,250) | (1,280) | (1,310) | (1,340) |
| REQUISITION - PARCEL TAX | (229,459) | (229,459) | (229,484) | - | - | (229,484) | (229,435) | (229,405) | (229,375) | (229,345) |

| | | | | | | | | | | |
|--|--|--|------|--|--|------|------|------|------|------|
| *Percentage increase over prior year Requisition | | | 0.0% | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
|--|--|--|------|--|--|------|------|------|------|------|

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

| | | | | | | | | |
|--------------------|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 3.830 | Carry Forward from 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | TOTAL |
| | Magic Lake Sewer Utility (Pender) | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|------------|------------------|------------------|--------------------|--------------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$60,000 | \$60,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$60,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$400,000 | \$400,000 | \$0 | \$120,000 | \$925,000 | \$1,300,000 | \$1,300,000 | \$2,745,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$460,000 | \$460,000 | \$0 | \$120,000 | \$925,000 | \$1,300,000 | \$1,300,000 | \$2,805,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|------------|------------------|------------------|--------------------|--------------------|--------------------|
| Capital Funds on Hand | \$200,000 | \$200,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$200,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$800,000 | \$1,300,000 | \$1,300,000 | \$2,100,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$200,000 | \$200,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$200,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$60,000 | \$60,000 | \$0 | \$120,000 | \$125,000 | \$0 | \$0 | \$305,000 |
| | \$460,000 | \$460,000 | \$0 | \$120,000 | \$925,000 | \$1,300,000 | \$1,300,000 | \$2,805,000 |

Definitions for the 5-year Capital Plan

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

Service: **3.830** **Magic Lake Sewer Utility (Pender)**

Project Number 21-02

Capital Project Title Wastewater Improvements - Pump Station and Treatment Plant Upgrades

Capital Project Description
1. Renew Galleon and Schooner Pump Stations
2. Replace Cannon WWTP with a new pump station
3. Upgrade Schooner WWTP (headworks, EQ tank, 2nd aeration tank, new clarifiers, electrical/genset)

Project Rationale Wastewater Improvements - Pump Station and Treatment Plant Upgrades

Project Number 24-01

Capital Project Title Towable Genset Replacement

Capital Project Description Replacement of the towable genset as it is nearing the end of life.

Project Rationale Replacement of the towable genset as it is nearing the end of life.

Project Number 28-01

Capital Project Title CCTV Inspection of AC Pipe

Capital Project Description Conduct a CCTV inspection of all remaining asbestos cement pipe to monitor its condition and identify pipe that might require replacement.

Project Rationale CCTV inspections of AC sewer mains to prioritize replacement.

Project Number 27-02

Capital Project Title Pump Stations - Mechanical and Electrical Upgrades (Replace when grant received or sufficient funds in CRF)

Capital Project Description Renew Buccaneer, Capstan, Cutlass and Masthead Pump Stns

Project Rationale Additional funding required to carry out the works to upgrade Capstan, Cutlass (top priorities) as well as Buccaneers and Masthead (secondary priority).

Project Number 28-03

Capital Project Title AC Sewer Pipe Replacement

Capital Project Description Based on CCTV inspection, replace portions of AC sewer pipe that are at end of life.

Project Rationale Replacement of AC sewer pipes based on CCTV. Cost estimation to be further developed following CCTV and concept design.

Project Number 27-01

Capital Project Title Alternative Approval Process

Capital Project Description Conduct public consultation to inform strategies to borrow necessary future capital funds.

Project Rationale

**Magic Lake Estates Sewer
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Operating Reserve Fund | 43,923 | 58,923 | 43,923 | 78,923 | 128,923 | 178,923 |
| Capital Reserve Fund | 425,103 | 411,103 | 460,213 | 458,888 | 479,883 | 659,218 |
| Total | 469,025 | 470,025 | 504,135 | 537,810 | 608,805 | 838,140 |

Reserve Schedule

Reserve Fund: 3.830 Magic Lake Sewer System - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage draining/cleaning/inspection etc.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105217 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|--------------------------|--------------------|----------------|----------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | | 29,241 | 43,923 | 58,923 | 43,923 | 78,923 | 128,923 |
| Transfer from Ops Budget | | 13,260 | 15,000 | 25,000 | 50,000 | 50,000 | 50,000 |
| Planned Expenditures | | - | - | (40,000) | (15,000) | - | - |
| Planned Maintenance Activity | | | | Sewer System Flushing | Outfall Inspection | | |
| Interest Income* | | 1,422 | | | | | |
| Ending Balance \$ | | 43,923 | 58,923 | 43,923 | 78,923 | 128,923 | 178,923 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 3.830 Magic Lake Sewer System - Capital Reserve Fund

Bylaw 1497

Reserve Cash Flow

| Fund: 1042 Fund Centre: 101386 | Actual | Budget | | | | |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Balance | 393,385 | 425,103 | 411,103 | 460,213 | 458,888 | 479,883 |
| Transfer from Ops Budget | 13,163 | 46,000 | 49,110 | 118,675 | 145,995 | 179,335 |
| Transfer to Cap Fund | - | (60,000) | - | (120,000) | (125,000) | - |
| Transfer from Cap Fund | - | | | | | |
| Interest Income* | 18,555 | | | | | |
| Ending Balance \$ | 425,103 | 411,103 | 460,213 | 458,888 | 479,883 | 659,218 |

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Electoral Areas Committee - March 2025
2025 Final Electoral Area Budget Review

Appendix E: Assessment Data - Electoral Area

| Juan de Fuca | 2025 | 2024 | Change | % Change |
|---------------------------------------|---------------|---------------|--------------|----------------|
| Total Converted Assessment | 382,685,786 | 369,767,091 | 12,918,695 | 3.5% * |
| Actual Residential Assessment | 3,085,845,462 | 2,969,653,488 | 116,191,974 | 3.9% |
| Residential Folios | 3,269 | 3,260 | 9 | 0.3% |
| Average Residential Assessment | 943,972 | 910,937 | 33,035 | 3.6% |
| Salt Spring Island | 2025 | 2024 | Change | % Change |
| Total Converted Assessment | 698,057,694 | 695,133,309 | 2,924,385 | 0.4% * |
| Actual Residential Assessment | 6,454,919,699 | 6,427,302,846 | 27,616,853 | 0.4% |
| Residential Folios | 6,135 | 6,130 | 5 | 0.1% |
| Average Residential Assessment | 1,052,147 | 1,048,500 | 3,647 | 0.3% |
| Southern Gulf Island | 2025 | 2024 | Change | % Change |
| Total Converted Assessment | 547,439,819 | 550,966,010 | (3,526,191) | -0.6% * |
| Actual Residential Assessment | 5,228,398,091 | 5,259,645,754 | (31,247,663) | -0.6% |
| Residential Folios | 6,542 | 6,557 | (15) | -0.2% |
| Average Residential Assessment | 799,205.00 | 802,142 | (2,937) | -0.4% |

*Regional - Average Change in Converted Assessment is **1.2%** 2025 over 2024

*Three EAs - Average Change in Converted Assessment is **0.8%** 2025 over 2024

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MARCH 12, 2025**

SUBJECT **Bylaw No. 4671: CRD Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025 and Bylaw No. 4673: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025**

ISSUE SUMMARY

Amendments to Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023” and Bylaw No. 1857, “Capital Regional District Ticket Information Authorization Bylaw, 1990” are required to support the introduction of an additional water use restriction stage in Local Service Areas (LSA).

BACKGROUND

Over the past several years, seasonal droughts have increasingly stressed source water supplies, making water conservation measures for local services on Salt Spring Island, the Southern Gulf Islands, and the Juan de Fuca Electoral Areas more critical. Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023” (Appendix A for the unofficial redlined consolidation version) was adopted in 2023 and regulates the use of drinking water in LSA for the protection of local water system supplies to mitigate the risk of low water storage levels.

Currently Stage 3 is the most restrictive stage in Bylaw No. 4492. In 2023, Stage 3 was activated for three systems (Cedars of Tuam, Skana and Surfside Park). In 2024, Stage 3 was activated for two systems (Cedars of Tuam and Skana). Given the frequency of activations and the goal to avoid operational implications including the trucking of emergency water supplies, there is a need for a more restrictive stage in times of severe water shortages where water supplies may be at risk of not having enough water available.

Bylaw No. 4671, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025” (Appendix B) amends the Electoral Areas Water Conservation Bylaw to add a fourth water conservation stage, broaden the scope of vegetable watering to allow “food production” throughout the bylaw and adds or amends definitions as needed. The goal of Stage 4 is to restrict outdoor and residential indoor water use as much as possible at times of severe water shortage. Commercial indoor water use is not regulated in this amendment.

To support the new Stage 4 restrictions, the Ticket Information Authorization Bylaw requires amendment via Bylaw No. 4673, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025” (Appendix C) to insert two new Stage 4 offenses and fines.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4671, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4671 be adopted.
3. That Bylaw No. 4673, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4673 be adopted.

Alternative 2

That Bylaw No. 4671 and Bylaw No. 4673 be referred to staff for revision.

IMPLICATIONS

Regulatory Implications

Water use restrictions in any stage do not apply to nurseries, farms, turf farms or tree farms. A summary of Stage 4 restrictions is as follows:

- all outdoor water use is restricted except limited amounts for food production purposes
- residential indoor water use is restricted to drinking, food preparation purposes and for sanitation purposes; and
- other uses may be granted with written approval from the General Manager of the Capital Regional District Infrastructure & Water Services Department.

Financial Implications

The costs of promoting and enforcing Stage 4 water use restrictions will be borne by the specific service in which the action is taken as an operational expenditure.

Service Delivery Implications

Due to the severity of water levels that will activate Stage 4, staff will notify water users in the affected LSA by media and hand-delivery of a letter (sample attached as Appendix D) describing the situation, applicable regulations and additional best practices for water users to follow.

Additionally, outreach material and the Capital Regional District website will be updated as needed and there are plans to have signage installed this year prior to the activation of water use restrictions at key locations in the LSA to inform residents of the current water stage, including Stage 4 if this bylaw amendment is adopted by the Capital Regional District Board. The CRD will also issue a public alert notification system (PANS) to the community.

CONCLUSION

There is a need for a more restrictive stage to promote water conservation in times of severe water shortages where water supplies may be at risk of not having enough water available. Currently, Stage 3 of the Capital Regional District Electoral Areas Water Conservation Bylaw No. 4492 is the most restrictive stage in the bylaw and has been activated five times over the last two years. Staff have prepared an amendment to this bylaw to add Stage 4 with increased water

use restrictions to protect water supplies in Local Service Areas. Activation of Stage 4 will be supported by communications, including local signage, website pages, social media and hand-delivery of letters to impacted properties.

RECOMMENDATION

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

1. That Bylaw No. 4671, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4671 be adopted.
3. That Bylaw No. 4673, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4673 be adopted.

| | |
|---------------|---|
| Submitted by: | Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services |
| Concurrence: | Alicia Fraser, P. Eng., General Manager, Infrastructure & Water Services |
| Concurrence: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence: | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer |

ATTACHMENTS

- Appendix A: Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023”, unofficial redlined consolidation
- Appendix B: Bylaw No. 4671, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025”
- Appendix C: Bylaw No. 4673, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025”
- Appendix D: Stage 4 Water Conservation Notice



BYLAW NO. 4492

**CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER
CONSERVATION BYLAW NO. 1, 2023**

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

ORIGINALLY ADOPTED MAY 10, 2023
(Consolidated with Amending Bylaws 4671)

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

**CAPITAL REGIONAL DISTRICT
Bylaw No. 4492**

ELECTORAL AREAS WATER CONSERVATION BYLAW

WHEREAS under Section 335 of the *Local Government Act*, a regional district may regulate in relation to a service;

AND WHEREAS the Capital Regional District (“CRD”) has established or continued Water Supply local services providing drinking water in the Southern Gulf Islands, Salt Spring Island, and Juan de Fuca Electoral Areas;

AND WHEREAS the CRD desires to enact regulations to protect local Water System supplies to mitigate the risk of low water storage levels within these Water Systems;

AND WHEREAS this bylaw does not apply to water not provided under a Water System operated by the CRD on behalf of service participants, such as water from private water systems, irrigation wells, or water provided by other public authorities;

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

1. Definitions

In this bylaw, the following terms, whether capitalized or not, have the following meanings:

“Automatic shut-off nozzle” means a nozzle, attached to a water hose, that shuts off the supply of water automatically unless the application of hand pressure allows the supply of water.

“Board” means the Board of the Capital Regional District.

“Boat” means a vessel propelled on water by an engine, oars or sails.

“Boulevard” means that portion of any highway other than the paved, improved or main travelled roadway, driveway or sidewalk and includes any landscaped median.

“Bylaw Enforcement Officer” means a person appointed or contracted by the Board or the Council of a Municipality to enforce this bylaw.

“CRD” means the Capital Regional District.

“Excess Water Use” means to apply or use more Water than is required to provide a service, produce a product or complete a task, and without limitation includes the application of Water to a hardscape, such as a sidewalk, driveway or parking lot, or to exterior windows or exterior building surfaces, through a hose or power-washer to the point that Water runs-off or spreads

to surrounding areas.

“Exempted Person” means an Owner or Occupier of property identified in Schedule “A” as exempt or excused from one or more of the regulations under this bylaw.

“Farm” refers to a parcel of land classified as farmland for assessment and taxation purposes.

“Fill” means to completely fill or partially fill with Water an empty or substantially empty hot tub, swimming pool, fountain, wading pool, or similar structure, but for certainty does not include topping up with or adding Water in the normal course of operation, where the hot tub, swimming pool, fountain, wading pool, or similar structure is filled with Water and is in operation at the time Water Use Restrictions come into effect.

(Bylaw 4671)

“General Manager” means the General Manager of the Capital Regional District Infrastructure & Integrated Water Services Department.

“Irrigation System” means an irrigation system that consists of controllers, wiring, and accessories such as climate and soil sensors, piping, and emission devices such as sprinklers, rotors or micro-irrigation components that artificially supplies water to a landscaped area, lawn or garden.

“Lawn” or “Turf” means a cultivated area that surrounds or is adjacent to an institutional, commercial or residential building, and that is covered by grass, turf or other plants used as ground cover, such as but not limited to clover, and that is used for decorative, ornamental or recreational purposes.

“Micro-irrigation or Drip-irrigation System” means a system using irrigation components which consume less than 20 gallons per hour and operate at less than 25 Pounds per square inch to deliver Water to the root zone of the plant material being irrigated, and includes spray emitter systems (Micro-Sprays), point source emitters and linear tape systems as defined in the BC Trickle Irrigation Manual prepared and published by the Irrigation Industry Association of British Columbia (1999), but does not include weeper hoses or soaker hoses.

“Motion-Activated Sprinkler Device” means a water sprinkling device that automatically operates through detection of motion or similar event and is used to deter wildlife and other animals.

“New Lawn” or “New Turf” means a lawn that is newly established either by seeding or the laying of new sod or turf on a property.

“Newspaper” has the same meaning as in the *Community Charter*.

“Notice” means a Notice given under Section 5 of this bylaw.

“Nursery” means a commercial business in which flowers, plants, trees or shrubs are grown or displayed for sale.

“Occupier” has the same meaning as in the *Community Charter*.

“Once-Through Cooling” means to use Water to provide a cooling effect through the transfer

of heat to Water that circulates only once through equipment, and is then discharged, whether to a sewer, stream, other water body, to the ground, or otherwise.

“Over-Water” means to apply Water in a manner that saturates the lawn, Boulevard or landscaped area being watered to the point of saturation and results in Water spreading or running-off to other areas including, but not limited to, municipal storm drains.

“Owner” has the same meaning as in the *Community Charter*.

“Public Authority” has the same meaning as in the *Community Charter*.

“Public, Institutional or Community Playing Field” means grass, sod or turf covered grounds that are owned, maintained or operated by a public authority, or by a private institution such as a private school, and are designed to be played upon, or that are used for sporting or other community events and activities, but for certainty does not include a lawn or turf on private residential property.

“Public Spray Park” means a facility that is open to the public and that that is equipped with water sprays, water jets, sprinklers and similar devices that spray water for recreation and enjoyment of the users.

