



Making a difference...together

PORT RENFREW UTILITY SERVICES COMMITTEE
 Notice of Meeting on **Monday, October 25, 2021 at 1:30 p.m.**
 Goldstream Conference Room, 479 Island Highway, Victoria, BC

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

Director Mike Hicks (Chair)
 Chris Wellham

Dan Quigley

Maurice Tremblay

AGENDA

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

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

- November 19, 2020 Annual General Meeting 3
- November 19, 2020 Budget Meeting 6
- June 29, 2021 Special Meeting 9

3. CHAIR'S REMARKS

4. PRESENTATIONS/DELEGATIONS

This meeting will be held by without the public present. A phone in number is provided above that will allow the public to listen to the meeting.

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

5. COMMITTEE BUSINESS

5.1. Port Renfrew Utility Services 2022 Operating and Capital Budget 12

Recommendation: That the Port Renfrew Utility Services Committee:

1. Approve the 2022 Operating and Capital Budget for the:
 - (a) Street Lighting System Local Service as presented and recommend that the 2021 actual surplus or deficit be carried forward to the 2022 operating budget;
 - (b) Refuse Disposal Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Equipment Replacement Fund;
 - (c) Water Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund;
 - (d) Sewer Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund;
2. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

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

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6. NEW BUSINESS

7. ADJOURNMENT

Next Meeting: At the call of the Chair



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MINUTES OF THE ANNUAL GENERAL MEETING OF THE PORT RENFREW UTILITY SERVICES COMMITTEE held Monday, November 19, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: Committee Members: Director M. Hicks (Chair), K. Ablack, D. Quigley, C. Welham

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

REGRETS: M. Tremblay, J. Wells

The meeting was called to order at 2 pm.

1. RESOLUTION FOR APPROVAL

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

MOVED by K. Ablack, **SECONDED** by C. Welham,
That the Port Renfrew Utility Services Committee adopt the resolution as presented.

CARRIED

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2. APPROVAL OF AGENDA

The following item was added:

- 5. Committee Appointments

MOVED by K. Ablack, **SECONDED** by C. Welham,
That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF OCTOBER 23, 2019

MOVED by K. Ablack, **SECONDED** by D. Quigley,
That the minutes of the Annual General Meeting of October 23, 2019 be adopted.

CARRIED

4. CHAIR'S REPORT

The Chair did not have a report.

5. COMMITTEE APPOINTMENTS

The Chair provided an update of the Committee representation stating that at its meeting held November 18, 2020, the Capital Regional District Board approved Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment Bylaw No. 3, 2020 which removes representation of Snuggery Cove from the Committee reducing the number of the members on the committee from seven to five. The Chair stated that the terms for existing members representing Snuggery Cove will expire on December 31, 2020.

The Chair thanked outgoing members for their service and appointed the following people to the Committee for a two year term beginning January 1, 2021:

- Chris Welham
- Dan Quigley

MOVED by C. Welham, **SECONDED** by D. Quigley,
That the Port Renfrew Utility Services Committee forward the following names to the Capital Regional District Board for appointment:

- Chris Welham
- Dan Quigley

CARRIED

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

Discussions took place and staff answered questions regarding:

- Expansion of the water service boundary.
- Water tank update.

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8. ADJOURNMENT

MOVED by D. Quigley, **SECONDED** by C. Welham,
That the meeting be adjourned at 2:18 pm.

CARRIED

Chair

Secretary

Draft



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MINUTES OF THE MEETING OF THE PORT RENFREW UTILITY SERVICES COMMITTEE
held Thursday, November 19, 2020 in the Goldstream Conference Room, 479 Island
Highway Victoria, BC

PRESENT: **Committee Members:** Director M. Hicks, K. Ablack, C. Welham

By WebEx: M. Tremblay (2:28 pm)

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

REGRETS: J. Wells

The meeting was called to order at 2:19 pm.

1. ELECTION OF CHAIR

Nominations were called for election of Chair for the Port Renfrew Utility Services Committee for a one-year term. Director Hicks was nominated and agreed to stand. Nominations were called two additional times, and hearing none, Director Hicks was elected Chair by acclamation.

2. APPROVAL OF AGENDA

MOVED by D. Quigley, **SECONDED** by C. Welham,
 That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF MEETING OF OCTOBER 23, 2019

MOVED by C. Welham, **SECONDED** by K. Ablack,
 That the minutes of the meeting held October 23, 2019 be adopted.

CARRIED

4. 2021 OPERATING AND CAPITAL BUDGET

Staff provided an update of the key factors affecting the 2021 budget by service.

Port Renfrew Street Lighting System Local Service

M. McCrank provided a summary of the Port Renfrew Street Lighting System Local Service budget as presented in the report.

Port Renfrew Refuse Disposal Local Service

M. McCrank provided a summary of the Port Renfrew Refuse Disposal Local Service budget as presented in the report.

Staff answered questions from the Committee regarding:

- Capital Reserve Fund
- Equipment Replacement Fund
- Appliance disposal
- Recycling and scrap metal

Port Renfrew Water Local Service

M. McCrank provided a summary of the Port Renfrew Water Local Service budget as presented in the report.

Staff answered questions from the Committee regarding:

- Amenity cost charges
- Fire hydrant locations
- Grant opportunities
- Tax increase

Port Renfrew Snuggery Cove Water Local Service

M. McCrank stated the debt for the Port Renfrew Snuggery Cove Water Local Service has been paid off and that the surplus had been returned back to the taxpayers as negative requisition in 2020, and the service budget will be discontinued from 2021 onwards.

Port Renfrew Sewer Local Service

M. McCrank provided a summary of the Port Renfrew sewer local service as presented in the report.

Staff answered questions from the Committee regarding:

- Treatment plant upgrades and life expectancy
- Sewer upgrade and expansion
- Projected funding model for new sewer system

1. MOVED by C. Welham, **SECONDED** by D. Quigley,

That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Street Lighting System Local Service as presented and recommend that the 2020 actual surplus or deficit be carried forward to the 2021 operating budget.

CARRIED

2. MOVED by M. Hicks, **SECONDED** by K. Ablack,

That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Refuse Disposal Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2021 transfer to the Equipment Replacement Fund.

CARRIED

3. MOVED by M. Hicks, **SECONDED** by D. Quigley,

That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Water Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund.

CARRIED

4. **MOVED** by D. Quigley, **SECONDED** by C. Welham,
That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Sewer Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund and Operating Reserve Fund.

CARRIED

5. **MOVED** by M. Hicks, **SECONDED** by K. Ablack,
That the Port Renfrew Utility Services Committee recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Port Renfrew Utility Services as presented.

CARRIED

5. COMMITTEE BUSINESS

5.1 Wastewater Treatment Plant Odours (verbal update)

M. McCrank stated that he received a complaint earlier in 2020 regarding odour from the wastewater treatment plant. He stated that staff investigated and could not confirm the origin of the odour but it was likely a result of low tide influences and exposed sea weed. The information was provided to the Committee and requested that they please forward on further complaints to M. McCrank. There was no discussion or concerns from the Committee.

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by K. Ablack, **SECONDED** by D. Quigley,
That the meeting be adjourned at 3:57 pm.