“Residential Property” means a property which is used primarily for the purpose of residence by persons on a permanent, temporary or seasonal basis.

“Sanitation Purposes” means the use of Water for washing, cleaning and maintaining sanitary conditions including, but not limited to, disposal of liquid waste.

(Bylaw 4671)

“Soaker Hose” or “Weeper Hose” means a garden hose or a pipe with small holes that allow water to seep into the ground, to the roots of plants, discharging water through the entire length of its porous surface.

“Sprinkler” means an Irrigation System, a sprinkler system, or a hose connected, water emitting device such as sprinklers, rotors, or sprayer components, that artificially supply water to a landscaped area, lawn or garden, but excludes a Micro-irrigation or Drip-irrigation System.

“Stage” refers to the Stages 1, 2, 3 and 4 of Water Use Restrictions prescribed in Schedule “A” of this bylaw.

(Bylaw 4671)

~~“Stage” refers to the Stages 1, 2 and 3 of Water Use Restrictions prescribed in Schedule “A” of this bylaw.~~

“Surface Coating” means one or more coatings such as paint, preservative, or stucco applied to exterior building surfaces.

“Tree Farm” means a commercial operation or business such as a tree plantation, tree nursery, or Christmas tree farm that grows trees for sale, and includes a privately owned forest that is managed for timber production.

“Turf Farm” means a commercial operation or business that grows and sells sod or turf.

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway or other roadway.

“Water”, when used as a noun, means drinking water supplied by the CRD from a Water System Supply directly or indirectly to an Owner or Occupier, and when used as a verb means the act of using or applying such Water.

“Water System” or “Water Systems” means the following local services, individually or collectively as applicable, as set out in the below table:

| Water System Name | Establishing Bylaw |
|-------------------------------------|--|
| Beddis Water System | Bylaw No. 3188, “Beddis Water Service Establishment Bylaw No. 1, 2004” |
| Cedar Lane Water System | Bylaw No. 3424, “Cedar Lane Water Service Establishment Bylaw No. 1, 2007” |
| Cedars of Tuam Water System | Bylaw No. 3021, “Salt Spring Island Cedars of Tuam Water System Service Establishment Bylaw No. 1, 2002” |
| Fulford Water System | Bylaw No. 3202, “Fulford Water Service Establishment Bylaw No. 1, 2004” |
| Highland/Fernwood Water System | Bylaw No. 3753, “Highland and Fernwood Water Service Establishment Bylaw No. 1, 2010” |
| Lyll Harbour/Boot Cove Water System | Bylaw No. 2920, “Lyll Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001” |
| Magic Lake Estates Water System | Bylaw No. 1874, “Outer Gulf Islands Magic Lake Estates Water System Local Service Establishment Bylaw, 1990” |
| Skana Water System | Bylaw No. 3089, “Skana Water Service Establishment Bylaw No. 1, 2003” |
| Sticks Allison Water System | Bylaw No. 2556, “Sticks Allison Water Local Service Establishment Bylaw No. 1, 1997” |
| Surfside Park Water System | Bylaw No. 3087, “Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003” |
| Port Renfrew Water System | Bylaw No. 1747, “Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989” |
| Wilderness Mountain Water System | Bylaw No. 3503, “Wilderness Mountain Water Service Establishment Bylaw No. 1, 2008” |

“Water System Area” means the area serviced by a Water System, as may be amended by the CRD from time to time.

“Water System Supply” means the CRD drinking water supplies for the Water Systems operated and administered by the CRD under the authority referred to in the Recitals to this bylaw.

“Water Use Restrictions” means the restrictions prescribed in Schedule “A” of this bylaw.

“Wading Pool” means a shallow, artificial pool 600 mm or less in depth, of portable or permanent construction for children to play or wade in.

2. Application

The restrictions and regulations in this bylaw are applicable in each Water System's service area.

3. Inspection

A Bylaw Enforcement Officer has the authority to enter at all reasonable times on any property which is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.

4. Water Use Restriction Stages

- (1) The Stage 1 Water Use Restrictions prescribed in Schedule "A" are in effect each year from May 1 to September 30 inclusive, except as provided under subsection (2).
- (2) When necessary for the conservation of Water or the preservation of the Water Supply the General Manager may:
 - (a) amend the effective period of time for Stage 1 for any or all Water Systems, or
 - (b) terminate or bring into effect a Stage more restrictive than Stage 1 at any time of the year for any period of time for any or all Water Systems.
- (3) The Stage determined under subsection (2) and the Water Use Restrictions prescribed under Schedule "A" for that Stage take effect 48 hours after the Notice for that Stage under section 5(1) and remain in effect until that Stage is terminated.
- (4) A Stage will remain in effect until it is terminated under this bylaw, or until the commencement of another Stage.

5. Notice

The General Manager must make a public announcement of the activation or termination of any water use restriction stage, other than the automatic activation and termination of the Stage 1 water use restriction on May 1 and September 30 of each calendar year, and may do so by one or more of the following means:

- (a) radio or television broadcast;
- (b) posting on the CRD website and social media;
- (c) posting or delivery of notices; or
- (d) publication in a local newspaper.

6. Determining Water Use Restriction Stages

In making a determination under Section 4(2), the General Manager may consider the following factors:

- (1) time of year and typical seasonal water demand trends;
- (2) precipitation and temperature conditions and forecasts;
- (3) current and forecasted storage levels and storage volumes of CRD Reservoirs

- or Water Systems and draw down rates;
- (4) stream flows and inflows into CRD Reservoirs and Water Systems;
 - (5) water usage, recent consumption and trends, and customer compliance with restrictions on Water use under this bylaw;
 - (6) Water System performance;
 - (7) the effects of climate change; and
 - (8) any other factor the General Manager considers to be relevant for making a determination under Section 4(2).

7. Water Use Restrictions

- (1) The Water Use Restrictions for each Stage are prescribed for each Water System in Schedule "A" to this bylaw and must be followed during the period that the applicable Stage is in effect under this bylaw.
- (2) For greater clarity, when a Stage is in effect under this bylaw, no person shall perform any of the outdoor watering activities described in Schedule "A" to this bylaw except at the days and times, and in the manner permitted, during that Stage as set out in Schedule "A".
- (3) No person shall waste Water by using more Water from a Water System than is required to provide a service, produce a product or complete a task, including but not limited to:
 - (a) allowing a tap or hose to run Water unnecessarily,
 - (b) the Over-Watering of plants or lawns,
 - (c) power-washing, using water from a hose, or otherwise applying or using Water in a manner that constitutes Excess Water Use, or
 - (d) using a Motion-Activated Sprinkler Device or Sprinkler in such a manner that water spray patterns are not confined to the property on which the device is located, and are allowed to spray onto adjoining public or private property.
- (4) No person, being an Owner or Occupier of property in a Water System Area, shall use Water or cause Water from a Water System to be used contrary to the provisions of this bylaw in effect at the time of use.

8. Exemptions to Water Use Restrictions

- (1) Nurseries, Farms, Turf Farms and Tree Farms are exempted from all Stage restrictions.
- (2) Exempted Persons are exempted from Section 7 to the extent permitted by Schedule "A".

9. Schedules

- (1) Schedule "A" of this bylaw forms part of and is enforceable in the same manner as the bylaw.

10. Offences and Penalties

- (1) A person who contravenes this bylaw commits an offence and is liable to a fine not less than \$100 and not exceeding \$10,000.
- (2) Where an offence is committed or continues for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not less than \$100 and not exceeding \$10,000, may be imposed for each day on or during which an offence occurs or continues.
- (3) Nothing in this bylaw shall limit the District from pursuing any other remedy that would otherwise be available to the District at law.
- (4) A Bylaw Enforcement Officer may, if they have reason to believe an offence has been committed against this bylaw, complete and leave with the alleged offender, or at the address of the alleged offender with someone who appears to be 16 years of age or older, a ticket information pursuant to Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", as may be amended or repealed and replaced from time to time, indicating a penalty equal to the amount stipulated for such an offence.

11. Bylaw Citation

This Bylaw may be cited as "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023".

| | | | |
|-------------------------|------------------|--------|-----------|
| READ A FIRST TIME THIS | 10 th | day of | May, 2023 |
| READ A SECOND TIME THIS | 10 th | day of | May, 2023 |
| READ A THIRD TIME THIS | 10 th | day of | May, 2023 |
| ADOPTED THIS | 10 th | day of | May, 2023 |

CHAIR

CORPORATE OFFICER

SCHEDULE "A"
to Bylaw No. 4492

OUTDOOR WATER USE RESTRICTION STAGES

APPLICATION

This schedule does not apply to Nurseries, Farms, Turf Farms and Tree Farms.

1. STAGE 1 Water Restrictions

(1) During Stage 1,

- (a) no person shall, by any method, water a lawn growing on a property, including but not limited to a property that is used for residential, commercial, or institutional purposes, on more than one day per week between the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.
- (b) no person shall
 - (i) water trees, shrubs, flowers and ~~vegetables for food production~~ on any day with a Sprinkler other than during the prescribed hours for Stage 1 lawn watering or on any day at any time if watering is done other than by hand-held container, hand held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation systems;
 - (ii) water newly planted trees, shrubs, flowers and ~~for food production~~vegetables by any method referred to in Section 1(1)(b)(i) of this Schedule other than during installation and the following 24 hours;
 - (iii) outside the prescribed Stage 1 lawn Watering hours, water new sod or newly seeded lawns, other than on new sod installation and during the first 21 days after installation, or for newly seeded lawns, water until growth is established or for 49 days after installation, whichever is less;
 - (iv) water public, institutional or community playing fields other than between the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. on any day, unless failure to water will result in a permanent loss of plant material;
 - (v) wash a Vehicle with Water other than by using a hand held container or a hand held hose equipped with an automatic shut-off nozzle or at car dealerships or commercial car washes; and
 - (vi) use Water to wash sidewalks, driveways, parking lots, exterior windows or exterior building surfaces, by means of other than a power washer or hand-held hose equipped with a shut-off valve or in a manner that results in Excess Water Use.

- (c) a person must not allow a Public Spray Park
 - (i) to emit Water continuously;
 - (ii) to be operated other than by either:
 - 1) a motion sensor timer, or
 - 2) manually by the user provided the device that is activated manually by the user is equipped with a timer or automatic shut-off that prevents continuous emission of Water.
- (2) As exceptions to the Stage 1 restrictions,
 - (a) Owners or Occupiers of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, and whose property is not equipped with an automatic in-ground Irrigation System, with the written approval of the General Manager given under this bylaw, shall not water their lawn or turf on more than two days of the week for a maximum of 9 hours per day;
 - (b) no Public Authority shall:
 - (i) water public, institutional or community playing fields, lawns and Boulevards other than during the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. on more than one day per week; and
 - (ii) water trees, shrubs, flowers and ~~vegetable gardens~~for food production other than at the times and in the manner prescribed under Section 1(1)(b)(i) of this Schedule.
 - (c) owners or operators of golf courses shall not water
 - (i) fairways on any day, other than during the Stage 1 lawn prescribed times;
 - (ii) trees, shrubs, flowers and for food production~~vegetables grown~~ on golf courses other than in accordance with Section 1(1)(b)(i), of this Schedule; and
 - (iii) golf greens and tees on any day unless failure to water will result in permanent loss of plant material.

2. STAGE 2 Water Restrictions

- (1) During Stage 2,
 - (a) no person shall, by any method, water a lawn growing on a property including but not limited to property that is used for residential, commercial or institutional purposes, on more than one day per two-week period between the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.

- (b) no person shall
 - (i) use Water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying surface coating, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations;
 - (ii) utilize a Motion-Activated Sprinkler Device to deter animals or wildlife;
 - (iii) water a lawn on property used as a cemetery;
- (c) a person must not allow a Public Spray Park
 - (i) to emit Water continuously;
 - (ii) to be operated other than by either:
 - 1) a motion sensor timer, or
 - 2) manually by the user provided the device activated manually by the user is equipped with a timer or automatic shut off that prevents continuous emission of Water;
- (d) a person must not
 - (i) fill an ornamental fountain with Water, or
 - (ii) operate an ornamental fountain that uses Water, other than an ornamental fountain that re-circulates continuously and is not replenished or re-Filled with Water from the a Water System Supply; and
- (e) no person shall
 - (i) water trees, shrubs, flowers and for food production vegetables on more than one day per week with a Sprinkler other than during the prescribed morning hours (4:00 a.m. to 10:00 a.m.) for Stage 2 lawn watering or on any day at any time if watering is done other than by hand-held container, hand-held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation system;
 - (ii) water newly planted trees, shrubs, flowers and for food production vegetables during installation and for the following 24 hours other than by any method referred to in Section 2(1)(e)(i) of this Schedule;
 - (iii) water public, institutional or community playing fields other than between the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m., on more than one day per week unless failure to water will result in a permanent loss of plant material;
 - (iv) wash a Vehicle or Boat with Water other than commercial car washes using less than 57 litres of Water per Vehicle wash or using 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash; or
 - (v) leave water service turned on, at the residential point of connection to the residence, home, or dwelling, when property is uninhabited for more than 30 consecutive days.

- (2) As exceptions to Stage 2 restrictions,
- (a) Owners or Occupiers of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, and whose property is not equipped with an automatic in-ground Irrigation System, with the written approval of the General Manager given under this bylaw, shall not water their lawn or turf on more than one day per week for a maximum of 9 hours per day;
 - (b) no Public Authority shall:
 - (i) water public, institutional or community playing fields, lawns and Boulevards other than during the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m., on no more than one day per week if failure to water will result in a permanent loss of plant material;
 - (ii) water trees, shrubs, flowers and ~~vegetable gardens for food production~~ other than at the times and in the manner prescribed under Section 2(1)(e)(i), and (ii) of this Schedule;
 - (c) owners or operators of golf courses shall not water
 - (i) fairways more than one day per week during prescribed lawn watering times;
 - (ii) trees, shrubs, flowers and ~~for food production~~~~vegetables grown~~ on golf courses other than in accordance with Section 2(1)(e)(i) and (ii) of this Schedule; and
 - (iii) golf greens and tees on any day unless failure to water so will result in permanent loss of plant material.

3. STAGE 3 Water Restrictions

- (1) During Stage 3,
- (a) no person shall
 - (i) water a lawn, turf or Boulevard;
 - (ii) fill a wading pool, swimming pool, hot tub or garden pond;
 - (iii) operate a Public Spray Park;
 - (iv) operate or fill an ornamental fountain with Water;
 - (v) wash a Vehicle or a Boat with Water;
 - (vi) use Water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a surface coating, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations;
 - (vii) utilize a Motion-Activated Sprinkler Device to deter animals or wildlife; or
 - (viii) leave water service turned on when property is uninhabited for more than 30 consecutive days.
 - (b) no person or Public Authority shall
 - (i) water trees, shrubs, flowers and ~~for food production~~~~vegetables~~ on any day, except where watering only one day per week between the hours of 4:00 a.m. to 10:00 a.m. and when watering is done by hand-held container, a hand held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation systems;

- (ii) water newly planted trees, shrubs, flowers and ~~for food production~~vegetables other than between the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. if watering is done by hand-held container or a hand held hose equipped with an automatic shut-off nozzle, during installation and during the following 24 hours after installation is completed;
 - (iii) water public, institutional or community playing fields other than between the hours of 4:00 a.m. to 10:00 a.m., on no more than one day per week, if failure to water will result in a permanent loss of plant material.
- (2) As exceptions to the Stage 3 restrictions,
- (a) owners or operators of golf courses shall not water
 - (i) fairways more than one day per week during the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.;
 - (ii) trees, shrubs, flowers and ~~for food production~~vegetables ~~grown~~ on golf courses other than in accordance with Section 3(1)(b)(i) and (ii) of this Schedule; and
 - (iii) golf greens and tees on any day unless failure to water will result in permanent loss of plant material;
 - (b) Vehicles and Boats must not be washed with Water other than at commercial car washes using less than 57 litres of Water per Vehicle wash or using 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash.