CARRIED

Chair

Secretary



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MINUTES OF A SPECIAL MEETING OF THE Port Renfrew Utility Services Committee, held Tuesday, June 29, 2021 at 10:00 a.m., Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: **Members:** M. Hicks (Chair); D. Quigley (EP); C. Wellham

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; J. Marr, Manager, Water Distribution & Planning; D. Dionne, Administrative Coordinator (Recorder)

NOT PRESENT: M. Tremblay

EP = Electronic Participation

The meeting was called to order at 10:00 a.m.

1. APPROVAL OF AGENDA

MOVED by D. Quigley, **SECONDED** by M. Hicks,
That the agenda be approved.

CARRIED

2. ELECTION OF CHAIR

I. Jesney called for nominations for the position of Chair of the Port Renfrew Utility Services Committee until December 31, 2021.

C. Wellham nominated M. Hicks, M. Hicks accepted the nomination.

I. Jesney called for nominations a second time.

I. Jesney called for nominations a third and final time.

Hearing no further nominations, I. Jesney declared M. Hicks Chair of the Port Renfrew Utility Services Committee until December 31, 2021 by acclamation.

3. PRESENTATIONS/DELEGATIONS

There were none.

4. SPECIAL MEETING BUSINESS

4.1. Amendment to Bylaw No. 1747 to Expand Port Renfrew Water Local Service Area

I. Jesney introduced the report summarizing the implications.

Discussion ensued and staff responded to questions from the Committee regarding:

- Total number of Single Family Equivalents (SFE) available after the service area expansion.
- How water usage is monitored and enforced for each SFE.

MOVED by D. Quigley, **SECONDED** by C. Wellham,

That the Port Renfrew Utility Services Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4442, "1747, Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021", be introduced and read a first, second, and a third time;
2. That Bylaw No. 4442 be referred to the Inspector of Municipalities for approval;
3. That Bylaw No. 4442 be referred to the Director of the Juan de Fuca Electoral Area for consent;
4. That prior to adoption of Bylaw No. 4442, staff be directed to register a restrictive covenant on the lands to be included in the service area, limiting the number of Single Family Equivalents that can be serviced on the property;
5. That Bylaw No. 4442 be referred to staff for an evaluation of consistency with the Regional Growth Strategy and that staff report back to the Regional Board through the Planning and Protective Services Committee.

CARRIED

5. CORRESPONDENCE

5.1. MSR Solutions Inc., May 11, 2021 - Water Service to serve a 23 Lot Subdivision at 6545 Cerantes Road

I. Jesney introduced the correspondence from MSR Solutions Inc. and noted the subdivision location on the map contained on page 10 of the agenda package. He stated that staff are seeking direction from the Committee on whether it would like to proceed with this request for inclusion in the Port Renfrew Water Local Service Area.

Discussion ensued and staff responded to questions from the Committee regarding:

- The process for including this request in the Port Renfrew Water Local Service Area.
- Monies received from SFE rates being added to the Port Renfrew Water Local Service Area annual capital budget for future use.
- The benefit of adding SFE's to the Port Renfrew area.

MOVED by M. Hicks, **SECONDED** by D. Quiggley,

That the Port Renfrew Utility Services Committee receive the correspondence for information and direct staff to prepare a report regarding the inclusion of the parcel at 6545 Cerantes Road in the Port Renfrew Water Local Service Area.

CARRIED

MOVED by D. Quiggley, **SECONDED** by C. Wellham,

That the Port Renfrew Utility Services Committee raise the Single Family Equivalent rate from \$8,000 to \$10,000 for those developments that are not currently in-stream, effective immediately.

CARRIED

6. ADJOURNMENT

The meeting adjourned at 10:34 a.m.

CHAIR

SECRETARY

DRAFT



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REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MONDAY, OCTOBER 25, 2021

SUBJECT Port Renfrew Utility Services 2022 Operating and Capital Budget

ISSUE SUMMARY

To present the 2022 operating and capital budget for Committee approval, pursuant to Bylaw No. 3281, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005".

BACKGROUND

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual Operating and Capital Budget and a 5-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have prepared the financial plan shown in Appendix A for the following Port Renfrew services.

1. Street Lighting Local Service – pertains to the operation of street lights for the street light service area.
2. Refuse Disposal Local Service – pertains to the operation and capital plan for the refuse service area.
3. Water Local Service – pertains to the operation and capital plan for the entire water service area.
4. Snuggery Cove Water Local Service – was created for the sole purpose of servicing debt relating to the expansion of the Port Renfrew water system to the Snuggery Cove area. The debt was paid off and the service budget was discontinued from 2021 onwards.
5. Sewer Local Service - pertains to the operation and capital plan for the sewer service area.

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure as well as upgrades or improvements to existing assets.

In preparing the Operating Budget, CRD staff considered:

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

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

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

The proposed Operating and Capital budget for the service will be presented to the Electoral Areas Committee in the fall of 2021. Adjustments for surpluses or deficits from 2021 may be

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made in January 2022. The CRD Board will give final approval to the budget and financial plan in March 2022.

The Financial Plan for the years 2023 to 2026 may be changed in future years.

BUDGET OVERVIEW

Port Renfrew Street Lighting Local Service (Appendix A)

Operating Budget

It is anticipated that operating expenses in 2021 will be \$1,350 under budget due to lower than expected electricity costs and unspent contingency funds. It is also anticipated that revenues in 2021 will be on budget. This results in an estimated \$1,350 surplus in 2021. It is proposed that the estimated surplus from 2021 be carried forward into 2022 operating budget.

Contingency funds have been included in the operating budget in recent years in order to fund possible large increases in the cost of electricity. CRD staff recommend the contingency funds be maintained at the same level in 2022 at \$1,200. The 2022 operating budget has been increased by \$109 (1.2%) over the 2021 budget due to core inflation.

Currently there is no capital plan, reserve or debt for this service.

User Charge and Parcel Tax

The service is funded by parcel tax and user charges on residential properties. All properties within the local service area are responsible for the user charge and parcel tax. The increases in user charge and parcel tax in 2022 is primarily due to lower surplus carry forward in 2022 comparing to 2021. Table 1 below summarizes the 2022 over 2021 changes for parcel tax and user charge.

Table 1 – User Charge and Parcel Tax Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Parcel Tax & User Charge
2021	\$3,321	88	\$39.72	\$3,070	90	\$34.11	\$73.83
2022	\$3,644	88	\$43.58	\$3,654	90	\$40.60	\$84.18
Change (\$)	\$323	0	\$3.86	\$584	0.03	\$6.49	\$10.35
Change (%)	9.73%	0.00%	9.73%	19.02%	0.03%	19.03%	14.02%

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

Port Renfrew Refuse Disposal Local Service (Appendix B)

Operating Budget

It is estimated that operating expenses will be approximately \$219 under budget in 2021. Also, it is anticipated that revenues will be approximately \$1,960 over the budgeted due to a higher than anticipated price received for scrap metal. This results in an operating surplus of approximately \$2,179. In order to balance the 2021 operating budget, it is proposed that the 2021 transfer to the Equipment Replacement Fund (ERF) be increased by the surplus amount.

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The 2022 operating budget has been increased by \$2,760 (3.4%) over the 2021 budget mainly to account for core inflation and incremental increases for various operating expenses. With volumes and rates driving scrap metal revenue difficult to predict in the future not adjustment to increase recycling revenue has been made.