4. STAGE 4 Water Restrictions

(1) During Stage 4,

- (a) all outdoor use of Water is prohibited other than for food production on one day per week between the hours of 4:00 a.m. to 10:00 a.m. by hand-held container, a hand-held hose equipped with an automatic shut-off nozzle or by Micro-irrigation or Drip-irrigation systems; and
- (b) Residential Property indoor use of Water is restricted to drinking, food preparation purposes and for sanitation purposes.

(2) Exemptions to the restrictions in Section 4.(1) may be granted with the written approval of the General Manager given under this bylaw.

(Bylaw 4671)

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4671

A BYLAW TO AMEND THE ELECTORAL AREAS WATER
CONSERVATION BYLAW (BYLAW NO. 4492)

WHEREAS:

- A. Under Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023”, the Regional Board has established a bylaw to regulate water use for local services providing drinking water in the Southern Gulf Islands, Salt Spring Island, and Juan de Fuca Electoral Areas; and
- B. The Regional Board wishes to amend Bylaw No. 4492 to add an additional stage of Water Use Restrictions.

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

- 1. Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023”, is hereby amended as follows:
 - (a) by inserting the following definition, in alphabetical order, in Section 1:

“Sanitation Purposes” means the use of Water for washing, cleaning and maintaining sanitary conditions including, but not limited to, disposal of liquid waste.
 - (b) by replacing the definition of “General Manager” with

“General Manager” means the General Manager of the Capital Regional District Infrastructure & Water Services Department
 - (c) by replacing the definition of “Stage” with:

“Stage” refers to the Stages 1, 2, 3 and 4 of Water Use Restrictions prescribed in Schedule “A” of this bylaw.
 - (d) by replacing all occurrences of the words “vegetables”, “vegetables grown” and “vegetable gardens” in Section 1 of Schedule “A” with “for food production”.
 - (e) by replacing all occurrences of the words “vegetables”, “vegetables grown” and “vegetable gardens” in Section 2 of Schedule “A” with “for food production”.
 - (f) by replacing all occurrences of the words “vegetables”, “vegetables grown” and “vegetable gardens” in Section 3 of Schedule “A” with “for food production”.
 - (g) by inserting the following within Schedule “A” as section 4:

4. STAGE 4 Water Restrictions

 - (1) During Stage 4,
 - (a) all outdoor use of Water is prohibited other than for food production on one day per week between the hours of 4:00 a.m. to 10:00 a.m. by hand-held container, a

hand-held hose equipped with an automatic shut-off nozzle or by Micro-irrigation or Drip-irrigation systems; and

(b) Residential Property indoor use of Water is restricted to drinking, food preparation purposes and for sanitation purposes.

(2) Exemptions to the restrictions in Section 4.(1) may be granted with the written approval of the General Manager given under this bylaw.

2. This bylaw may be cited for all purposes as "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025".

| | | |
|-------------------------|---------------|------|
| READ A FIRST TIME THIS | day of _____, | 2025 |
| READ A SECOND TIME THIS | day of _____, | 2025 |
| READ A THIRD TIME THIS | day of _____, | 2025 |
| ADOPTED THIS | day of _____, | 2025 |

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4673

**A BYLAW TO AMEND BYLAW NO. 1857, CAPITAL REGIONAL DISTRICT
TICKET INFORMATION AUTHORIZATION BYLAW, 1990**

WHEREAS the Regional Board amended Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023” to add an additional stage of Water Use Restrictions for local water services in the Electoral Areas;

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

1. Bylaw No. 1857, “Capital Regional District Ticket Information Authorization Bylaw, 1990”, is amended by replacing the existing Schedule 20 with the Schedule 20 attached to this bylaw.
2. This Bylaw may be cited for all purposes as “Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 84, 2025”.

| | | | | |
|-------------------------|----|--------|--------|------|
| READ A FIRST TIME THIS | th | DAY OF | MONTH, | 2025 |
| READ A SECOND TIME THIS | th | DAY OF | MONTH, | 2025 |
| READ A THIRD TIME THIS | th | DAY OF | MONTH, | 2025 |
| ADOPTED THIS | th | DAY OF | MONTH, | 2025 |

CHAIR

CORPORATE OFFICER

SCHEDULE 20 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

| | WORDS OR EXPRESSIONS DESIGNATING OFFENCE | SECTION | FINE |
|-----|---|----------------------|-------------|
| 1. | Hinder/Prevent Inspection | 3 | \$500.00 |
| 2. | Wasting water | 7.(3) | \$200.00 |
| 3. | Wasting water during Stage 2 | 7.(3) | \$300.00 |
| 4. | Wasting water during Stage 3 | 7.(3) | \$400.00 |
| 5. | Use water contrary to bylaw | 7.(4) | \$200.00 |
| 6. | Stage 1 – water lawn contrary to days/times | Sch. A 1.(1)(a) | \$200.00 |
| 7. | Stage 1 – water contrary to restrictions | Sch. A 1.(1)(b) | \$100.00 |
| 8. | Stage 1 – operate Public Spray Park contrary to restrictions | Sch. A 1.(1)(c) | \$100.00 |
| 9. | Stage 1 – Public Authority watering contrary to days/time | Sch. A 1.(2)(b) | \$100.00 |
| 10. | Stage 1 – watering golf courses contrary to restrictions | Sch. A 1.(2)(c) | \$200.00 |
| 11. | Stage 2 – water lawn contrary to days/times | Sch. A 2.(1)(a) | \$250.00 |
| 12. | Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces | Sch. A 2.(1)(b)(i) | \$250.00 |
| 13. | Stage 2 – use motion-activated sprinkler device | Sch. A 2.(1)(b)(ii) | \$250.00 |
| 14. | Stage 2 – water cemetery lawn | Sch. A 2.(1)(b)(iii) | \$250.00 |
| 15. | Stage 2 - operate Public Spray Park contrary to restrictions | Sch. A 2.(1)(c) | \$250.00 |
| 16. | Stage 2 – fill ornamental fountain | Sch. A 2.(1)(d)(i) | \$250.00 |
| 17. | Stage 2 – operate ornamental fountain | Sch. A 2.(1)(d)(ii) | \$250.00 |

| | | | |
|-----|---|-----------------------|----------|
| 18. | Stage 2 - water contrary to restrictions | Sch. A 2.(1)(e) | \$250.00 |
| 19. | Stage 2 – Public Authority watering contrary to days/times | Sch. A 2.(2)(b) | \$200.00 |
| 20. | Stage 2 – watering golf courses contrary to restrictions | Sch. A 2.(2)(c) | \$250.00 |
| 21. | Stage 3 – water lawn, turf, or boulevard | Sch. A 3.(1)(a)(i) | \$400.00 |
| 22. | Stage 3 – fill pool, hot tub, or garden pond | Sch. A 3.(1)(a)(ii) | \$400.00 |
| 23. | Stage 3 – operate a Public Spray Park | Sch. A 3.(1)(a)(iii) | \$400.00 |
| 24. | Stage 3 – operate or fill ornamental fountain | Sch. A 3.(1)(a)(iv) | \$400.00 |
| 25. | Stage 3 – wash vehicle or boat with Water | Sch. A 3.(1)(a)(v) | \$400.00 |
| 26. | Stage 3 – wash sidewalks, driveways, parking lots, or exterior surfaces | Sch. A 3.(1)(a)(vi) | \$400.00 |
| 27. | Stage 3 – use motion-activated sprinkler device | Sch. A 3.(1)(a)(vii) | \$400.00 |
| 28. | Stage 3 – leave water service turned on | Sch. A 3.(1)(a)(viii) | \$400.00 |
| 29. | Stage 3 –water contrary to restrictions | Sch. A 3.(1)(b) | \$400.00 |
| 30. | Stage 3 – watering golf courses contrary to days/times | Sch. A 3.(2)(a) | \$400.00 |
| 31. | Stage 3 – washing vehicle or boat contrary to restrictions | Sch. A 3.(2)(b) | \$400.00 |
| 32. | Stage 4 – outdoor use of Water | Sch. A 4.(1)(a) | \$500.00 |
| 33. | Stage 4 – Residential Property indoor use contrary to restrictions | Sch. A 4.(1)(b) | \$500.00 |



Date

File: xx

Owner Name

Address

City, BC Postal code

Dear Resident:

RE: STAGE 4 WATER CONSERVATION NOTICE

Source water resources for the <insert LSA Water System field> are reaching a critical stage due to low water levels in <insert LSA Water Source field>. With the region currently facing sustained drought conditions, and the sensitivity of your water source, we are seeking your cooperation to reduce water usage for everyone's benefit.

The Capital Regional District Electoral Areas Water Conservation Bylaw No. 4492 regulates water use for local services providing drinking water in the Southern Gulf Islands, Salt Spring Island, and Juan de Fuca Electoral Areas. **Please follow Stage 4 water conservation measures in the <insert LSA Water System field>.**

Residents are required to eliminate all outdoor water use, other than for food production, including but not limited to:

- No watering of lawns, turf or boulevards
- No watering of trees or shrubs
- No washing of outdoor surfaces (driveways, sidewalks, decks, etc.)
- No washing of vehicles and boats
- No use of motion-activated sprinklers to deter wildlife

Residents are required to limit indoor water use as follows:

- Water use is restricted to drinking and food preparation purposes and for sanitation purposes (washing, cleaning and maintaining sanitary conditions)

What else can you do?

- Recycle water wherever you can: install water catchment systems and keep pails and buckets handy to catch extra water.
- Remind tenants, visitors and guests of the need to conserve water with shorter showers.
- Avoid potential water loss catastrophes by shutting off the water at the main when leaving home for more than one day.

Please visit <https://www.crd.ca/service/drinking-water/systems> for details specific to your drinking water system.

For water conservation tips and for more information, please visit www.crd.ca/water.

Sincerely,

Author

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MARCH 12, 2025**

SUBJECT **Advocacy on Speed Limits in Electoral Areas**

ISSUE SUMMARY

To consider options for advocacy to the Province for more engagement with Electoral Area Directors on speed limits and road hazard signage in Electoral Areas.

BACKGROUND

At the February 12th meeting, the CRD Board passed the following Motion with Notice, raised by Director Wickheim and endorsed by the Electoral Areas Committee:

Whereas incorporated areas have the ability to set speed limits to reflect local conditions and hazards, and that Electoral Areas have similar conditions and hazards in select spots,

Therefore we seek the Capital Regional District Board to advocate to the Province (Ministry of Transportation and Transit) to engage with the Electoral Areas to establish speed limits and road hazard signage in their rural areas.

At the Regional Board meeting, an amendment was raised as follows:

And that staff report back to the EAC on the potential wording for a UBCM Resolution to be submitted prior to the deadline.

Attached at Appendix A is a guide to submitting resolutions for consideration at the Union of BC Municipalities (UBCM) annual convention. The deadline for submission of resolutions for the 2025 convention is June 15, 2025. While there is time for the Board to advance a resolution for consideration, UBCM strongly recommends that resolutions first be submitted to the Area Association for consideration prior to advancing to UBCM. The Association of Vancouver Island and Coastal Communities (AVICC) is the CRD's Area Association, however, the deadline to submit resolutions to AVICC was February 7th. Late resolutions can be considered but only in cases where the topic was not known prior to the regular deadline date, and therefore is not an option in this case.

ALTERNATIVES

Alternative 1

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

1. That the Board Chair write a letter to Minister Farnsworth advocating for greater engagement with Electoral Area Directors on matters relating to speed limits and highway signage in the CRD Electoral Areas; and,
2. That staff be directed to request a meeting at UBCM between the Electoral Area Directors and Minister Farnsworth to discuss the need for more engagement on speed limits and highway signage.

Alternative 2

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board endorse the resolution attached at Appendix B for submission and consideration at the 2025 UBCM convention.

IMPLICATIONS

While staff acknowledge the important role UBCM plays in advancing advocacy, it's important to note that there may be equally or more effective ways to advance this request other than through a UBCM resolution. Matters that are best suited to UBCM are those that affect many jurisdictions in BC and are likely to be strongly supported by other elected officials. Furthermore, UBCM is particularly effective where elected officials are seeking a policy or legislative change by the Province and resolutions should contain a clear "take action" request.

The Motion with Notice appears to be directed at establishing better channels of communication with Ministry of Transportation and Transit (MOTT) staff to enhance the level of engagement and consultation with responsible CRD staff and Directors in the Electoral Areas. Staff do have existing relationships with senior MOTT staff and have engaged on some transportation issues recently, notably related to highways in Magic Lake Estates on Pender Island, and regarding a speed limit change in Ganges. Advocacy directly from the Board Chair to Minister Farnsworth may help support and encourage the development of that relationship with senior MOTT staff. Further, every year at the UBCM convention it is possible to request a meeting with Provincial Cabinet Ministers which can be an effective mechanism to bring provincial attention to an issue of concern. Requesting a meeting at the 2025 convention may, if accepted, be an effective way for the Electoral Area Directors to discuss this matter directly with the responsible Minister.

CONCLUSION

The Board has endorsed a Motion with Notice that MOTT engage with Electoral Areas on speed limits and hazard signage in the Electoral Areas, and that staff report back with suggested wording for a UBCM resolution. Attached at Appendix B is suggested wording for a resolution. While the Board may advance a resolution directly to UBCM, and is within the timeline to do so, a more effective outcome may be achieved by a letter to the Minister followed up with a request for a face-to-face meeting at UBCM with the Electoral Area Directors.

RECOMMENDATION

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

1. That the Board Chair write a letter to Minister Farnsworth advocating for greater engagement with Electoral Area Directors on matters relating to speed limits and highway signage in the CRD Electoral Areas; and,
2. That staff be directed to request a meeting at UBCM between the Electoral Area Directors and Minister Farnsworth to discuss the need for more engagement on speed limits and highway signage.

| | |
|---------------|---|
| Submitted by: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence: | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer |

ATTACHMENT(S)

Appendix A: Procedures for Submitting Resolutions to UBCM
Appendix B: Proposed UBCM Resolution



Procedures for Submitting Resolutions to UBCM

1. Submit Resolutions to Area Associations

Both UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. UBCM encourages all members to submit resolutions first to Area Associations for consideration.

Resolutions endorsed by Area Associations at their annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor. (Resolutions that an Area Association has considered but not endorsed are not conveyed to UBCM.)

Please contact your Area Association for resolution submission procedures at the regional level.

| | |
|---|----------|
| Association of Kootenay and Boundary Local Governments (AKBLG) | akblg.ca |
| Association of Vancouver Island and Coastal Communities (AVICC) | avicc.ca |
| Lower Mainland Local Government Association (LMLGA) | lmlga.ca |
| North Central Local Government Association (NCLGA) | nclga.ca |
| Southern Interior Local Government Association (SILGA) | silga.ca |

2. Direct Submission to UBCM

If necessary, local governments may submit council- or board-endorsed resolutions directly to UBCM by **June 15**, each year.

Resolutions should be submitted with background documents included.

Electronic form is preferred.

The resolution and background information should be submitted to:

Jamee Justason
 Resolutions & Policy Analyst
 Union of British Columbia Municipalities
jjustason@ubcm.ca

If submission by email is not possible, a hard copy of the resolution and background information may be mailed to:

60 – 10551 Shellbridge Way
 Richmond BC V6X 2W9

When clarification of a resolution is required, UBCM will contact the sponsor, and the sponsor will be given one week to respond. If the sponsor does not respond within one week, then the resolution will not be included in the *Resolutions Book* and will not be considered at Convention. This is to avoid using extra time during policy debate to clarify a poorly written resolution.

3. Resolutions Received After the Deadline

Resolutions received after the submission deadline of June 15 will not be included in the *Resolutions Book* and may only be admitted for debate by special motion during Convention. The process for handling resolutions received after the deadline is outlined below.

- The resolution and background information (email or hard copy) must be received at the UBCM Richmond office before 12:00 p.m. on the Friday preceding the Annual Convention.
- Resolutions received after the deadline will be examined by the Resolutions Committee and separated into the following categories:
 - **Late** resolutions, not recommended to be admitted for debate; or
 - **Emergency** resolutions, recommended to be admitted for debate.
- A resolution may be deemed emergency in nature **only if the topic has arisen since the June 15 deadline.**
- Emergency resolutions may be discussed only after all Extraordinary and Special resolutions have been debated, but not before the time noted in the Convention Program.
- No other late resolutions will be admitted for debate—they will instead be entered automatically into the resolutions cycle for the following year, starting with consideration by the appropriate Area Association. Referral to the following year ensures that these issues are not lost and that the broader membership may still consider the resolutions.