Currently there is no debt or operating reserve for this service.

Capital Reserve Fund (CRF)

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

It is proposed that the budgeted transfer to the CRF be set at \$4,000 in 2022. The reserve fund transfer planning is influenced by the funding requirement to support the five-year capital expenditure plan, and guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The balance of the reserve fund at the end of 2021 is projected to be \$54,984.

Equipment Replacement Fund

The Equipment Replacement Fund is used to fund replacement of assets such as fencing, pavement, and bins. It is proposed that the transfer to the Equipment Replacement Fund be set at \$2,000 in 2022. The balance of the Equipment Replacement Fund at the end of 2021 is projected to be \$39,222.

Capital Expenditure Plan

The 5-year capital plan only includes an addition of \$25,000 to complete the Replacement of On-site fencing (19-02) that was begun in 2021. This project is planned to be funded by the CRF.

Capital Projects Fund

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

Cost per Average Household

The cost per average household is based on the assessment value in the service area. Note that this information is available from BC Assessment in February of each year at which point the cost per average household will be calculated.

Port Renfrew Water Local Service (Appendix C)

Operating Budget

It is anticipated that total operating expenses in 2021 will be \$7,606 over budget due to unexpected maintenance repairs. Some of these include a broken water main, process control issues for the water treatment process, chlorine injection repairs and a high voltage powerline repair.

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It is expected that the revenues in 2021 will be approximately \$191 higher than budget due to new water connection.

As a result, there is an estimated overall deficit and cash flow shortage of approximately \$7,415. In order to balance the 2021 budget, it is proposed that the 2021 transfer to CRF be reduced by the actual deficit amount. Otherwise, the resulting deficiency in 2021 must immediately be included as an expenditure to be recovered from revenue in the 2022 financial plan as required by *Local Government Act* Section 374(11).

The 2022 gross operating cost has been increased by \$15,998 (14.9%) over 2021. The increase is primarily to account for core inflation and a cyclical expenditure to clear trees from high voltage hydro lines for a total of \$13,000 in 2022. This project is to be funded by Operating Reserve Fund.

Currently there is no debt for this service.

Operating Reserve Fund

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

It is proposed that transfers to the operating reserve be set at \$10,000 in 2022 to ensure future maintenance activities are fully funded and an optimal balance in the reserve fund be maintained.

The Operating Reserve Fund balance at the end of 2021 is projected to be approximately \$4,041.

Capital Reserve Fund (CRF)

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

It is proposed that the budgeted transfer to the CRF be set at \$10,000 in 2022. The reserve fund transfer planning is influenced by the funding requirement to support the five-year capital expenditure plan and further guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The balance of the reserve fund at the end of 2021 is projected to be approximately \$76,146.

Capital Expenditure Plan

The 5-year plan includes \$2,338,918 of expenditures to be funded by a combination of the service's CRF, grants and new debt.

In 2022, \$10,000 will be incurred for pre-planned capital works related to the Fire Hydrant Replacement Program (20-01). This program is funded from the CRF.

An Alternative Approval Process (AAP) (22-01) is to be funded through the CRF for a total of \$15,000 in 2023. Three borrowings are planned in the five year capital plan to fund capital

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expenditures for Supply System Replacement (23-01) (co-funded by grants), Asbestos Cement Pipe Replacement Program (23-02) and Replacement of SCADA Equipment (23-03).

Table 2 below provides the future debt servicing cost simulation for analytical purposes only with the indicative interest rate provided by Municipal Finance Authority (MFA) at the time of simulation.

Table 2 – Future New Debt Simulation

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Refinance Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	15	2023	2038	2033	2.90%	\$50,000	\$2,839	\$1,450	\$4,289
	15	2024	2039	2034	2.90%	\$450,000	\$25,555	\$13,050	\$38,605
	15	2026	2041	2036	2.90%	\$200,000	\$11,358	\$5,800	\$17,158
Total						\$700,000	\$39,752	\$20,300	\$60,052

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

Capital Projects Fund

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

User Charge and Parcel Tax

This service is funded through user charge and parcel tax. Properties connected to the water system pay the annual user charge and all properties within the local service area pay the parcel tax. Table 3 below summarizes the 2022 over 2021 changes for parcel tax and user charge.

Table 3 – User Charge and Parcel Tax Summary

<i>Budget Year</i>	<i>Parcel Tax</i>	<i>Taxable Folios Numbers</i>	<i>Parcel Tax per Folio*</i>	<i>User Charge</i>	<i>SFE Numbers</i>	<i>User Charge per SFE</i>	<i>Parcel Tax & User Charge</i>
2021	\$60,016	223	\$283.26	\$60,009	315	\$190.76	\$474.02
2022	\$64,508	223	\$304.46	\$64,508	316	\$204.41	\$508.87
Change (\$)	\$4,492	0	\$21.20	\$4,499	1	\$13.65	\$34.85
Change (%)	7.48%	0.00%	7.48%	7.50%	0.32%	7.16%	7.35%

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

Port Renfrew Sewer Local Service (Appendix D)

Operating Budget

It is anticipated that the 2021 operating expenses will be \$5,126 over budget. This cost overrun is primarily due to an emergency response to resolve a sewer main blockage.

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It is projected that the 2021 operating revenue will be \$1,160 over budget mainly due to recovery revenue related to snow plowing cost from the third party. As a result, there is an overall estimated deficit and cash flow shortage of approximately \$4,066.

In order to balance the 2021 operating budget, it is proposed that the 2021 transfer to Capital Reserve Fund be reduced by the actual deficit amount. Otherwise, the resulting deficiency in 2021 must immediately be included as an expenditure to be recovered from revenue in the 2022 financial plan as required by Local Government Act Section 374(11).

The 2022 gross operating cost has been increased by \$3,532 (3.5%) over 2021. The increase is primarily to account for core inflation and incremental increases for various operating supplies.

Currently there is no debt for this service.

Operating Reserve Fund

The Operating Reserve Fund is used to undertake cyclical maintenance activities that typically do not occur on an annual basis. Planned maintenance activities include treatment facility tank draining/cleaning/inspection in 2023 estimated at \$12,500, backup power generator load testing in 2023 at \$3,500 and collection system flushing in 2024 estimated at \$6,500. The operating reserve also funds the procurement of equipment and supplies that are not purchased on an annual basis. Additionally, the operating reserve could be used for unplanned emergencies.

It is proposed that transfers to the operating reserve be set at \$4,000 in 2022 to ensure future maintenance activities are fully funded and an optimal fund balance be maintained.

The Operating Reserve Fund balance at the end of 2021 is projected to be approximately \$2,023.

Capital Reserve Fund (CRF)

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

It is proposed that the budgeted transfer to the CRF be set at \$18,000 in 2022. The reserve fund transfer planning is influenced by the funding requirement to support the five-year capital expenditure plan and further guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The balance of this reserve at the end of 2021 is projected to be approximately \$10,542.

Capital Expenditure Plan

The 5-year plan includes \$1,975,000 of expenditures to be funded by a combination the service's CRF, grants, and new debt.