Speed Limits and Signage in Electoral Area

WHEREAS incorporated areas have jurisdiction for highways and the ability to set speed limits to reflect local conditions and hazards within municipal boundaries;

AND WHEREAS Electoral Areas have similar conditions and hazards on highways in rural areas but do not have jurisdiction to address those conditions;

THEREFORE BE IT RESOLVED that UBCM request the Province engage with Electoral Areas to establish speed limits and road hazard signage in rural areas.

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MARCH 12, 2025**

SUBJECT **Union of British Columbia Municipalities Emergency Operations Centres
Equipment and Training Grant 2025 - Motion of Support**

ISSUE SUMMARY

The Capital Regional District (CRD) Protective Services Division applied for a Community Emergency Preparedness Fund (CEPF) Emergency Operations Centres (EOCs) Equipment and Training grant, funded by the Union of BC Municipalities (UBCM). UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

The CRD Protective Services Division regularly applies for UBCM CEPF grants as they become available. These grants allow Protective Services to undertake additional emergency preparation and training activities beyond what would be possible within the approved budget.

As outlined in the application form for the 2025 intake, the CRD is seeking to increase its emergency operations capacity through the development of core EOC training for CRD staff, our First Nations partners, and the local authorities of southern Vancouver Island. Cross-training and exercising with our partner emergency managers not only enhances the resilience of emergency management in the region, it also offers the opportunity to deploy EOC trained personnel resources to other centres that may be experiencing extended EOC activations. The grant request totals \$40,000.

Additionally, the CRD Protective Services Division intends to offer enhanced training and exercising, including operational rhythm/process flows, action plan development, role-specific training, and orientation to CRD's enterprise QIT software, to a core team of CRD staff from across all divisions and electoral areas of the organization. This team would make up the CRD's rapid EOC activation team to respond immediately to the full suite of hazards and risks facing the region.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

Alternative 2

That staff be directed to rescind the grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Emergency Operations Centres Equipment and Training Grant for 2025.

IMPLICATIONS

Intergovernmental Implications

Increasing the capacity of the CRD Corporate EOC with the development of a strong cohort of EOC trained staff will include the development and enhancement of mutual aid resources and supports to adjacent First Nations, municipalities, and external partners. The portability of emergency radio communications equipment will ensure it can be deployed throughout the region in the event of an emergency or disaster.

Financial Implications

The CEPF grant request is for \$40,000 and would allow the CRD to pursue enhancements to the EOC beyond what would be possible within the current budget.

Service Delivery Implications

Additional capacity funded through this grant would enhance service support capability to the CRD during an emergency or disaster.

Alignment with Board & Corporate Priorities

Emergency planning and training activity funded by this grant would enhance the CRD ability to prepare for, mitigate, respond to, and recover from an environmental or climate related disaster.

Alignment with Existing Plans & Strategies

Capacity generated by this grant is aligned with existing emergency preparedness and strategies.

CONCLUSION

The CRD is required to maintain an effective emergency management program compliant with provincial legislation. The service enhancements that will be gained through the UBCM CEPF EOCs Equipment and Training grant will help ensure that the CRD will continue to meet those regulatory expectations while improving response capability for our citizens and partners.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

| | |
|---------------|---|
| Submitted by: | Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services |
| Concurrence: | Patrick Klassen, MCIP, RPP, Acting General Manager, Housing, Planning and Protective Services |
| Concurrence: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT |
| Concurrence: | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer |

ATTACHMENT

Appendix A: CEPF Emergency Operations Centres Equipment and Training Grant 2025 Application Form

Community Emergency Preparedness Fund

Emergency Support Services Equipment and Training

2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **January 31, 2025**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

| | |
|---|-----------------------------|
| SECTION 1: Primary Applicant Information | |
| First Nation or Local Government Name: Capital Regional District | File Number*: LGPS-11547 |

**Refer to the LGPS Online Application Form submission confirmation email*

| |
|---|
| SECTION 2: Detailed Project Information |
| <p>1. Location of Proposed Activities. For the purpose of CEPF funding, if minor renovations of group lodging facilities or reception centres are proposed, the facilities must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant:</p> <p><input type="checkbox"/> Facility is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).</p> <p><input checked="" type="checkbox"/> Facility is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).</p> <p><input checked="" type="checkbox"/> Asset (e.g., trailer for mobile ESS) is owned by the primary applicant or sub-applicant.</p> |
| <p>2. Proposed Activities. What <u>specific</u> activities will be undertaken as part of the proposed project? Refer to Section 6 of the <i>Program and Application Guide</i> for eligibility.</p> <p>a) Purchase of equipment and supplies, including installation of and training for eligible equipment.</p> <p style="padding-left: 20px;">To support the continued growth and operational capacity of our ESS program, we propose the purchase of essential equipment and supplies to enhance the effectiveness of reception centres and group lodging services.</p> <p style="padding-left: 20px;">Key activities include:</p> |

1. Reception Centre Operations – Procurement of critical supplies to support the efficient setup and operation of reception centres, including vests, name tags, signage, office supplies, grab-and-go kits, extension cords, and power bars.
2. Group Lodging Support – Replenishment and expansion of essential resources to improve group lodging capabilities, including comfort kits, hygiene kits, cots, bedding, pet supplies, and infant and child-specific provisions.
3. Technology and Modernization – Acquisition of laptops for the Salt Spring Island ESS team to enhance digital record-keeping, improve response coordination, and support the ongoing modernization of ESS operations.
4. Storage and Logistics – Purchase of storage containers to securely house eligible supplies and equipment, ensuring readiness for rapid deployment when needed.

Each of these activities will contribute to the overall resilience and efficiency of our ESS program, ensuring we are well-equipped to support our community in times of emergency.

b) Training (where possible, please list specific courses) and exercises.

Our training activities are directly aligned with the needs of our Emergency Management Program and the desired service delivery levels for volunteers. Given our goal to maintain the recommended minimum staffing levels for the ESS program, we will offer a comprehensive suite of training courses throughout the year. These courses aim to ensure our volunteers are well-prepared to respond effectively to emergencies. The specific courses we intend to offer include:

- Introduction to ESS (EMRG-1600 Online): This online course provides new volunteers with a foundational understanding of the ESS program and its operations.
- ESS Level 1 (EMRG-1607): This in-depth training is designed to equip volunteers with the necessary skills for ESS service delivery at the basic level, including handling client needs during emergencies.
- ESS-Introduction to Group Lodging (EMRG-1612 Online): A specialized course for volunteers involved in managing group lodging facilities during emergencies, available online for flexibility.
- ESS-Introduction to Reception Centres (EMRG-1610 Online): This course covers the basics of setting up and operating reception centers to support evacuees and displaced individuals.
- ICS Level 100 (EMRG-1200): This course will help volunteers understand the Incident Command System (ICS), a critical framework for managing emergencies.
- ERA Training: Evacuee Registration and Assistance training will be offered to ensure volunteers are prepared to assist virtually and across jurisdictions.
- Cultural Perspectives Training: We recognize the importance of cultural competency in emergency response, and this training will equip volunteers to engage effectively with diverse populations.

Additionally, we are planning two joint exercises for ESS volunteers and Indigenous partners. These will focus on Reception Centre/Warming Centre operations and

Evacuee Registration and Assistance (ERA) procedures, providing hands-on practice to enhance skills, coordination, and collaboration in real-life scenarios.

These training activities, along with the exercises, will be held quarterly, with additional sessions planned as needed based on volunteer demand and availability. Our goal is to ensure that all volunteers are equipped with the knowledge and skills necessary to support the community during emergencies and contribute to the overall success of the Emergency Management Program.

- c) Volunteer recognition and retention.

We recognize and appreciate our volunteers through a variety of ongoing initiatives designed to encourage engagement and long-term commitment. Our established practices include small appreciation gifts, volunteer appreciation events, training incentives, and outfitting for the ESS na and ERA team.

To further strengthen retention, we plan to introduce additional recognition strategies, such as formal letters of appreciation, to acknowledge volunteers' contributions in a meaningful way. These initiatives align with our broader goal of increasing both recruitment and retention within our ESS programs..

3. Alignment with Funding Stream.

- a) Describe how your activities align with the intent of the funding stream (build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment).

Our streams of activities are directly intended to build local capacity, by focusing on recruitment and retention through providing educational and recognition opportunities.

- b) How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration and Assistance (ERA) Tool be implemented?

The Evacuee Registration and Assistance (ERA) tool was implemented in 2023. The CRD virtual ERA team continues to grow and refresh its training to support the provision of immediate aid in a disaster. Supporting this growth facilitates a modern and flexible ESS delivery system throughout the region.

- c) Describe how the proposed project will increase emergency response capacity as a host community.

By focusing on increasing the number of trained volunteers in the ESS program, and the agility provided by the ERA tool and ESS program, the CRD is directly increasing its ability to respond as a host community.

4. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.

- a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

The CRD engaged with Pacheedaht First Nation to understand their needs for ESS training, exercises and resources.

- b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

The CRD plans to host a Reception Centre or Warming Centre training exercise in collaboration with Pacheedaht in Port Renfrew. This exercise will allow the CRD and Pacheedaht to work in conjunction with one another to increase resilience, build relationships, and prepare for an event.

- c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

The grant administrator for the CRD, and Emergency Program Manager have taken a number of cultural safety and humility training courses provided through the provincial government such as a Kairos blanket exercise, and courses like Building Capacity in Indigenous relations, IGBA+, and cultural agility.

If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

- 5. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions and/or partners (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

The 2024 UBCM CEPF ESS Grant was used to enhance the Electoral Area virtual ERA team, providing the ability to respond to emergencies locally and cross jurisdictionally. The 2025 UBCM CEPF ESS grant would enhance CRD's ability for provision of cross jurisdictional support through increases in trained resources, equipment, and maintaining its current volunteer pool through recognition and support.

If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

- 6. Comprehensive, cooperative, regional approach and benefits.** Describe how your project will contribute to a comprehensive, cooperative, and regional approach to ESS. What regional benefits will result from this project?

The 2025 UBCM CEPF ESS grant would continue the recruitment and training of volunteers required for a regional approach to ESS both virtually and in person. The volume and skillset of our ESS pool directly influences the CRD's ability to support a regional approach to ESS. Further, opportunities for collaboration with partners during training or exercises will be explored.

- 7. Additional Information.** Please share any other information you think may help support your submission.

SECTION 3: Required Attachments

The following separate attachments are required to be submitted as part of the application:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

For regional projects only:

- Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language

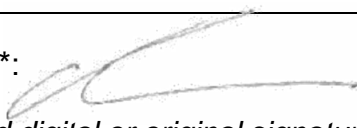
SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) it is understood that this project may be subject to a compliance audit under the program.

Name: Corey Anderson

Title: Manager, Emergency Programs

Signature*:



Date: 2025/01/29

**A certified digital or original signature is required.*

**Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.**

All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: cepf@ubcm.ca

Please note “2025-ESS” in the subject line.

Financial Summary

| | |
|-----------------------------------|-------------------------------|
| Name of Applicant | Capital Regional District |
| Funding Program/Stream | CEPF ESS Equipment & Training |
| Project Name/Application # | LGPS-11547 |

FINANCIAL SUMMARY

The financial summary is required to be submitted as part of the final report package and should align with the approved budget (or approved amended budget). For each actual expense, provide a calculation that explains how the cost was determined. For example, for incremental staffing provide the wage and actual hours of work; for the purchase of items, provide the quantity and unit price. Additional rows can be added as needed.

| Actual Expenses | Calculation | Total Cost |
|---|-------------|--------------------|
| Comfort kits | 1,000 | \$1,000.00 |
| Reception centre supplies | 1,000 | \$1,000.00 |
| Cultural sensitivity training | 5,000 | \$5,000.00 |
| JIBC ICS Level 100 training | 4,600 | \$4,600.00 |
| JIBC Reception Centre training | 4,600 | \$4,600.00 |
| JIBC ERA for responders training | 4,600 | \$4,600.00 |
| JIBC Group Lodging training | 4,600 | \$4,600.00 |
| Emergency water treatment systems/storage for reception centre in Southern Gulf Islands | 1,000 | \$1,000.00 |
| Collapsible water tank container for reception centre in Southern Gulf Islands | 500 | \$500.00 |
| ESS reception centre/warming centre joint exercise | 5,000 | \$5,000.00 |
| ESS exercise for Gulf Islands | 5,000 | \$5,000.00 |
| Volunteer recognition and recruitment | 3,100 | \$3,100.00 |
| | | |
| | | |
| | | |
| Total: | | \$40,000.00 |

MINUTES OF A MEETING OF THE Lyall Harbour Boot Cove Water Local Service Committee, held Thursday, June 27, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Commissioners: A. Olsen (Chair); J. Crerar; J. Money; P. Brent (EA Director) (EP); I. Rowe (10:35 am); T. Mcleod (EP)
Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Kelly, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula and Gulf Island Operations; C. Moch, Manager, Water Quality; M. Risvold (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:34 am.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

The following amendments were made to the agenda:

- "Fines for water overuse" was added to item 9.1.
- Item 7.2. was changed to item 5.

MOVED by J. Crerar, **SECONDED** by J. Money,
That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

MOVED by J. Money, **SECONDED** by J. Crerar,
That the minutes of the March 7, 2024 Lyall Harbour Boot Cove Water Local Service Committee meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair provided the following remarks:

- Thanked Operations Staff for their quick response to a water leak detected in the Lyall Harbour/Boot Cove water system.
- Advised that fiberoptic cable being added to Saturna Island from Pender Island to Boot Cove.

Staff responded to a question from the committee regarding CRD's underground infrastructure and potential implications regarding fiberoptic cable installation and groundwork. Staff advised Fiberoptic Cable and digging underground would require a call to BC One Call and a referral notice would then be provided to CRD. Discussion ensued.

5. CAPITAL PROJECT STATUS REPORTS AND OPERATIONAL UPDATES – JUNE 2024

J. Kelly spoke to item 5.

Staff responded to the following questions:

- If there are any current grant opportunities relevant to upcoming capital work. Staff advised that the CRD Grants Team provides monthly updates on grants that are available. There are not currently any applicable grants available.
- When the alternative approval process (AAP) will take place. Staff advised the AAP will likely take place in 2025 or 2026.
- Well transfer update. Staff advised that full ownership of the well has been transferred to the CRD.

Discussion ensued regarding:

- Fluctuating interest rates
- Short term versus long term borrowing
- Contractor availability
- Increasing costs
- Previous AAP
- Average water consumption

6. SENIOR MANAGER'S REPORT

J. Marr provided updates on the following:

- The Water Conservation Bylaw is currently in effect on the service is currently on stage 1 water restrictions.
- The Ministry of Transportation and Infrastructure recently re-graded Money Lake Road.
- CRD has applied for a grant through the Union of BC municipalities for Disaster Risk Reduction – Climate Adaptation 2024. If successful, a permanent water restriction sign will be installed in the community replacing the current sandwich boards. Staff noted the proposed signage will be similar to wildfire risk signs and there would be no costs to the service.

7. COMMITTEE BUSINESS

7.1. 2023 Annual Report

J. Marr spoke to item 7.1.

Discussion ensued regarding:

- Boil water advisories
- Water turbidity

I. Rowe joined the meeting at 10:35am.

8. CORRESPONDENCE

There was none.

9. NEW BUSINESS

9.1. Fines for water overuse

The committee discussed introducing fines for water overuse.

Staff advised the committee of the following:

- Implications of leaks on properties where the owner is unaware of the leak.
- The ability for fixed and overconsumption fees, where the rate would be determined by the committee.
- Fines creating an additional administrative burden while trying to enforce a bylaw.
- Some users have high water consumption throughout the winter as noted in the March 7, 2024, Water Usage Statistics Report.
- Having certified operators with procedures in place and being part of local government allows access to apply for grants.
- Lately there has been more significant operational emergency responses to water system leaks.

Discussion ensued regarding:

- Implementing a water overconsumption fee.
- The ability for smart water meters to monitor overages.
- Grateful to be connected to the water system and managed by a local government entity.