A majority of the expenses are planned to occur between 2022 and 2025 including a Genset Upgrade (22-01), Replacing Old / Leaky Sewers (23-01) to lower inflow and infiltration, and replacing the failing outfall away from the mouth of the San Juan River with a new longer outfall

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Port Renfrew Utility Services 2022 Operating and Capital Budget

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deeper into the ocean. Eventually, the 60 year old Treatment Plant (25-01) will need to be replaced as well.

Also, an Alternative Approval Process (AAP) (22-02) is to be funded through the CRF for a total of \$15,000 in 2022.

Debt borrowings are planned in the years of 2023, 2024 and 2025 to fund the system renewal project. Table 4 below provides the future debt servicing cost simulation for analytical purpose only with the indicative interest rate provided by MFA at the time of simulation.

Table 4 – Future New Debt Simulation

<i>Future Borrowing(s)) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Refinance Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	25	2023	2048	2033	3.30%	\$150,000	\$4,680	\$4,950	\$9,630
	25	2024	2049	2034	3.30%	\$1,350,000	\$42,150	\$44,550	\$86,700
	25	2025	2050	2035	3.30%	\$400,000	\$12,488	\$13,200	\$25,688
Total						\$1,900,000	\$59,318	\$62,700	\$122,018

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

Capital Projects Fund

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

The Port Renfrew 19-02 WWTP- Structural Assessment is complete and to be closed by the end of 2021.

User Charge and Parcel Tax

The user charge and parcel tax fund the service. Properties connected to the sewer system pay the annual user charge and all properties within the local service area are responsible for the parcel tax. Table 5 below summarizes the 2022 over 2021 changes for parcel tax and user charge.

Table 5 – Parcel Tax and User Charge Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Parcel Tax & User Charge
2021	\$59,456	88	\$711.11	\$57,309	98	\$586.16	\$1,297.27
2022	\$62,525	88	\$747.81	\$62,595	98	\$640.23	\$1,388.04
Change (\$)	\$3,069	0	\$36.71	\$5,286	0	\$54.07	\$90.77
Change (%)	5.16%	0.00%	5.16%	9.22%	0.00%	9.22%	7.00%

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

Port Renfrew Utility Services Committee – October 25, 2021
Port Renfrew Utility Services 2022 Operating and Capital Budget

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RECOMMENDATION

That the Port Renfrew Utility Services Committee:

1. Approve the 2022 Operating and Capital Budget for the:
 - (a) Street Lighting System Local Service as presented and recommend that the 2021 actual surplus or deficit be carried forward to the 2022 operating budget;
 - (b) Refuse Disposal Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Equipment Replacement Fund;
 - (c) Water Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund;
 - (d) Sewer Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund;
2. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

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

ATTACHMENTS

- Appendix A: 2022 Budget Port Renfrew Street Lighting
 Appendix B: 2022 Budget Port Renfrew Refuse Disposal
 Appendix C: 2022 Budget Port Renfrew Water
 Appendix D: 2022 Budget Port Renfrew Sewer

CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Street Lighting

Commission Review

OCTOBER 2021

Service: 1.232 Port Renfrew Street Lighting	Committee: Electoral Area
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DEFINITION:

To provide, operate and maintain street lighting for the Port Renfrew Street Lighting Local Service Area.
Bylaw No. 1746, November 8, 1989; Bylaw No. 1986, January 29, 1992.

PARTICIPATION:

Port Renfrew Local Service Area # 4, D-762.

MAXIMUM LEVY:

Greater of \$7,500 or \$3.42 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$109,123.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Port Renfrew Street Lighting Commission established by Bylaw No. 1770 in 1989.
Port Renfrew Utility Services Committee (Juan de Fucan EA) established by Bylaw No. 3281 (September 14, 2005).

USER CHARGE:

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

PARCEL TAX:

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

1.232 - Port Renfrew Street Lighting	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Electricity	7,150	7,000	7,240	-	-	7,240	7,380	7,530	7,680	7,830
Allocations	425	425	444	-	-	444	453	462	471	480
Contingency	1,200	-	1,200	-	-	1,200	1,200	1,200	1,200	1,200
Other Operating Expenses	100	100	100	-	-	100	100	100	100	100
TOTAL COSTS	8,875	7,525	8,984	-	-	8,984	9,133	9,292	9,451	9,610
*Percentage Increase over prior year						1.2%	1.7%	1.7%	1.7%	1.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	1,350	(1,350)	-	-	(1,350)	-	-	-	-
Balance c/fwd from 2020 to 2021	(2,148)	(2,148)	-	-	-	-	-	-	-	-
User Charges	(3,070)	(3,070)	(3,654)	-	-	(3,654)	(4,400)	(4,480)	(4,560)	(4,640)
Grants in Lieu of Taxes	(86)	(86)	(86)	-	-	(86)	(86)	(86)	(86)	(86)
Revenue - Other	(250)	(250)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	(5,554)	(4,204)	(5,340)	-	-	(5,340)	(4,736)	(4,816)	(4,896)	(4,976)
REQUISITION - PARCEL TAX	(3,321)	(3,321)	(3,644)	-	-	(3,644)	(4,397)	(4,476)	(4,555)	(4,634)
*Percentage increase over prior year										
User Fee						19.0%	20.4%	1.8%	1.8%	1.8%
Requisition						9.7%	20.7%	1.8%	1.8%	1.7%
Combined						14.2%	20.5%	1.8%	1.8%	1.7%

Service:

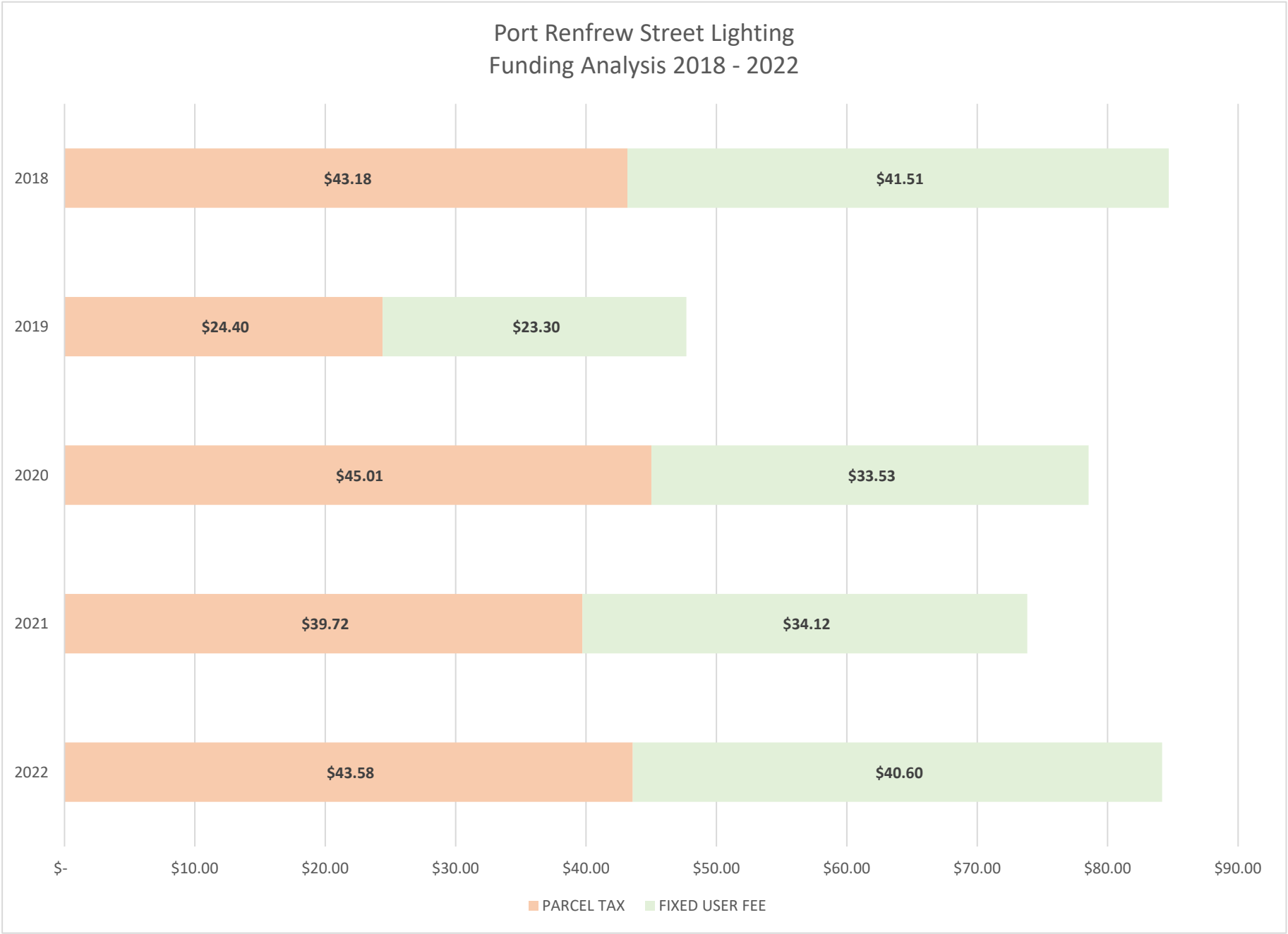
1.232 Port Renfrew Street Lighting

Committee: Electoral Area

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax Per Folio</u>	<u>SFE's</u>	<u>User Charge Per Folio</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2011	86	\$31.34	86	\$24.00	\$55.34	3847	\$19,973.00
2012	86	\$41.24	86	\$39.19	\$80.43	3847	\$19,973.00
2013	87	\$35.14	87	\$33.38	\$68.52	3892	\$19,973.00
2014	87	\$35.98	87	\$34.18	\$70.16	3924	\$18,950.00
2015	87	\$42.77	87	\$40.63	\$83.40	3987	\$20,000.00
2016	88	\$42.28	88	\$40.61	\$82.89	4074	\$19,569.90
2017	88	\$42.28	88	\$40.61	\$82.89	4170	\$22,195.70
2018	88	\$43.18	88	\$41.51	\$84.69	4233	\$24,084.60
2019	88	\$24.40	88	\$23.30	\$47.69	4274	\$25,562.50
2020	88	\$45.01	89	\$33.53	\$78.54	4337	\$28,513.00
2021	88	\$39.72	90	\$34.12	\$73.84	4389	\$31,907.30
2022	88	\$43.58	90	\$40.60	\$84.18		

Change from 2021 to 2022

\$3.86
9.73%\$6.48
18.99%\$10.34
14.01%



CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Refuse Disposal

Commission Review

OCTOBER 2021

Service: 1.523	Port Renfrew Refuse Disposal	Committee: Electoral Area
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DEFINITION:

To provide, maintain, operate and regulate disposal facilities. Local Service Bylaw No. 1745 (November 8, 1989), latest amendment 3357 (February 19, 2007).

SERVICE DESCRIPTION:

Provision of recycling and solid waste transfer station operations in Port Renfrew.

PARTICIPATION:

Local Service Area #3 of the Electoral Area of Sooke B(762)

MAXIMUM LEVY:

\$15.18 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$1,705,387.

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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contract for Services	25,170	25,170	26,000	-	-	26,000	26,520	27,050	27,590	28,140
Contracts	47,520	47,520	49,220	-	-	49,220	50,200	51,210	52,230	53,280
Allocations	3,867	3,867	4,037	-	-	4,037	4,118	4,200	4,284	4,370
Electricity	1,150	1,150	1,170	-	-	1,170	1,190	1,210	1,230	1,250
Other Operating Expenses	3,030	2,811	3,070	-	-	3,070	3,130	3,190	3,250	3,320
TOTAL OPERATING COSTS	80,737	80,518	83,497	-	-	83,497	85,158	86,860	88,584	90,360
*Percentage Increase over prior year						3.4%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	4,179	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVES	6,000	8,179	6,000	-	-	6,000	6,000	6,000	6,000	6,000
TOTAL COSTS	86,737	88,697	89,497	-	-	89,497	91,158	92,860	94,584	96,360
Internal Recovery	(15,590)	(15,590)	(17,000)	-	-	(17,000)	(17,340)	(17,687)	(18,041)	(18,402)
NET COSTS	71,147	73,107	72,497	-	-	72,497	73,818	75,173	76,543	77,958
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(4,000)	(6,000)	(4,000)	-	-	(4,000)	(4,080)	(4,162)	(4,245)	(4,330)
Recovery Cost	(33,439)	(33,439)	(34,248)	-	-	(34,248)	(34,677)	(35,314)	(35,957)	(36,622)
Grants in Lieu of Taxes	(334)	(334)	(334)	-	-	(334)	(334)	(334)	(334)	(334)
Other Revenue	(50)	(10)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(37,823)	(39,783)	(38,632)	-	-	(38,632)	(39,141)	(39,860)	(40,586)	(41,336)
REQUISITION	(33,324)	(33,324)	(33,865)	-	-	(33,865)	(34,677)	(35,313)	(35,957)	(36,622)
*Percentage increase over prior year Requisition						1.6%	2.4%	1.8%	1.8%	1.8%

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	54,984	33,984	37,984	41,984	45,984	49,984
Equipment Replacement Fund	39,222	41,222	43,222	45,222	47,222	49,222
Total	94,206	75,206	81,206	87,206	93,206	99,206

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: Fund Centre:	1021 101365	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		73,400	54,984	33,984	37,984	41,984	45,984
Transfer from Ops Budget		4,000	4,000	4,000	4,000	4,000	4,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(23,000)	(25,000)	-	-	-	-
Interest Income*		584					
Ending Balance \$		54,984	33,984	37,984	41,984	45,984	49,984

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Equipment Replacement Fund
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<p>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</p>

Reserve Cash Flow

Fund: Fund Centre:	1022 101448	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		37,222	39,222	41,222	43,222	45,222	47,222
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,000
Transfer from Cap Fund		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		39,222	41,222	43,222	45,222	47,222	49,222

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.523	Carry	2022	2023	2024	2025	2026	TOTAL
	Port Renfrew Refuse Disposal	Forward						
		from 2021						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
		\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure Type Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: **1.523**

Service Name: **Port Renfrew Refuse Disposal**

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-02	Renewal	Fencing	Replace aged site fencing	\$48,000	S	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
GRAND TOTAL				\$48,000			\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Service:	1.523	Port Renfrew Refuse Disposal
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Project Number	19-02	Capital Project Title	Fencing	Capital Project Description	Replace aged site fencing
Project Rationale	Fencing for the transfer station.				