9.2. Update on Money Lake

D. Robson advised as part CRD's annual dam inspection, engineering staff will visit Saturna Island and complete the dam inspections. The net boom that was installed years ago at the west side of the dam has been identified as an additional risk to the dam operation. The equipment was installed years ago was not operated or maintained by the CRD. Could be potential issue. More background information is required prior to removal. Risks include debris build-up and collection, and if the net lets go, there a risk to the dam. Staff are currently unsure if there is debris buildup behind the net.

10. ADJOURNMENT

MOVED by A. Olsen, **SECONDED** by J. Crerar,

That the June 27, 2024 Lyll Harbour Boot Cove Water Local Service Committee meeting be adjourned at 11:19 am.

CARRIED

CHAIR

SECRETARY

MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, June 11, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Commissioners: M. Fossil (Chair); D. Reed; A. Cyr (EP); R. Sullivan (EP); M. Rondeau (EP)
Staff: D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; J. Kelly, Manager, Capital Projects; M. Risvold (Recorder)
REGRETS: J. Deschenes; P. Brent

EP = Electronic Participation

The meeting was called to order at 9:34.

1. APPROVAL OF AGENDA

MOVED by D. Reed, **SECONDED** by M. Rondeau,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by M. Rondeau, **SECONDED** by D. Reed,
That the minutes of the April 9, 2024 Magic Lake Estates Water and Sewer Committee meeting be adopted as amended.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S REPORT

D. Robson provided the following updates:

- **Transition from Webex to Microsoft Teams**

As noted in the agenda package sent to Committee members on Friday, the Capital Regional District (CRD) is now using the Microsoft (MS) Teams platform in place of Webex for committee meetings. Staff are pleased to advise that with this platform change, members of the public will now have the option to watch and listen to the meeting proceedings; or the public can continue to dial in to listen by phone. Members of the public wishing to speak at the meeting must register as a presentation or delegation, instructions on how to register is noted under Item 4 of the agenda.

- **Grant Application: Union of British Columbia Municipalities Grant for Disaster Risk Reduction - Climate Adaptation 2024**

The CRD has applied for the Union of British Columbia Municipalities grant for Disaster Risk Reduction - Climate Adaptation 2024. A portion of this grant is requesting funding to install permanent water conservation signage advising residents in vulnerable areas, such as the Juan de Fuca, Southern Gulf Islands, and Salt Spring Island, of current water restriction levels. Staff noted the signage will be similar to the roadside Fire Danger Rating signage. The signs will replace the sandwich boards that are currently used. If the grant is approved there will be no cost to the local services. An update will be provided to the committee when more information is available.

- **Water conservation:**

Magic Lake Estates is currently on Stage 1 water restrictions. The water conservation stages are displayed on the community sandwich board which is located at the Magic Lake Estates treatment plant. The board also advises on the levels of Buck Lake which is updated every two weeks.

6. COMMITTEE BUSINESS

6.1. Magic Lake Estates Secondary Dwelling Unit Capacity

Staff responded to questions and discussion ensued regarding:

- The five-year average increasing
- 15-year linear community growth projection
- Annually monitoring service connections
- Existing secondary suites within Magic Lake Estates
- Requirements for servicing a secondary dwelling unit
- What is considered a single-family unit
- Focusing on water conservation

Staff responded to a question regarding non-registered secondary dwelling units, advising they are challenging to monitor as they are unofficial. However, to follow the bylaws, a secondary dwelling unit would have to be registered.

MOVED by M. Rondeau, **SECONDED** by R. Sullivan,

That staff be directed to:

1. Allow up to three new secondary dwelling unit connections to the Magic Lake Estates water and sewer service system, subject to meeting all other applicable regulatory requirements including bylaws; and
2. Monitor and report back the number of new connections to each system and assess system capacity trends annually prior to allowing further connections.

CARRIED

6.2. 2023 Annual Report

D. Robson spoke to item 6.2.

Staff advised the current primary operational focus is to quantify operational use of water. The leak detection program is currently taking place which will help focus on water loss that is typically due to leakage.

Discussion ensued regarding:

- Increased production
- Less increase of demand
- Potential for unauthorized connections
- Zone metering
- Public notifications in the event of a cyanobacteria bloom

Staff responded to the following question regarding surface sampling advising that water samples are collected at the pump station monthly. Operator and public observations are reviewed as well.

6.3. Project and Operations Update

J. Kelly spoke to item 6.3.

Staff responded to the following questions:

- How a floating platform is related to an adjustable intake. Staff advised the intake is in the middle of the lake, the platform is above the lake and the platform is attached to the intake and allows staff to adjust the intake level and also pull the intake for maintenance (e.g. cleaning screens). This prevents the need for divers to be hired to conduct maintenance and gives operators the flexibility to adjust intake level for water quality reasons.
- Beautification of the intake. Staff advised additional funding would be required to beautify the intake platform, which will require direction from committee or community of what they want it to look like. The Committee indicated that the change seems to be less noticeable with time and that no additional action is requested from staff until further notice.
- If there is an updated schedule for commissioning and having the new plant online. Staff advised that commissioning typically occurs as a phased approach and takes time for the new plant to be fully online and meeting all performance targets. Some commissioning activities were already underway, and the process was expected to continue into August of this year.

The committee decided they will continue to monitor the response from residents regarding the intake platform and noted the idea of a printed cover may be problematic due to upkeep. The committee agreed this topic can be discussed at a future meeting if it is still a concern.

7. CORRESPONDENCE

The committee thanked staff for the correspondence and information sheet regarding the logs that were laying on the road relating to the wetland restoration. The information sheet was

helpful, and it was appreciated by the Magic Lake Estates Community.

8. NEW BUSINESS

The committee asked when the asset management report will be provided to the committee. Staff advised an asset management report will be presented to the committee in September.

9. ADJOURNMENT

MOVED by D. Reed, **SECONDED** by M. Rondeau,
That the June 11, 2024 Magic Lake Estates Water and Sewer Committee meeting be adjourned at 10:51 am.

CARRIED

CHAIR

SECRETARY

MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, August 20, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Commissioners:** M. Fossil (Chair); A. Cyr (EP); R. Sullivan (EP); M. Rondeau (EP)
Staff: J. Marr, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; M. Cowley, Manager, Wastewater Engineering and Planning; J. Kelly, Manager, Capital Projects; D. Dionne, Administrative Coordinator (Recorder)

REGRETS: P. Brent; J. Deschenes; D. Reed

EP = Electronic Participation

The meeting was called to order at 9:47 am.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided an acknowledgement.

2. APPROVAL OF AGENDA

Senior Manager's Update was added to the agenda as Item 6 moving Committee Business to Item 7 and all other subsequent items are moved up by one number.

MOVED by M. Rondeau, **SECONDED** by R. Sullivan,
That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

MOVED by M. Rondeau, **SECONDED** by A. Cyr,
That the minutes of the June 11, 2024 Magic Lake Estates Water and Sewer Committee meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair made no remarks.

5. PRESENTATIONS/DELEGATIONS

There were none.

6. SENIOR MANAGER'S REPORT

6.1. Status of Water Loss

The Operations Team did some investigation and found two sizeable leaks within the system. D. Robson shared a graph showing the water spikes (graph on file). He noted repairs were made at two locations on Foc'sle Road and another leak was detected. This was repaired the first week of August. The graph shows the remarkable drop in flow.

It has only been a couple of weeks since the leaks were repaired, but staff are seeing between 150 and 200 cubic meters a day reduction in flow, which is a lot. Staff will continue with its leak detection work and provide updates in the Operations report.

6.2. Expiring Membership

An email was sent to the Committee advising of members whose term is expiring on December 31, 2024:

- Jean Deschenes
- David Reed
- Annette Cyr

The vacancies will be advertised in local newspapers and on social media. The deadline for nominations to be received is Thursday, October 24, 2024.

7. COMMITTEE BUSINESS

7.1. Project and Operations Update

Magic Lake Estates Water Capital Projects Update

Staff provided a summary of capital projects and operational updates with the following additional information provided.

- Staff are reviewing with an engineer how to assess the leak detected on the Buck Lake dam crest. Currently sound equipment is used and may need to use “leak gas detection” for this leak instead. Gas is injected into the system so that there is no digging multiple holes on the dam to determine where the leak is.

Staff responded to questions regarding:

- Real time pressure monitoring devices. Staff confirmed these are temporary for the leak detection process and are still waiting for data from them. They will be removed when complete and may be deployed again another time.
- Water flowing into Buck Lake near the corner of Galleon and Tiller. Staff confirmed that they are aware of this and have been out and completed some tests.
- Magic Lake Intake line being tampered with. Staff received an emergency alarm from SCADA and responded. The intake was raised, and staff did some cleaning. Since then, staff have noticed that it has floated. Magic Lake has been shut down due to an algae bloom and water is currently on 100% Buck Lake flow. This may have resulted in some air in the intake, staff will advise the team and they will re-sink it.

Magic Lake Estates Sewer Project:

Staff provided a summary of the project noting that it is 90% complete and provided the following additional information:

- The plan, if all goes well with the wet weather and dry weather testing, is to introduce wastewater into the plant on September 16.
- Schooner pumpstation: Staff have retained Big Digum Excavating to do the excavation work there and the consultants will be on site directing the final restoration and clean up.

Staff responded to questions from the Committee regarding:

- Percentage of water coming through the restoration area versus the culvert at Tiller Road. Staff advised that the restoration area is a designated wetland and a water intake area. Staff suspect there is a damaged or collapsed culvert and have notified Ministry of Transportation, Highways and Infrastructure that the culvert under the road should be replaced. Percentage of water intake in this location would be fairly small compared to Tiller Road.
- Funds for decommissioning Canon Wastewater Treatment Plant. Staff advised that there will be modest decommissioning happening at Canon. Once the new system is up and running and staff have confidence in it. Will be maintaining the infrastructure for emergency purposes. Over time unnecessary equipment would be removed. Same goes for Schooner Wastewater Treatment Plant.

Wastewater Operations Update

Staff provided a summary of capital projects and operational updates.

J. Marr advised that there was a request from the Southern Gulf Island Community Economic Sustainability Commission for an update on the Wastewater Treatment Plant. J. Marr will connect with the Chair on how to respond.

8. NEW BUSINESS

M. Rondeau brought forward the following new business items for information and discussion:

8.1. Hole in Fence on Buck Lake

She advised that there is a hole in the chain link fence at Buck Lake and people are using it to access the lake. Staff enquired as to which chain link fence as there are two. M. Rondeau stated that she would get the exact location and provide to staff.

8.2. Magic Lake Property Owners Society (MLPOS) Bullfrog Eradication on Buck Lake

She advised that the members of the MLPOS participated in a Bullfrog eradication at Buck Lake. She noted that it is likely to happen again next year.

8.3. Concerns with Public Communications Process by Committee Members

She raised the following concerns she had with a recent Facebook post by a Magic Lake Estates Water and Sewer Committee member:

- The social media post, urging homeowners to check for leaks, was posted without authorization from the Capital Regional District (CRD).
- In the post, the Committee member stated that they were speaking on behalf of the CRD and the Magic Lake Water and Sewer Committee.

With these two concerns noted, she asked that the Committee tighten up its communication process. Noting that, while a committee member may have concerns, they should not be speaking on behalf of the CRD or the Committee. Communication to the public, when warranted, should be coming from CRD staff.

Staff advised that if they had any urgent concerns related to the leak they would vet a proper communications document through the CRD's Corporate Communications department and that would be published to the public via the CRD's social media following the proper communications protocol. That communication could then be shared out via personal social media accounts.

The Committee member stated that they were very concerned about the water loss and felt the amount was huge. They stated they were uncomfortable with the lack of communication from the CRD, since, while reviewing the Annual Report in June they happened to notice that there was a water loss up to 6,000 cubic meters per month and didn't understand why the committee wasn't notified. They felt they were just trying to be helpful and apologized for mis-wording the post as on behalf of the CRD and the Committee.

The Chair stated that the Committee has is a certain role and must be careful about communicating with the public as an individual, as it presents a sense that the whole committee is in concurrence. He noted that the CRD has professionals dealing with the operations on a day-to-day basis and that if there is something they need our role is to support that.

There was a discussion regarding when the committee would be notified of an issue, and staff advised that the standard practice is to notify committee when there is a real concern. Staff don't communicate most operational items unless there is some urgency.

The Chair stated that when the Committee saw that big spike at the last meeting, it did raise eyebrows and members had the opportunity to question and get feedback. He wasn't concerned because he knew that staff were not concerned and were looking after it. This has been a great learning and discussion point. Going forward we will consider some communications guidelines for the committee.

9. ADJOURNMENT

MOVED by M. Rondeau, **SECONDED** by A. Cyr,

That the August 20, 2024 Magic Lake Estates Water and Sewer Committee meeting be adjourned at 10:49 am.

CARRIED

CHAIR

SECRETARY

MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, October 29, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: M. Fossil (Chair); J. Deschenes (Vice Chair) (EP); P. Brent (EA Director) (EP); M. Rondeau (EP)

Staff: J. Marr, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; J. Kelly, Manager, Capital Projects, L. Xu, Manager, Local Services and Corporate Grants; M. Cowley, Manager, Wastewater Engineering and Planning; L. Hardiman, Manager, Asset Management; M. Risvold (Recorder)

REGRETS: A. Cyr; R. Sullivan; D. Reed

EP = Electronic Participation

The meeting was called to order at 9:32.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by P. Brent, **SECONDED** by J. Deschenes,
That the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

MOVED by P. Brent, **SECONDED** by J. Deschenes,
That the minutes of the August 20, 2024 Magic Lake Estates Water and Sewer Committee meeting be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

The Chair made no remarks.

5. PRESENTATIONS/DELEGATIONS

There were none.

6. SENIOR MANAGER'S REPORT

J. Marr provided the following updates:

- Private property winterization. The Capital Regional District (CRD) is running a campaign to inform homeowners within small water systems the benefits of winterizing their properties to prevent leaks during the cold season. Information has been shared on social media platforms and on the respective CRD Drinking Water Systems webpages.

- Grant application for water conservation signage. CRD was successful in receiving a grant from the Union of British Columbia Municipalities for permanent water conservation signage. The signage will display current water restriction levels and will be installed in the community, replacing the current sandwich boards. It is anticipated that there will be no cost to the service for the signs or installation.

7. COMMITTEE BUSINESS

7.1. Magic Lake Estates Water and Sewer Service 2025 Operating and Capital Budget

J. Marr spoke to item 7.1.

Staff responded to the following questions regarding:

- Severe weather event resiliency funding: Staff advised there is no separate resiliency funds. The operating and capital reserve funds are used to mitigate emergency responses and to create system resilience.
- Ability for ratepayers to pre-pay debt to reduce annual taxes: Staff advised that a one-time option was previously provided as a courtesy by the CRD in consultation with BC Assessment and the Provincial Government. This is no longer available as the CRD is not structured to collect taxes at the property level and will not be offered for future debt.
- Operating budget challenges due to circumstances such as leaks and corrective maintenance: Staff advised the CRD has many services running at a deficit due to rising costs, particularly in corrective maintenance. Factors like aging equipment and climate change are contributing to increased emergency responses, such as water main breaks and wastewater system issues. While the new wastewater treatment plant may reduce some of these challenges, the budget doesn't fully account for corrective maintenance, so the operating reserve fund is used to support the operating budget.

Discussion ensued regarding:

- Assessing the possibility of increasing the operating reserve fund for 2026.
- Tax increases.
- The importance of considering the taxpayers' interests.
- Current water debts being paid off in 2025, 2026, 2027, and 2028.
- Wastewater debts being settled in 2026, 2027, and 2028.
- Allocating funds to increase leak detection in 2025.
- The capital reserve fund being under target.

MOVED by J. Deschenes, **SECONDED** by P. Brent,
The Magic Lake Estates Water and Sewer Committee

1. That the Magic Lake Estates Water System Local Service 2025 operating and capital budget be approved as presented and that the 2024 actual operating deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);
2. That the Magic Lake Estates Sewerage System Local Service 2025 operating and capital budget be approved as presented and that the 2024 actual operating surplus or deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
3. The Magic Lake Estates Water and Sewer Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Magic Lake Estates Water and Sewer Services as presented.

CARRIED

The committee thanked staff for the work that went into the preparation of the budget.

7.2. Project and Operations Update

J. Marr introduced item 7.2 and provided an update on water capital projects.

D. Robson provided an update on water operations.

M. Cowley provided an update on the sewer utility, advising once the pump station and treatment plant upgrades are completed, a tour will be arranged for the committee followed by a public open house at an appropriate time.

D. Robson provided an update on wastewater operations.

The report was received for information.

7.3. Asset Replacement Report Card

L. Hardiman spoke to item 7.3.

The Electoral Area Director inquired whether the asset management report card could be included in the annual report, as it would be more understandable for the average user. It also highlights the potential capital overhang, which is important for system users to be aware of. Staff will review the ability to append the asset replacement report card to the annual report.

The report was received for information.

8. CORRESPONDENCE

There was no correspondence.

9. NEW BUSINESS

The Chair asked about the frequency of meetings.

Staff advised that Local Service Committees meet three times a year, with additional meetings scheduled at the call of the Chair. The Magic Lake Estates Water and Sewer Committee had been meeting monthly during the large treatment plant project. Moving forward, the committee agreed to meet three times per year, with the option for additional meetings as needed.

10. ADJOURNMENT

MOVED by J. Deschenes, **SECONDED** by P. Brent,
That the October 29, 2024 Magic Lake Estates Water and Sewer Committee meeting be adjourned at 10:35 am.

CARRIED

CHAIR

SECRETARY

Mayne Island Parks and Recreation Commission
Minutes for: January 9, 2025

5. Chair's Remarks

Chair Bell stated her pleasure that the team continues to work together and looks forward to an engaging year ahead.

6. Presentation – Commissioner application

Glyn Legge applied for a commissioner position. He commented on his lifetime enjoyment of hiking and climbing and his many years on Mayne Island. He also commented on his admiration of the parks and how well they are maintained. He provided his observation of the increasing park usage and signage.

7. Reports

7.1. Treasurer's Reports

A report was received with the agenda.

7.1.1. Treasurer's Report for the period December 1 - 31, 2024

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Kilpatrick that the Treasurer's report for the period December 1 – 31, 2024 be approved as presented.

CARRIED

7.1.2. Finance Report/Local Matters

A report was received with the agenda.

The BC Hydro ReGreening funding cheque was received.

7.2. Administration

7.2.1. Follow up Action Report

- Commissioner Kilpatrick will work on the web page development with input from Commissioner Burrows.
- Commissioner Handbook Supplement: Commissioners will review the updated fitness policy and the trees checklist.
- Five-year Master Plan: Commissioners Euper, Bell, Burrows, Kilpatrick and Glyn Legge will participate in development of the new plan.
- Fitness circuit: Landscape material was received and steps to complete this project were discussed.
- BC Hydro ReGreening Grant: A new drawing for tree placement was completed and will be circulated. Another drawing will be made to meet the January 15th deadline for the area near Williams Road. Japanese Memorial Garden volunteers will water trees planted on the garden fence side.
- Rock installation along Village Bay Road: Matt Taylor will be contacted regarding moving the stones.

Mayne Island Parks and Recreation Commission

Minutes for: January 9, 2025

- Lions Club building: The insurance letter will be provided to Greg Martin.
- Playground equipment: Commissioner Banelis will source out replacement tires and obtain a quote for welding repair of the disc walker equipment.
- Update hiking/walking trail map: Discussed GPS coordinate usage for trail maps online. Commissioner Kilpatrick will mark up the brochure and meet with Commissioners Bell and Wright.
- Commercial ramps: Commissioner Bell will review the CRD management plan and circulate to commissioners.

7.2.2. Health and Safety Concerns

Dinner Bay ball field update: An ICBC claim has been filed and an adjuster will be in touch in the next few days.

7.2.3. Events

A report was received with the agenda.

The holiday bonfire was well attended, cinders were cleared up and no garbage was left behind.

7.3. Committees

7.3.1. Fitness Circuit/ Beautification Phase II

See BC Hydro ReGreening Grant in 7.2.1

7.3.2. Technology

A report was received with the agenda.

7.3.3. Sanitation

- Replacement door closures to be installed.
- The fan on the UV system has been going into overheat mode.

7.4. Parks

7.4.1. Miners Bay

Electrical update: Commissioner Bell to follow up with tree volunteer..

7.4.2. Dinner Bay

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve an expenditure of \$1800 for tree work at Dinner Bay Park to be performed by Dr. Daylight Contracting Ltd..

CARRIED

Mayne Island Parks and Recreation Commission

Minutes for: January 9, 2025

- Several dead trees will be removed throughout the park and the maple by the tractor shed requires pruning.
- Discussed the need for long term budget planning for tree work and Commissioner Banelis will prepare tree management information to include in the five year plan.
- An onsite meeting is necessary to assess drainage concerns.
- The playground pea gravel has been redistributed.

7.4.3. Cotton Park

The CRD archaeologist will arrange a meeting with a WSÁNEĆ cultural monitor and representatives from MIPRC.

7.4.4. Japanese Memorial Garden

A report was received with the agenda

7.4.5. Trail Committee and Pocket Parks

- Fallen trees and branches have been cleared off trails since the last wind storm.
- A problem tree on Charter Road was discussed and it was agreed that the arborist will be contacted for an assessment.
- The Mayne Island Pathways and Trails Association will make a presentation next month and information will be sent in advance regarding trail development.

8. Correspondence/Meetings

8.1. Email to proponent requesting evidence of community support for pump track.

8.2. Email from supporter of ‘pump track’ for youngsters.

8.3. Telephone request from ‘organizer’ to consider a weekly market at Miners Bay Park.

- Discussion occurred regarding this request. More information and further investigation is required before responding..

8.4. Request to present at February 2025 meeting by Mayne Island Pathways and Trails Association. Request granted.

8.5. Emails to/from BC Hydro concerning timing of receipts of BC Hydro ReGreening Grant.

8.6. Emails to MIPRC and CRD regarding maintenance of Orca Trail at Fred & Bette Cotton Community Park.

8.7. Email regarding challenges completing CRD Japanese Memorial Garden e-transfer form.

9. New Business

No new business.

Mayne Island Parks and Recreation Commission
Minutes for: January 9, 2025

10. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

CARRIED

11. Rise and Report

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the Capital Regional District Board that Glyn Legge be appointed a commissioner for the term ending December 31, 2025.

CARRIED

12. Meeting Adjournment

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Burrows that the Mayne Island Parks and Recreation Commission meeting be adjourned.

CARRIED.

Meeting adjourned at 5:17 pm

Original signed by Michael Kilpatrick for/

February 13, 2025

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
13 Jan. 2025 3:30 pm
Zoom/Pender Community Hall

Commissioners: George Leroux (Chair/Treasurer), Andrea Mills, Sandra Tretick(EP), Cecilia Suh(EP), Lisa Baile, Paul Kubik **Regrets:** Paul Brent. **Guests:** Justine Starke, CRD. Carolyn Cartwright Owers.

Staff: Lori Seay-Potter (Recorder), Rob Fawcett (Project Coordinator), Ben Symons (Maintenance) Erin O'Brien(Restoration).

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:30 p.m.

2. **APPROVAL OF AGENDA**

MOTION to approve the 13 Jan. 2025 PIPRC agenda,
M-Commissioner Baille, S-Commissioner Suh. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOTION to approve the 02 Dec. 2024 PIPRC minutes as circulated.
M-Commissioner Mills, S-Commissioner Suh. **CARRIED.**

4. **DELEGATIONS:** None.

5. **OPERATION REPORTS**

5.1 **Maintenance:** Report circulated prior to the meeting. Storm remediation has been this month's priority. Completing work at Pump Track is the next priority. Ben and Commissioner Brent have been exploring an alternate kayak launch location. Underspent funds for Magic Lake Dock may be applied to an additional east side launch.

5.2 **Restoration:** Erin O'Brien reported on the PICA contract. New priority locations need to be identified for 2025. Outstanding work is being completed from the 2023-2024 work plan. Commission provided feedback on plans for boardwalk/interpretive signs and accompanying planting. Ben will join the Lot 66 Covenant site visit.
ACTION: Lori will add Lot 66 to the inventory.

5.3 **Capital Projects:** Report circulated prior to the meeting.

- **Schooner Way:** Tree work is being finalized with CRD Engineering for a targeted Feb. 2025 start. The Arborist report is complete and no healthy trees are slated for removal. Overhang limits are being addressed. Rob has met with neighbours to address driveway intersection concerns.
- **Pumptrack:** Remaining privacy planting to be completed.
- **Wind Phone:** Ben has ordered signage.
- **Dog Park:** A full report on community feedback will be shared at the Feb. meeting.

6. **REPORTS**

6.1 **Treasurer Report:** Treasurer presented a detailed overview of revised 2025 Capital projects and budget:

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
13 Jan. 2025 3:30 pm
Zoom/Pender Community Hall

MOTION to approve the revised 2025 Capital Budget as proposed. M-Commissioner Leroux, S-Commissioner Mills.
CARRIED.

MOTION to dedicate \$5 000 to Disc Golf Parks improvements 2025. M-Commissioner Suh, S-Commissioner Baille.

6.2 Communications: Rob will write a Pender Post article on the Windphone and beach access updates.. Rob will write a Schooner Way Trail update for March.

6.3 2025 Commission Appointments: Commissioners Baille and Leroux will meet with interested community members. Election of the 2025 PIPRC Executive is slated for February.

7. CORRESPONDENCE AND BUSINESS ARISING

7.1 Kayak Launch: Commission agreed to seek an additional kayak launch site and discussed possible alternatives. Commissioners Kubik and Suh will visit an existing site with Ben to consider modifications to the current access infrastructure,

7.2 Mout Park letter: Community member has requested that the Commission assume maintenance of the parkette in Magic Lake. The property is under covenant with the Magic Lake Property Owners association(MLPA). The Commission will refer the Mout Park letter writer to the MLPA.

7.3 Enchanted Forest: Islands Trust Conservancy has requested an update as Covenant Holder. Erin O'Brien will submit a report on restoration at the site.

7.4 Trust Referral: Commission received an offer to comment on Islands Trust DPA change regarding raptors nests. Commission declined to respond.

9. PROJECTS

9.1 Trail Inventory: Park and Trail inventory is ongoing.

9.2 Map Update: Appropriate base layer map is in development. Commission is interested in adding First Nations place names as the school and other Pender groups are adopting those names on their maps. Justine reviewed the CRD and First Nations Engagement Team process. Commissioner Tretick will discuss with Paul Petri and WSÁNEĆ contact.

10. NEW BUSINESS

10.1 2025 Meeting Schedule: Second Monday of the month, 3:30 start

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
13 Jan. 2025 3:30 pm
Zoom/Pender Community Hall

10.2 **In Camera - Maintenance Contract**

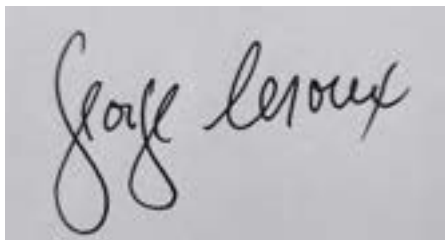
MOTION to close the meeting in accordance with the *Community Charter, Par 4, Div. 3, Section 90(1)*. M-Commissioner Kubik, S-Commissioner Baille.
Commission moved to the closed session at 4:50 p.m. Commission rose from the closed session at 5:00 p.m. and reported:

MOTION to award the Maintenance Contract to Ben Symon.
M-Commissioner Baille, S-Commissioner Suh.
CARRIED.

11. **MOTION TO ADJOURN** The meeting adjourned at 5:10 p.m.

12. **NEXT MEETING:** Feb. 10, 2025 at 3:30 p.m.

APPROVED at the Feb 10, 2025 PIPRC Meeting:

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and appears to read "Gail Leroux".

MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Tuesday, July 2, 2024 at 9:30 a.m., In the Main Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members:** W. Forsberg (Chair); A. Wickheim (EA Director); C. Welham
Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Kelly; D. Dionne (Recorder)

REGRETS: Cynthia Carlsen

EP = Electronic Participation

The meeting was called to order at 9:38 am.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by W. Forsberg, **SECONDED** by A. Wickheim,
That the agenda be approved.

CARRIED

3. PRESENTATIONS/DELEGATIONS

There were none.

4. COMMITTEE BUSINESS

4.1. Port Renfrew Sewer Utility Services 2024 Capital Plan Amendment for the Genset Upgrade Project

J. Kelly spoke to item 4.1.

Staff responded to the following questions:

- When the genset replacement will take place. Staff advised the intent is complete the work in August or September of this year, subject to committee approval and contractor availability.
- If there are any implications that may cause a delay. Staff advised CRD procured the generator and cabling is supplied by the contractor. Has not been able to get a detailed work schedule from the contractor. Does not anticipate a delay.
- What reserve fund is funding this work, and what the remaining amount will be in the fund. Staff advised the funds will be transferred from the sewer reserve fund. With this amendment, the reserve fund would have \$36,000 remaining. Capital reserves can be increased at the budget meeting in the fall at the committee's direction. Community Works Funds (CWF) were committed for this project from the previous Electoral Area Director.
- How many quotes were received and if there is the potential for increase an in cost received from the contractor. Staff advised this is work is considered smaller scale and is a remote site, resulting in one quote received. The quote received does not

include hydro disconnect fees and other miscellaneous charges including rentals. CWF cannot be used for CRD staff time but can be used for contractors. CRD would not be able to utilize CWF if the work is not contracted out.

- If \$20,000 is used as contingency, will there be funds remaining to put back in the reserve fund. Staff advised contractor pricing absorbed the previously allocated \$10,000. There is a lot of additional administrative time involved.

MOVED by A. Wickheim, **SECONDED** by W. Forsberg,

That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board that the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund.

CARRIED

5. ADJOURNMENT

MOVED by W. Forsberg, **SECONDED** by A. Wickheim,

That the July 2, 2024 Port Renfrew Utility Services Committee meeting be adjourned at 9:53 am.

CARRIED

CHAIR

SECRETARY

MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Friday, November 1, 2024 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: W. Forsberg (Chair); C. Carlsen (Vice Chair); A. Wickheim (EA Director); C. Welham (EP)
Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Infrastructure Wastewater Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; T. Watkins, Manager, Environmental Resource Management Policy & Planning; A. Hliva, Manager, Wastewater Conveyance Operations; L. Xu, Manager, Local Services & Corporate Grants; J. Oulton, Clean Demolition Permit Assistant, CRD (EP); M. Risvold (Recorder)

EP = Electronic Participation

The meeting was called to order at 2 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by A. Wickheim, **SECONDED** by C. Welham,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by W. Forsberg, **SECONDED** by C. Welham,
That the minutes of the July 2, 2024 Port Renfrew Utility Services Committee meeting be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

The Chair welcomed Jason Oulton, Clean Demolition Permit Assistant, to the Port Renfrew Transfer Station.

5. PRESENTATIONS/DELEGATIONS

There were none.

6. SENIOR MANAGER'S REPORT

J. Marr advised the Capital Regional District (CRD) is running a campaign to inform homeowners within small water systems the benefits of winterizing their properties to prevent leaks during the cold season. Information has been shared on social media platforms and on the respective CRD Drinking Water Systems webpages.

7. COMMITTEE BUSINESS

7.1. 2025 Operating and Capital Budget

Port Renfrew Street Lighting Service:

J. Marr presented the item, and a discussion ensued regarding the existence of a capital reserve fund (CRF) for the street lighting service. Staff confirmed that there is no CRF for the street lighting service, as it is owned by BC Hydro. It was also noted that any expansion of the streetlight service area or potential service upgrades would require a cost allocation calculation and the creation of a bylaw.

Port Renfrew Refuse Disposal Local Service:

T. Watkins introduced the item, and a discussion took place regarding refundable bottle recovery costs. Staff mentioned that a system is being considered to allow funds from refundable bottles to be retained. The total dollar value from refundable bottles is currently unknown.