1.523 - Port Renfrew Refuse Disposal

Capital Projects

Updated @ Sep 14th, 2021

Year	Project#	Status	Capital Project Description	Total Budget	Expenditure Actuals	Remaining Funds
2021	CE.432	OPEN	Fencing Replacement (19-02)	23,000	22,187	813
			Totals	23,000	22,187	813

CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Water

Commission Review

OCTOBER 2021

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. To a maximum of \$1,683,478.

COMMISSION:

Port Renfrew Local Service Committee established by Bylaw No. 1770 (November 22, 1989).
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005).

FUNDING:

User Charge:

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

Parcel Tax:

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

Connection Charges:

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

RESERVE FUND:

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

2.650 - Port Renfrew Water	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,560	8,500	8,730	-	-	8,730	8,900	9,070	9,250	9,430
Allocations - Operations	77,724	77,724	79,280	-	-	79,280	80,870	82,490	84,140	85,820
Allocations - Other	9,054	9,054	8,932	-	-	8,932	9,089	9,256	9,425	9,597
Electricity	4,680	4,680	4,770	-	-	4,770	4,870	4,970	5,070	5,170
Supplies	3,090	4,670	3,310	-	-	3,310	3,370	3,430	3,490	3,550
Other Operating Expenses	4,000	10,086	5,084	-	13,000	18,084	5,210	5,340	5,470	6,100
TOTAL OPERATING COSTS	107,108	114,714	110,106	-	13,000	123,106	112,309	114,556	116,845	119,667
*Percentage Increase over prior year			2.8%			14.9%	-8.8%	2.0%	2.0%	2.4%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	2,000	2,000	10,000	-	-	10,000	5,000	5,000	5,000	5,000
Transfer to Capital Reserve Fund	12,000	4,585	10,000	-	-	10,000	24,000	24,000	6,000	17,000
MFA Debt Reserve Fund	-	-	-	-	-	-	500	4,500	-	2,000
Interest Payments	-	-	-	-	-	-	362	4,713	14,500	15,950
Principal Payments	-	-	-	-	-	-	-	2,839	28,394	28,394
TOTAL DEBT / RESERVES	14,000	6,585	20,000	-	-	20,000	29,862	41,052	53,894	68,344
TOTAL COSTS	121,108	121,299	130,106	-	13,000	143,106	142,171	155,608	170,739	188,011
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	(13,000)	(13,000)	-	-	-	(500)
User Charges	(60,009)	(60,200)	(64,508)	-	-	(64,508)	(70,536)	(77,249)	(84,810)	(93,191)
Other Revenue	(1,083)	(1,083)	(1,090)	-	-	(1,090)	(1,100)	(1,110)	(1,120)	(1,130)
TOTAL REVENUE	(61,092)	(61,283)	(65,598)	-	(13,000)	(78,598)	(71,636)	(78,359)	(85,930)	(94,821)
REQUISITION - PARCEL TAX	(60,016)	(60,016)	(64,508)	-	-	(64,508)	(70,535)	(77,249)	(84,809)	(93,190)
*Percentage increase over prior year										
User Fees			7.5%			7.5%	9.3%	9.5%	9.8%	9.9%
Requisition			7.5%			7.5%	9.3%	9.5%	9.8%	9.9%
Combined			7.5%			7.5%	9.3%	9.5%	9.8%	9.9%

Port Renfrew Water
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	4,041	1,041	6,041	11,041	16,041	20,541
Capital Reserve Fund	76,146	76,146	75,146	89,146	85,146	92,146
Total	80,188	77,188	81,188	100,188	101,188	112,688

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105536	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		2,021	4,041	1,041	6,041	11,041	16,041
Transfer from Ops Budget		2,000	10,000	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	(13,000)	-	-	-	(500)
Interest Income		20					
Ending Balance \$		4,041	1,041	6,041	11,041	16,041	20,541

<u>Assumptions/Background:</u>

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund - Bylaw 2577

The Capital Reserve Fund established for general capital services and facilities in the Port Renfrew Water Supply and Port Renfrew Sewer System local service area to be used for capital expenditures for the utilities, and redemption of debentures issued for the utilities.
--

Reserve Cash Flow

Fund: Fund Centre:	1026 101370	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		80,799	76,146	76,146	75,146	89,146	85,146
Transfer from Ops Budget		4,585	10,000	24,000	24,000	6,000	17,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(10,000)	(10,000)	(25,000)	(10,000)	(10,000)	(10,000)
Interest Income*		763					
Ending Balance \$		76,146	76,146	75,146	89,146	85,146	92,146

<u>Assumptions/Background:</u>

-Transfer as much as operating budget will allow.

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

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.650	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Port Renfrew Water							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$10,000	\$260,000	\$10,000	\$10,000	\$300,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$1,638,918	\$200,000	\$0	\$200,000	\$2,038,918
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$10,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$2,338,918

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$50,000	\$450,000	\$0	\$200,000	\$700,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$1,573,918	\$0	\$0	\$0	\$1,573,918
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$10,000	\$25,000	\$10,000	\$10,000	\$10,000	\$65,000
	\$0	\$10,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$2,338,918

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number</p> <p>Project number format is "yy-##"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p>Capital Project Description</p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>Tull Roof Replacement of a 40 year old roof above the swimming pool area. The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years"</i></p>	<p>Carryforward from 2021</p> <p>Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers</p> <p>Maintain Level of Service = Project maintains existing or improved level of service.</p> <p>Advance Board or Corporate Priority = Project is a Board or Corporate priority.</p> <p>Emergency = Project is required for health or safety reasons.</p> <p>Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure Type</p> <p>Study - Expenditure for feasibility and business case report.</p> <p>New - Expenditure for new asset only</p> <p>Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p> <p>Replacement - Expenditure replaces an existing asset</p>	<p>Total Project Budget</p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes</p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning</p> <p>Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.</p> <p>Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.</p> <p>Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.</p> <p>Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title</p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class</p> <p>L - Land</p> <p>S - Engineering Structure</p> <p>B - Buildings</p> <p>V - Vehicles</p>		<p>Cost Estimate Class</p> <p>Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (±25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #: 2.650

Service Name: Port Renfrew Water

[illegible]

Service: 2.650 Port Renfrew Water			
Project Number	20-01	Capital Project Title	Hydrant Replacement Program
Capital Project Description	Hydrants are reaching their end of life and require replacement.		
Project Rationale	The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.		
Project Number	22-01	Capital Project Title	Alternative Approval Process
Capital Project Description	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program		
Project Rationale	A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.		
Project Number	23-01	Capital Project Title	Supply System Replacement
Capital Project Description	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.		
Project Rationale	The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained.		
Project Number	23-02	Capital Project Title	AC Pipe Replacement Program
Capital Project Description	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.		
Project Rationale	There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are required to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv, approximately 1 km of pipe.		
Project Number	23-03	Capital Project Title	Miscellaneous Repairs & Replacements
Capital Project Description	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof		
Project Rationale	The SCADA equipment is nearing its end of life and requires replacement before the equipment fails. The water treatment roof has had some minor repairs to address leaks, but requires replacement.		