A discussion took place regarding the recycling of high-value metals. It is expected that all such metals will be processed through the CRD, generating revenue based on a per-ton rate, with an anticipated increase in revenue. Concerning the collection of major appliances, the appliance industry has established a non-profit organization called the Major Appliance Recycling Roundtable, which provides funding for both the transportation and recycling of these materials. There is no cost to the service for this.

The Electoral Area Director provided a drawing for consideration of the future refuse disposal operation.

Port Renfrew Water Local Service

J. Marr introduced the item. Discussion took place regarding anticipated upcoming costs directly related to the water service. Staff have identified leaking service lines that need repair and have included the replacement in the budget. Staff are currently reviewing the project in alignment with the water master plan.

There was a discussion regarding the need for replacing the current fire hydrants. Staff confirmed that while immediate replacement is not necessary, they adhere to best practice guidelines and conduct biannual operations. Maintenance has been deferred due to the Master Plan, but regular checks are performed to ensure the hydrants are working properly.

Port Renfrew Wastewater Local Service

J. Marr introduced the item and gave an overview of the five-year capital plan. A discussion followed regarding the master planning study, highlighting that once the study is completed, the Service may encounter larger projects that could require debt financing for sewer improvements. An alternative approval process (AAP) or petition will be required to borrow funds, depending on the master plan.

Discussion ensued regarding:

- Expansion and funding of the streetlight service area.
- The possibility of exploring solar options for streetlights.
- Collection of non-ferrous metals.
- Organizing recycling efforts.

- Concerns about the Transfer Station's operating hours and waste being left outside when it's closed.
- Signage for the Transfer Station in the community.
- Issues with illegal dumping and bylaw enforcement in the area.
- The use of windshield stickers for taxpayers contributing to refuse disposal.
- The importance of listing projects in the capital plan for potential grant opportunities.

MOVED by C. Carlsen, **SECONDED** by C. Welham,

1. That the 2025 Operating and Capital Budget for Street Lighting System Local Service be approved as presented and recommend that the 2024 actual surplus or deficit be carried forward to the 2025 operating budget;
2. That the 2025 Operating and Capital Budget for Refuse Disposal Local Service be approved as presented and recommend that the 2024 actual operating surplus or deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Equipment Replacement Fund);
3. That the 2025 Operating and Capital Budget for Water Local Service be approved as presented and recommend that the \$7,395 2024 deficit be included as an expenditure to be recovered from revenue in the 2025 financial plan as required by Local Government Act (LGA) Section 374 (11); and any remaining deficit be balanced on the 2024 Reserve Funds transfers (Capital Reserve Fund and/or Operating Reserve Fund).
4. That the 2025 Operating and Capital Budget for Sewer Local Service be approved as presented and recommend that the 2024 actual surplus or deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
5. That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

CARRIED

7.2. PROJECT AND OPERATIONS UPDATE

N. Tokgoz introduced item 7.2 and provided an update on capital projects.

J. Dales provided an operational update. The discussion focused on potential grants that could help offset expenses. Staff noted that having projects listed on the capital plan is beneficial for securing potential grants and advised while grants are available, the process is highly competitive.

Discussion ensued regarding:

- Current location of the outfall and its impact on the Master Plan.
- Holding an on-site meeting for staff and the committee at the Transfer Station.

The report was received for information.

8. NOTICE(S) OF MOTION

There were none.

9. NEW BUSINESS

A discussion followed regarding public transit in Port Renfrew. Staff clarified that CRD does not have authority over public transit.

10. ADJOURNMENT

The Chair expressed gratitude to the staff for the discussions during the meeting.

MOVED by W. Forsberg, **SECONDED** by A. Wickheim,
That the November 1, 2024 Port Renfrew Utility Services Committee meeting be adjourned at 4:01 pm.

CARRIED

CHAIR

SECRETARY

MINUTES OF A MEETING OF THE Skana Water Service Committee, held Friday, February 16, 2024 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members:** W. Korol (Chair) (EP); R. Anthony (Vice Chair) (EP); M. Bentley (EP); P. Brent (EA Director) (EP)
Staff: J. Kelly, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; J. Dales, Senior Manager, Infrastructure Wastewater Operations; C. Moch, Manager, Water Quality; M. Risvold (Recorder)

REGRETS: B. Hill

EP = Electronic Participation

The meeting was called to order at 2 pm.

1. ELECTION OF CHAIR

The Senior Manager called for nominations for the position of Chair of the Skana Water Service Committee for the term ending December 31, 2024.

R. Anthony nominated W. Korol. W. Korol accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared W. Korol Chair of the Skana Water Service Committee for the term ending December 31, 2024, by acclamation.

2. ELECTION OF VICE CHAIR

The Chair called for nominations for the position of Vice Chair of the Skana Water Service Committee for the term ending December 31, 2024.

W. Korol nominated R. Anthony. R. Anthony accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, the Chair declared R. Anthony Vice Chair of the Skana Water Service Committee for the term ending December 31, 2024, by acclamation.

3. APPROVAL OF AGENDA

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the agenda be approved.

CARRIED

4. ADOPTION OF MINUTES

Follow-up discussion took place from the November 9, 2023 meeting regarding the “Tank action plan – question submitted from a previous meeting”. Staff advised it is still a priority to proceed with capital projects, however, there is time to complete an options assessment for the tanks. Staff recommend replacing the tanks within one year.

The following sentence was added to item 5 of the November 9, 2023 meeting minutes: “Staff noted the tank replacement is not imminent in the next year, allowing time for proper study and planning.”

The following items were added to item 6.1 November 9, 2023 meeting minutes: “Discussion ensued regarding:

- Asset management plan
- Asset value
- The need for capital reserve fund balances”

MOVED by M. Bentley, **SECONDED** by W. Korol,

That the minutes of the November 9, 2023 Skana Water Service Committee meeting be adopted as amended.

CARRIED

5. CHAIR’S REMARKS

The committee advised it is difficult to hear meeting proceedings on the public dial-in line. The feedback was received by staff and will be reviewed internally.

6. PRESENTATIONS/DELEGATIONS

There were none.

7. SENIOR MANAGER’S REPORT

Operations and maintenance contractor Request for Proposal (RFP)

Staff advised an RFP for the Skana and Surfside water services will be going live soon for approximately one month. A selection process will take place providing there is a significant number of bids. Staff will inform the committee when the RFP is issued. Staff advised they will pursue other avenues for advertising once the RFP is posted live through CRD channels.

The chair requested that the RFP is shared with the committee so it can be shared on their local Facebook page.

Electoral Areas Water Conservation Bylaw update

Staff advised all water restrictions were lifted in early December. Communications enacting the different stages of water restrictions were primarily through social media and CRD website channels, as well as posting the various stages throughout the community. Staff noted this bylaw is an important step for trying to achieve water conservation.

The committee asked if electronic water billing email lists can be used to notify the community of water restrictions. Staff advised there are regulations on what can be sent out electronically. Personal email information retained for water billing purposes cannot be used to send bulk emails from CRD regarding water restrictions or other notifications.

8. COMMITTEE BUSINESS

8.1. Project and Operations Update

Staff provided an update on capital projects and operations.

Discussion ensued with staff responding to the following questions:

- Budget and timeframe for capital project 18-01 Storage Tank Replacement. Staff advised the project was added to the November 2023 budget which was provisionally approved by the committee. The Board reviews and approves the budget for all services in March. Until the Board approves the budget, there is no authorization to begin the project. Staff intend to have further information available in November with the caveat of other priorities and resources.
- What work has been done the study to develop the scope and budget for SCADA automation. Staff advised no action has been taken to date but would like to start the work at the same time as the storage tank replacement. Staff anticipate the work beginning in Q2.
- Alternative approval process (AAP). Staff advised an AAP will likely take place in 2025. Once the project has been fully scoped and the cost is determined for full automation, a further discussion will take place with the committee.
- CRD staff travelling to Mayne Island for system maintenance. Staff advised CRD staff travelling to the island was only marginally higher than having an on-island contractor.
- If the committee can be involved with applicants relating to the RFP process. Staff advised they can provide the committee with feedback but must respect the confidentiality of the applicants as there is a legal process to go through.

Staff provided an update on disinfection by-products (DBP's) noting the following:

- The last round of analysis done on DBP's at the beginning of February.
- The numbers are on an upwards trend, but not as high as previous years during the winter.
- There was a slight exceedance on the haloacetic acid (HAA) in one location.
- THM's were slightly under the health limit.
- Low concentration coliform hits.
- Water samples are taken monthly.

Discussion ensued regarding:

- Wells that have not been located
- Surface seepage
- Private wells
- Potential buried wells
- Relying on staff to obtain water samples
- Contracted operator cost for the service

9. SKANA WATER SERVICE COMMITTEE MEETING SCHEDULE

Regular meetings of the Skana Water Service Committee shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC in February, June, and in November to approve the Operating and Capital Budget.

10. CORRESPONDENCE

There was none.

11. NEW BUSINESS

The committee asked staff if the next meeting can be held on Mayne Island so the public can attend to avoid the presentation and delegation process of meetings. Staff advised it can be reviewed internally and noted additional costs will be incurred to the water service if staff travel to the island for meetings.

12. ADJOURNMENT

MOVED by R. Anthony, **SECONDED** by M. Bentley,
That the February 16, 2024 Skana Water Service Committee meeting be adjourned at 3:39 pm.

CARRIED

CHAIR

SECRETARY

MINUTES OF A MEETING OF THE Sticks Allison Water Local Service Committee, held Tuesday, June 25, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: H. Schofield (Chair); J. Fenby (Vice Chair); P. Brent (EA Director); C. Menyhart (EP); B. Russell (EP)
Staff: J. Marr, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; L. Hardiman, Manager, Asset Management; Q. Al-Rawi, Senior Manager, Corporate Asset and Maintenance Management; M. Risvold (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:31 am.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided a Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the minutes of the February 14, 2024 Sticks Allison Water Local Service Committee meeting be adopted as amended.

CARRIED

4. CHAIR'S REMARKS

The Chair thanked the committee and staff for attending the meeting today and provided the following remarks:

- Glad to see the water analysis in the agenda package
- Private water system issues, CRD's response and assistance
- More demand on the aquifer with the sale of the property on West Sticks Allison Road, adjacent to the western boundary of the Sticks Allison Water System

5. PRESENTATIONS/DELEGATIONS

There were none.

6. SENIOR MANAGER'S REPORT

6.1. Union of British Columbia Municipalities Grant for Disaster Risk Reduction - Climate Adaptation 2024

Staff have applied for a grant for water conservation signage for the service. Staff are proposing to have water restriction boards, including water conservation stages, to be posted within the community. Staff will report back on the status of the grant funding.

D. Robson provided updates on the following:

- The 2025 service budget process is currently underway. Staff will be reviewing the operating and capital budget and preparing the 5-year financial plan for the committee's review and consideration in the fall.
- Electoral Areas Water Conservation Bylaw – stage 1 is currently in effect as of May 1. Water conservation signage is posted within the community. Advanced stages may be triggered if necessary, noting that aquifer and drought levels will be monitored.
- D. Robson advised he is taking on a more senior role and will be the primary contact for the Sticks Allison Water Service.

Follow-up items from previous meeting:

- The process for electronic water bill inserts. Staff advised there are currently 9 of 37 receiving electronic bills for the service which is essentially the same as mailed out water bills. Mailed out inserts are not received by customers subscribed to receive their bills electronically. Staff are reviewing software and working on a solution.
- Confirm the percentage of water usage that will trigger an alert for high water usage. There is no trigger for an alert based on increased water volume. However, if there is a trigger of at least 40% increase in the base dollar value from the previous comparable billing period. Staff are reviewing improvements to the billing process which could entail the installation of smart meters.

7. COMMITTEE BUSINESS

7.1. 2023 Annual Report

D. Robson spoke to item 7.1.

Staff responded to the following questions:

- If there is an inexpensive way to determine where the leaks are such as a non-toxic dye. Staff advised dye testing is not an option as it will not help identify anything at the surface. Leak detection options are traceable gas and sound equipment which is most cost effective.
- If it would be helpful for homeowners to monitor for leaks themselves. Staff advised the leaks that staff are looking for are not on the private side. Homeowners can address leaks by doing detection themselves by taking a water meter reading while everything is off in the house.
- What can be done about the suspected leak between the reservoir and Sticks Allison Road. Staff noted that leaks are difficult to find when they are not at the surface. Tracer gas testing can be employed for the area but is very expensive as it involves draining the distribution system and injecting the gas. Staff advised the current level of leak detection being used is appropriate and is being tied in with the preventative maintenance program.

- If the main waterline is under the road. Staff advised it is not under the road, it is primarily on the road shoulder.

7.2. Asset Replacement Report Card

L. Hardiman spoke to item 7.2.

Discussion ensued regarding:

- Stakeholders' preference may be to self-insure with respect to assets nearing end of service life.
- The service would like to consider addressing the watermains first, since asbestos cement (AC) watermains are reaching the end of service life.
- Low-cost options are essential for the Sticks Allison Water Service considering the demographic.
- Saltwater intrusion is a concern for the system.

Staff responded to the following questions:

- If flagged items can be reviewed by operations staff. Staff advised part of the preventative maintenance program is to review and check equipment. Asbestos cement pipe has a shorter lifespan than some other pipe materials, however, installation can play a significant part in the lifespan of the pipe.
- At which point should the committee discuss this with stakeholders. Staff advised it would be a good idea to share this information with the community prior to the budget meeting in the fall, noting that the public is welcome to attend and listen to meetings.

The report was received for information.

7.3. Capital Project Status Reports and Operational Updates – June 2024

D. Robson spoke to item 7.3.

Staff responded to the following question from the committee regarding the frequency of Island Health facility inspections. Staff advised the inspections are as and when requested by Island Health.

The report was received for information.

8. CORRESPONDENCE

There was no correspondence.

9. NEW BUSINESS

There was no new business.

10. ADJOURNMENT

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the June 25, 2024 Sticks Allison Water Local Service Committee meeting be adjourned
at 10:42 am.

CARRIED

CHAIR

SECRETARY

MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Thursday, June 27, 2024 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: L. Vallee (Chair) (EP); K. Wall (vice-chair); P. Brent (EA Director) (EP); W. Mulvin (EP); R. Noyes (EP)
Staff: J. Marr, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula & Gulf Islands Operations; L. Hardiman, Manager, Asset Management; M. Risvold (Recorder)

EP = Electronic Participation

The meeting was called to order at 2:04 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by P. Brent, **SECONDED** by R. Noyes,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by R. Noyes, **SECONDED** by P. Brent,
That the minutes of the February 13, 2024 Surfside Park Estates Water Service Committee meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair made no remarks.

**5. PRESENTATIONS/DELEGATIONS
THERE WERE NONE.**

6. SENIOR MANAGER'S REPORT

D. Robson advised the following:

- The 2025 service budget is currently under way and will be presented to the committee in the fall.
- Electoral Areas Water Conservation Bylaw: Stage 1 is currently in effect as of May 1 and water conservation signage has been posted in the community.
- Union of BC municipalities grant application: CRD has applied for a grant for water conservation signage. If the grant application is successful, the water conservation signage will be similar to the current wildfire risk signage within the community.

7. COMMITTEE BUSINESS

7.1. 2023 Annual Report

D. Robson spoke to item 7.1.

The report was received for information.

7.2. Asset Replacement Report Card

L. Hardiman spoke to item 7.2.

Staff responded to the following questions:

- If there is a prediction of what the cost may be for watermain replacements in 2050. Staff noted it could be a significant capital cost and advised there is time to begin increasing the capital reserve fund.
- The timing of the identified and necessary upcoming asset replacements. Staff advised that providing funds are available, the work on asset replacements can be completed before the slated year of 2051.

Staff advised when a leak is identified, a leak report is prepared. The report describes observations that were made including the condition of the pipe and backfill materials which will help determine how fast the watermain replacement program will need to advance. The service currently has approximately six-million dollars' worth of assets.

The report was received for information.

7.3. Capital Project Status Reports and Operational Updates – June 2024

J. Marr spoke to item 7.3.

The report was received for information.

8. CORRESPONDENCE

There was none.

9. NEW BUSINESS

The committee discussed water loss increasing over the years.