2.650 - Port Renfrew Water

Capital Projects

Updated @ Sep 3rd, 2021

Year	Project#	Status	Capital Project Description	Total Project Budget	Expenditure Actuals	Remaining Funds
2016	CE.526	Open	Chlorine Injection Pump & Meter	10,000	8,770	1,230
			Total	10,000	8,770	1,230

Service: **2.650** **Port Renfrew Water** Committee: **Electoral Area**

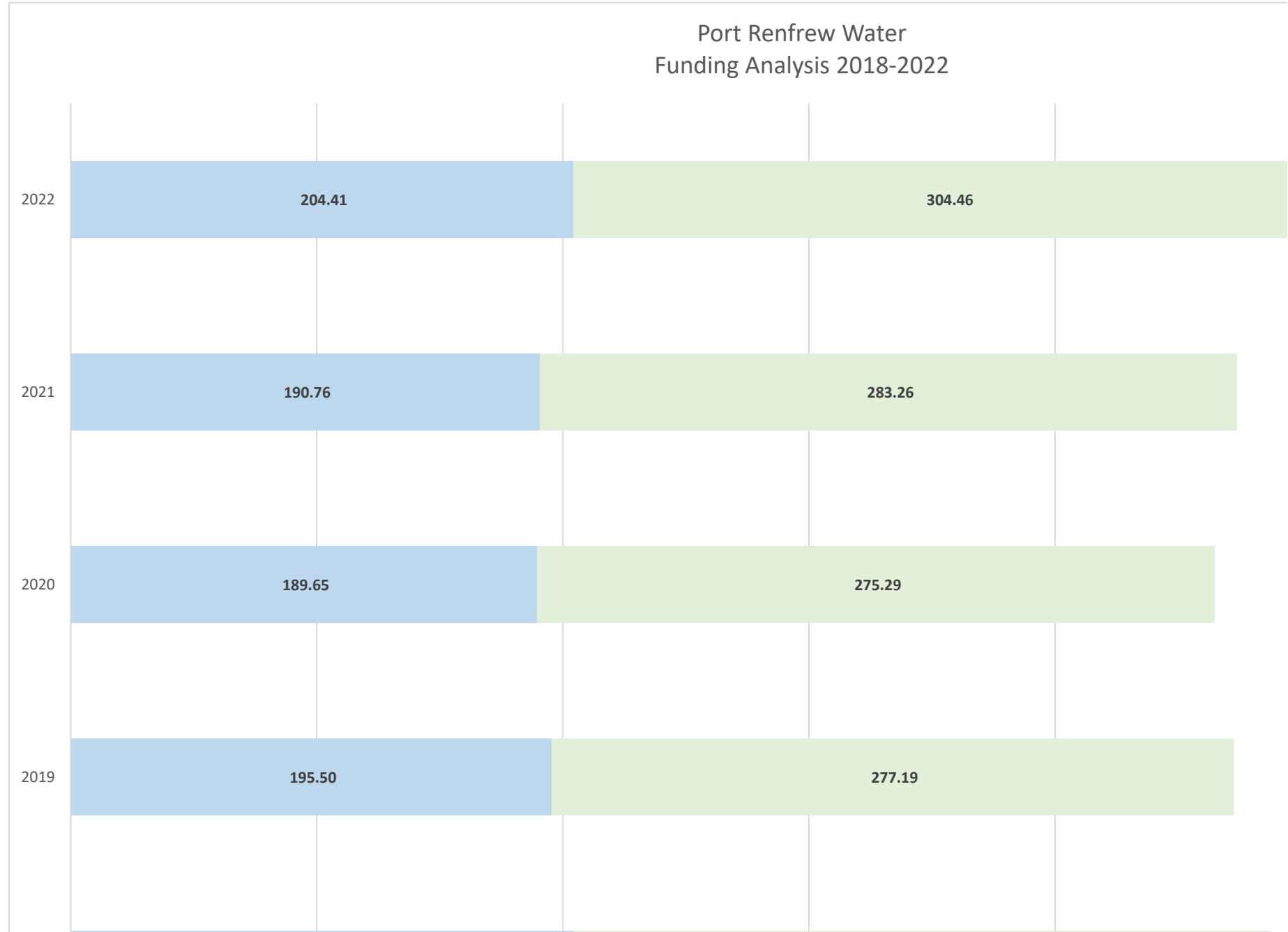
<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax per Folio</u>	<u>SFE's</u>	<u>User Charge per SFE</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2011	131	\$340.05	223	\$184.19	\$524.24	3799	\$38,329.30
2012	163	\$320.86	244	\$203.38	\$524.24	3823	\$39,732.65
2013	172	\$313.09	242	\$211.15	\$524.24	3892	\$28,107.50
2014	172	\$313.74	243	\$210.71	\$524.45	3924	\$37,378.95
2015	172	\$317.95	243	\$213.54	\$531.49	3987	\$47,245.65
2016	194	\$288.95	265	\$207.33	\$496.28	4074	\$50,618.85
2017	198	\$280.35	269	\$197.71	\$478.06	4170	\$55,761.55
2018	198	\$283.11	269	\$204.25	\$487.36	4233	\$64,050.00
2019	211	\$277.19	286	\$195.50	\$472.69	4274	\$72,816.80
2020	223	\$275.29	308	\$189.65	\$464.94	4337	\$83,581.30
2021	223	\$283.26	315	\$190.76	\$474.02	4389	\$92,094.00
2022	223	\$304.46	316	\$204.41	\$508.87		

Change from 2021 to 2022

\$21.20
7.48%

\$13.65
7.16%

\$34.85
7.35%



CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Sewer

Commission Review

OCTOBER 2021

Service: 3.850	Port Renfrew Sewer	Committee: Electoral Area
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DEFINITION:

To provide, operate and maintain sewage collection and disposal facilities for the Port Renfrew Sewerage System Specified Area - Bylaw No.1744, November 8, 1989. Amended Bylaw No. 1961, January 29, 1992.

PARTICIPATION:

Local Service Area C(762) LSA#2.

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$583,265.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

Port Renfrew Local Services Committee established by Bylaw No. 1770, November 22, 1989.
Port Renfrew Utility Services Committee (Juan de Fucan EA) established by Bylaw No. 3281 (September 14, 2005).

FUNDING:

- | | |
|---------------------------|---|
| User Charge: | 50% of operating cost to be imposed as an annual user fee to each connected property. |
| Parcel Tax: | 50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area. |
| Connection Charge: | Based on actual cost. |

RESERVE FUND:

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

3.850 - Port Renfrew Sewer	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Grit Disposal	9,250	9,250	9,441	-	-	9,441	9,625	9,801	9,990	10,127
Electricity	6,820	6,400	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Supplies	2,440	2,440	2,580	-	-	2,580	2,630	2,680	2,730	2,780
Allocations - Operations	56,791	60,740	57,925	-	-	57,925	59,080	60,265	61,471	62,697
Allocations - Other	16,097	16,097	17,224	-	-	17,224	17,477	17,806	18,139	18,478
Other Operating Expenses	9,430	11,027	10,290	-	-	10,290	10,500	10,710	10,930	11,160
TOTAL OPERATING COSTS	100,828	105,954	104,360	-	-	104,360	106,352	108,442	110,580	112,712
*Percentage Increase over prior year			3.5%			3.5%	1.9%	2.0%	2.0%	1.9%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	13,000	8,934	18,000	-	-	18,000	23,000	18,000	15,000	15,000
Transfer to Operating Reserve	2,000	2,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
MFA Debt Reserve Fund	-	-	-	-	-	-	1,500	13,500	4,000	-
MFA Debt Principal	-	-	-	-	-	-	-	4,680	46,830	59,318
MFA Debt Interest	-	-	-	-	-	-	1,238	16,088	52,800	62,700
TOTAL DEBT / RESERVES	15,000	10,934	22,000	-	-	22,000	29,738	56,268	122,630	141,018
TOTAL COSTS	115,828	116,888	126,360	-	-	126,360	136,090	164,710	233,210	253,730
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	2,202	2,202	-	-	-	-	-	-	-	-
User Charges	(57,309)	(57,309)	(62,595)	-	-	(62,595)	(67,415)	(81,715)	(115,955)	(126,205)
Grants in Lieu of Taxes	(1,115)	(1,115)	(1,140)	-	-	(1,140)	(1,160)	(1,180)	(1,200)	(1,220)
Other Revenue	(150)	(1,210)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
Provincial Grants	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(56,372)	(57,432)	(63,835)	-	-	(63,835)	(68,675)	(82,995)	(117,255)	(127,525)
REQUISITION - PARCEL TAX	(59,456)	(59,456)	(62,525)	-	-	(62,525)	(67,415)	(81,715)	(115,955)	(126,205)
*Percentage increase over prior year										
User Fees						9.2%	7.7%	21.2%	41.9%	8.8%
Requisition						5.2%	7.8%	21.2%	41.9%	8.8%
Combined						7.2%	7.8%	21.2%	41.9%	8.8%

Port Renfrew Sewer
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	2,023	6,023	10,023	14,023	18,023	22,023
Capital Reserve Fund	10,542	13,542	36,542	54,542	69,542	84,542
Total	12,565	19,565	46,565	68,565	87,565	106,565

Reserve Schedule

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

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

Reserve Cash Flow

Fund: 1500 Fund Centre: 105537	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	21	2,023	6,023	10,023	14,023	18,023
Transfer from Ops Budget	2,000	4,000	4,000	4,000	4,000	4,000
Transfer to Ops Budget	-	-	-	-	-	-
Interest Income	2					
Ending Balance \$	2,023	6,023	10,023	14,023	18,023	22,023

<u>Assumptions/Background:</u>

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Capital Reserve Fund - Bylaw 2139

Surplus money from the operation of the sewer system may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund: 1044 Fund Centre: 101388	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	21,548	10,542	13,542	36,542	54,542	69,542
Transfer from Ops Budget	8,934	18,000	23,000	18,000	15,000	15,000
Transfer to Cap Fund	(20,000)	(15,000)	-	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Interest Income	60					
Ending Balance \$	10,542	13,542	36,542	54,542	69,542	84,542

<u>Assumptions/Background:</u>

Transfer as much as operating budget will allow.
--

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	3.850	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Port Renfrew Sewer							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$75,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,975,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$75,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,975,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$150,000	\$1,350,000	\$400,000	\$0	\$1,900,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
		\$0	\$75,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,975,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number</p> <p>Project number format is "yy-#"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"#" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description</p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p>Carryforward from 2021</p> <p>Input the carryforward amount from ftye 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers</p> <p>Maintain Level of Service = Project maintains existing or improved level of service.</p> <p>Advance Board or Corporate Priority = Project is a Board or Corporate priority.</p> <p>Emergency = Project is required for health or safety reasons.</p> <p>Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure Type</p> <p>Study - Expenditure for feasibility and business case report.</p> <p>New - Expenditure for new asset only</p> <p>Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p> <p>Replacement - Expenditure replaces an existing asset</p>	<p>Total Project Budget</p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes</p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning</p> <p>Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.</p> <p>Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.</p> <p>Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.</p> <p>Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title</p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class</p> <p>L - Land</p> <p>S - Engineering Structure</p> <p>B - Buildings</p> <p>V - Vehicles</p>		<p>Cost Estimate Class</p> <p>Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (±25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #:	3.850
Service Name:	Port Renfrew Sewer

[illegible]

Service: 3.850 Port Renfrew Sewer			
Project Number	22-01	Capital Project Title	Genset Upgrade
Capital Project Description	A new genset is required to provide standby power for the whole WWTP.		
Project Rationale	The existing genset only provides standby power for the influent pumps. During a power outage the blowers do not operate and this is out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.		
Project Number	22-02	Capital Project Title	Alternative Approval Process
Capital Project Description	Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).		
Project Rationale	Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).		
Project Number	23-01	Capital Project Title	Phase 1 - System Renewal - Outfall and Sewer Replacement
Capital Project Description	Design and install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to		
Project Rationale	Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration. Design the outfall/sewer upgrades and obtain regulatory and First Nation approvals in 2023, and install the outfall/sewers in 2024.		
Project Number	25-01	Capital Project Title	Phase 2 - System Renewal - New WWTP and Pump Station
Capital Project Description	Design a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP (design completed in 2025).		
Project Rationale	Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP. The plant is to be designed so that additional modules can be added for increased capacity as the septic systems are converted into the sewer service and the community grows. Commence with design in 2025 and construction in 2027 or when grants and funds from developers are received.		

3.850 - Port Renfrew Sewer

Capital Projects

Updated @ Sep 3rd, 2021

Year	Project#	Status	Capital Project Description	Total Project Budget	Expenditure Actuals	Remaining Funds
2017	CE.571	Open	SAMP	10,000	9,047	954
2019	CE.679.4501	Open	Structural Assessment	10,000	7,130	2,870
2019	CE.693	Open	Roof Replacement	12,000	-	12,000
2021	CE.679.8302	Open	Review Options for Pahsed Capital Plan (21-02)	20,000	441	19,559
2021	CE.679.8301	Open	Port Renfrew Structural Upgrades at WWTP (21-01)	30,000	-	30,000
			Totals	82,000	16,618	65,383

Service:	3.850	Port Renfrew Sewer	Committee: Electoral Area
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<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax per Folio</u>	<u>SFE's</u>	<u>User Charge per SFE</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2010	86	\$372.82	91.06	\$320.76	\$693.58		\$21,792.50
2012	86	\$490.15	96.77	\$413.88	\$904.03	3823	\$21,516.30
2013	87	\$482.87	94.77	\$421.17	\$904.04	3892	\$19,973.00
2014	87	\$482.87	94.77	\$421.18	\$904.05	3924	\$18,950.40
2015	87	\$483.24	94.77	\$421.49	\$904.73	3987	\$20,000.00
2016	88	\$481.94	94.77	\$425.19	\$907.12	4074	\$19,569.90
2017	88	\$481.94	94.77	\$430.04	\$911.98	4170	\$22,195.70
2018	88	\$535.22	94.77	\$473.88	\$1,009.10	4233	\$24,084.60
2019	88	\$545.63	94.77	\$481.90	\$1,027.53	4274	\$25,562.50
2020	88	\$576.60	96.77	\$498.36	\$1,074.96	4337	\$28,513.30
2021	88	\$711.11	97.77	\$586.16	\$1,297.27	4389	\$31,907.30
2022	88	\$747.81	97.77	\$640.23	\$1,388.04		

Change from 2021 to 2022

*\$36.70
5.16%*

*\$54.07
9.22%*

*\$90.77
7.00%*