Staff advised the current leak detection program has identified zones and areas where repairs will likely be completed during or after the summer. One location is relatively small but indicates larger water loss in a 20-meter section, however, nothing appears at the surface. Due to the terrain, it is very rare to see any leakage at the surface within the Surfside Park Estates Water Service. Staff further advised that the Surfside Water System contains all glued joint pipe, and any movement could cause a pin-sized leak. All work being completed is to standard with bedding material. Unauthorized connections are also a possibility and difficult to identify. Discussion ensued.

10. ADJOURNMENT

MOVED by W. Mulvin, **SECONDED** by R. Noyes,
That the June 27, 2024 Surfside Park Estates Water Service Committee meeting be adjourned
at 2:36 pm.

CARRIED

CHAIR

SECRETARY

MINUTES OF A MEETING OF THE Wilderness Mountain Water Service Commission, held Monday, June 24, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Commissioners: D. Pepino (Chair); L. Cutler (Vice Chair); A. Wickheim (EA Director); P. Twamley
Staff: S. Irg, Senior Manager, Infrastructure Water Operations; C. Moch, Manager, Water Quality; M. Risvold (Recorder)

REGRETS:

EP = Electronic Participation

The meeting was called to order at 9:30.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided a Territorial Acknowledgement.

2. APPROVAL OF AGENDA

Election of Vice Chair was added to the agenda as item 3.
Item 6.1 was removed from the agenda as it was included in error.

MOVED by L. Cutler, **SECONDED** by A. Wickheim,
That the agenda be approved as amended.

CARRIED

3. ELECTION OF VICE CHAIR

The Chair called for nominations for the position of Vice Chair of the Wilderness Mountain Water Service Commission for the term ending December 31, 2024.

A. Wickheim nominated L. Cutler. L. Cutler accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, the Chair declared L. Cutler Vice Chair of the Wilderness Mountain Water Service Commission for the term ending December 31, 2024, by acclamation.

4. ADOPTION OF MINUTES

MOVED by L. Cutler, **SECONDED** by A. Wickheim,
That the minutes of the February 15, 2024 Wilderness Mountain Water Service Commission meeting be adopted as amended.

CARRIED

5. CHAIR'S REMARKS

The Chair welcomed Paula Twamley to the Wilderness Mountain Water Service Commission.

Director Wickheim provided an overview of the commission selection process for members of the commission.

P. Twamley noted the following:

- Importance of water
- Curious to learn more about the water source
- How can we better water source
- Boil water advisories (BWA's) and health advisories

6. PRESENTATIONS/DELEGATIONS

There were none.

7. SENIOR MANAGERS REPORT

S. Irg provided advised that the turbidity of treated water this morning was .6NTU, noting that being under 1NTU is strived for. There was an event in early June where the turbidity reached 1NTU. Staff changed the filters, and the issue corrected itself.

Staff responded to a question from the commission regarding waterfowl. Staff advised waterfowl is not monitored. If there are large numbers of geese that land and introduce feces and nutrients that could potentially be added to the lake. Fecal coliform and e. Coli are from excretes from many different animals and fish.

8. COMMISSION BUSINESS

8.1. 2023 Annual Report

S. Irg spoke to item 8.1.

Staff advised that the recognition of risks associated with manganese has resulted in regulation changes over the years. With this, there was a manganese advisory for Wilderness Mountain. Island Health has urged CRD to report and monitor exceedances to determine how long the exceedances last. Typically, metals are sampled quarterly but they are now being sampled monthly based on Island Health's requirement and instruction. A suite of metals is tested at the same time and there does not appear to be any alarming concentrations in other metals. Iron does coincide with manganese; however, iron does not have a health limit from Health Canada, it is more aesthetic due to colour. Staff noted that manganese can be removed at the treatment plant by adding additional features, such as a media filter, which come at a cost.

Discussion ensued regarding:

- Lake turnover
- Lake recharge and runoff into the lake
- Intake close to bottom of lake bringing in manganese

- Manganese treatment
- More filtration
- Chlorine and manganese oxidizing

8.2. Capital Project Status and Operational Update

S. Irg spoke to item 8.2.

Staff advised quotes have been received for the platform, which were all within budget. Work depends on contractor availability.

Staff responded to the following questions:

- If inspections can be done on the same day to minimize the amount of trips to Wilderness Mountain. Staff advised that operators attend the Wilderness Mountain Water System on Tuesdays and Saturdays, and dam inspections are conducted monthly. Site inspections are conducted on the same trip as scheduled maintenance. Additional trips are not made unless necessary or required. Staff may make additional trips to keep NTUs down if there are concerns regarding turbidity.
- Where turbidity samples are taken. Staff advised one is taken near the UV treated water and one from raw water.
- If the water storage tanks can be used as a delay system for chlorine contact time. Staff advised significant improvements and upgrades would be needed to make this a full treatment plant which would cost millions of dollars.

Discussion ensued regarding:

- Suspended particles
- Dissolved organic compounds

8.3. SOURCE WATER PROTECTION PLAN AND ISLAND HEALTH COMPLIANCE

S. Irg provided the following updates:

- The source water protection plan (SWPP) is a condition of a permit at the time from Island Health, when there was a filtration exemption.
- The service no longer has a filtration exemption.
- There are lots of good options that are available at a cost that staff are happy to discuss.

Staff responded to the following question regarding filtration deferral. The Drinking Water Officer reserves the right to retract a filtration exemption. Staff noted that the existing treatment plant has filters but is not considered a filtration plant.

9. CORRESPONDENCE

9.1. Correspondence from B. Chapman

Questions in the correspondence were responded to and addressed by staff.

Discussion ensued regarding:

- Staff combining all trips to the Wilderness Mountain Water Service.

- The intake will be discussed at the November meeting.
- Receiving the agenda items on a Friday before the meeting.

10. NEW BUSINESS

L. Cutler provided a handout including SCADA data and shared concern regarding short pump cycles occurring.

Discussion ensued regarding:

- Filling the tanks at night
- Filter maintenance and changes
- Pumps can be triggered remotely through SCADA system
- A turbidity lockout would automatically turn off the pump if there is a turbidity exceedance.
- The reason for short pump cycles
- Filter breakthrough in flow data
- Increase in flow rate when the pump turns on

Requests from the commission:

- Staff to review if there are short pump cycles happening and to provide an update at the next meeting.
- To have “review of action items” as a standing item on the agenda.
- Staff to provide a copy of the water license and the current status of the water license application.

11. ADJOURNMENT

MOVED by A. Wickheim, **SECONDED** by L. Cutler,
That the June 24, 2024 Wilderness Mountain Water Service Commission meeting be adjourned at 10:50 am.

CARRIED

CHAIR

SECRETARY

MINUTES OF A MEETING OF THE Wilderness Mountain Water Service Commission, held Friday, November 1, 2024 at 9:30 am, In the Goldstream Conference Room, Victoria, BC

PRESENT: Commissioners: D. Pepino (Chair); L. Cutler (Vice Chair); A. Wickheim (EA Director); P. Twamley
Staff: S. Irg, Senior Manager, Infrastructure Water Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality; K. Vincent, Senior Financial Advisor; L. Xu; Manager, Financial Services and Corporate Grants; M. Risvold (Recorder)

REGRETS:

EP = Electronic Participation

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

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

- Appointment of commission members was added as Item 5.

MOVED by A. Wickheim, **SECONDED** by L. Cutler,
That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

MOVED by L. Cutler, **SECONDED** by A. Wickheim,
That the minutes of the June 24, 2024 Wilderness Mountain Water Service Commission meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair's detailed remarks are attached to the minutes for the record.

He expressed concerns with the following:

- **Meeting Regulatory Objectives:** Island Health's Surface Water Treatment Objectives require system replacement to avoid fines, with costs passed to the community.
- **Community Frustration:** Since 2008, increased water costs were supposed to meet regulations, but numerous studies and rising expenses have not resolved the issue.
- **Commissioner's Challenge:** From 2020, efforts have aimed at finding a better solution, causing exhaustion and frustration due to ongoing disagreements.
- **Debt and Financial Concerns:** The community faces a potential doubling of current debt, extending it for 25 years, to possibly qualify for a grant for an unspecified regulatory-compliant solution.
- **Alternative Solution:** Point of Entry/Point of Use system, suitable for small services, initially considered but dismissed, could now be a viable solution to benefit similar small communities.

5. APPOINTMENT OF COMMISSION MEMBERS

The chair advised there are two commission membership opportunities beginning next year. One nomination has been received which leaves one vacancy remaining. The community is encouraged to submit nominations for new membership. The Electoral Area Director and S. Irg thanked L. Cutler for his contributions.

Advertisements for the vacancy have been posted on the Capital Regional District (CRD) website and shared via social media.

6. PRESENTATIONS/DELEGATIONS

There were none.

7. SENIOR MANAGER'S REPORT

S. Irg advised there is currently a boil water advisory for the Wilderness Mountain Water Service as of Friday, October 25, 2024.

S. Irg provided the following updates:

- Review of potential short pump cycles. Staff reviewed the data and advised that the issue appears to be with the SCADA connection, which is used for monitoring, between the Wilderness Mountain treatment plant and the Goldstream treatment plant. The connection is weak and intermittent, causing communication problems. As a result, the pump appears to be starting and stopping, but the problem lies with the connection, not the pump itself.
- Update on the water license application. S. Irg advised it has been a long process over to separate the licenses for William Brook and Wilfred Brook Reservoirs. The updated water license was just received and there will now be two licenses, one for Wilfred Brook and one for William Brook. Staff will provide a report with background and recommendations for the commission to consider at the February 2025 meeting.
- The difference between a floating intake and extending the intake. S. Irg advised that the intake cannot be extended without converting it to a floating intake. Extending the intake without converting it to floating is not feasible engineering-wise due to the risk of structural failure. Previous studies and recommendations on this matter had been submitted to the commission.
- Island Health regulations regarding the location of septic systems: C. Moch advised that files were requested and received from Island Health, and it was determined that the location of the septic system meets the regulation requirements.

8. COMMISSION BUSINESS

8.1. 2025 Operating and Capital Budget

S. Irg introduced the report and provided an overview of the 2025 operating and capital budget.

Discussion ensued on the process of cleaning the storage tanks. S. Irg explained that the concrete tanks are drained and then cleaned internally with chlorine. He highlighted that entering confined spaces for cleaning is among the most hazardous tasks for employees. The runoff from the drained tanks is discharged into the ditch, as it is treated with chlorine and considered safe.

S. Irg and L. Xu emphasized the importance of including upcoming projects on capital plans, as this enables the ability to apply for grants when they become available. Should a grant opportunity arise, staff would notify the commission and apply for the opportunity.

There was a discussion on the cost for a floating intake study. S. Irg advised that \$40,000 is allocated for reviewing and assessing the floating intake project and staff have included a placeholder for this study in the capital plan. The study will assess the necessity and feasibility of implementing the floating intake. S. Irg advised that the Electoral Area Director agreed to increase the Community Works Funds (CWF) allocation to \$50,000 for additional works, which would require a capital plan amendment. L. Xu advised that a motion is required to advance the project since it is not currently included in the capital plan. She also reminded the commission that CWF cannot be used for CRD staff time.

Discussion ensued regarding:

- Covenants on Mt. Matheson Estates that preclude the ability of residents having secondary suites.
- Potential for future piped water up Mt. Matheson.
- Potential of grant applications being denied.

MOVED by L. Cutler, **SECONDED** by A. Wickheim,

That project 24-01 “Wooden Intake Platform Replacement” be carried forward to 2025 with an additional project budget of \$50,000 from Community Works Funds resulting in a total revised project budget of \$100,000.

CARRIED

There was a discussion about the lifecycle of a floating intake. S. Irg advised that a floating intake typically has a lifespan of around 25 years, although this can vary based on maintenance and other factors.

Discussion ensued regarding what happens if a budget is not approved by a commission. L. Xu advised that budget deliberation allows for amendments. If the commission wishes to make changes to the budget presented, amendments can be made today. Once the budget is approved as presented or amended by the commission, the budget is recommended to the Electoral Areas Committee, and then to the CRD Board for final approval.

MOVED by A. Wickheim, **SECONDED** by P. Twamley,

1. That the 2025 operating and capital budget for Wilderness Mount Water Service be approved as presented and that the 2024 actual operating deficit be carried forward to the 2025 operating budget; and
2. That the Wilderness Mountain Water Service Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Wilderness Mountain Water Service as presented.

CARRIED

8.2. PROJECT AND OPERATIONS UPDATE

S. Irg spoke to item 8.2.

The commission had no questions, and the report was received for information.

9. CORRESPONDENCE

9.1. Conditional Water Licenses C072678, C112795, and C112797 on William and Wilfred Brooks – November 24, 2011

Water license applications were discussed during item 7.

10. NEW BUSINESS

The Chair discussed a manganese scare from a year ago and asked if more information should be provided in the reports. C. Moch advised that regular monthly metal testing is conducted and if levels exceed the limits, a community advisory will be issued.

Discussion ensued regarding making the monthly metal test results available on the CRD website.

11. ADJOURNMENT

MOVED by P. Twamley, **SECONDED** by L. Cutler,

That the November 1, 2024 Wilderness Mountain Water Service Commission meeting be adjourned at 10:44 am.

CARRIED

CHAIR

SECRETARY

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Monday, Jan 27, 2025 7:45 PM

Present: Marni Krismer, Gary Howell, Aran Puritch, Jim Potvin, Vern McConnell, Joel Cotter

Absent: Director Al Wickheim, Greg Elvedahl

Guests & Invitees: Art Wynans

Meeting called to order at 7:46pm

1) Approval of Agenda

MOTION Vern McConnell, **SECONDED** by Jim Potvin that the Agenda be accepted as presented, **CARRIED**

2) Commission Positions

- Officer Elections:
 - Chair: Vern McConnell nominates Aran Puritch as chair, seconded by Joel Cotter. No other nominations. **CARRIED**
 - Vice Chair: Aran Puritch nominates Vern McConnell as vice chair, seconded by Joel Cotter. No other nominations. **CARRIED**.
- Appointments: Gary Howell agrees to continue as treasurer, Marni Krismer agrees to assume the role of secretary.

3) MOTION by Vern McConnell **SECONDED** by Joel Cotter that the minutes of Nov 26, 2024 be accepted as presented, **CARRIED**

4) Fire Chief Report: *Verbal report from Fire Chief, Art Wynans*

- Expected response on \$40k grant application is more than 2 weeks overdue, hopeful for next month,
- Two new local volunteers for WP are training at Port Renfrew with funding from UBCM
- Safety reviews underway based on CRD audit from last year
- 2025 training calendar under review – live fire x2, dates booked.
- New initiative for “day crew” staffed by 1001 certified “out of district” volunteers for one 8-hour shift per month.
- Financials: Smoke machine – \$1k, R1 updates \$10k

5) Hall Managers Report: *limited activity / new bookings – no formal report submitted.*

6) Business Arising:

- a) **Cell Tower:** Commissioner Vern reports recent conversations with Rogers confirmed: that the old tower lease remains in effect until it is removed.
No new action by the Commission required.
- b) **Generator:** Table new agenda item for next meeting for Commission to take over the regular safety and maintenance of the generator.
- c) **Hall Manager:** new manager Karen has fully assumed the duties of Hall Manager with our thanks.

7) New Business:

- a) Financial Report - Commissioner Gary
 - A significant budget surplus is expected due to realized additional funds from the old cell tower lease and wildfire revenue.

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

MOTION by Gary Howell, **SECONDED** by Vern McConnell to allocate the 2024 surplus as follows:

- \$25,000 carried forward to 2025
- \$12,585 to the ERF
- the balance of \$43,600 to the CRF.

CARRIED

- 2017 Accounting error – costs discovered that should have been billed to WPFRC during the Wildfire service will be funded from the Capital Reserve Fund.
- b) **Commission Duties** – Aran encourage the Commissioners to review materials provided by CRD regarding the duties of the Commission.
- Bylaw No 3654
 - CRD 2020 Commission Orientation Handbook
- c) **Hall Rental Procedures** – Marni / Aran are working to modernize the hall rental process by creating an online form, streamline processes and provide online payment options. Rates and terms of rental will also be reviewed.

MOTION by Aran Puritch **SECONDED** by Jim Potvin to adjourn the meeting at 9:56pm, **CARRIED**