Making a difference...together

PORT RENFREW UTILITY SERVICES COMMITTEE
Notice of Meeting on **Thursday, November 19, 2020 immediately following the AGM**
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)	Karl Ablack	Dan Quigley
Maurice Tremblay	Chris Welham	John Wells

AGENDA

1. **ELECTION OF CHAIR**

2. **APPROVAL OF AGENDA**
   Recommendation*: That the agenda be approved.*

3. **ADOPTION OF MINUTES OF THE MEETING OF OCTOBER 23, 2019**
   Recommendation*: That the minutes of October 23, 2019 be adopted.*

4. **PRUSC 20-01 2021 OPERATING AND CAPITAL BUDGET**
   Recommendation*: That the Port Renfrew Utility Services Committee:*
   1. *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;*
      - *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;*
      - *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;*
      - *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;*
   2. *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.*

5. **COMMITTEE BUSINESS**
   5.1. Wastewater Treatment Plant Odours (verbal update)

6. **CORRESPONDENCE**

7. **NEW BUSINESS**

8. **ADJOURNMENT**

Next meeting: At the call of the Chair.

Inquires arising from this meeting may be sent to IWSAdmin@crd.bc.ca for direct response.

To ensure a quorum advise Sharon Orr 250.474.9622 if you are unable to attend.

Agenda Item #3

Making a difference...together

MINUTES OF THE MEETING OF THE PORT RENFREW UTILITY SERVICES COMMITTEE Held Wednesday, October 23, 2019 at the Port Renfrew Recreation Centre, 6638 Deering Road, Port Renfrew BC

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

Staff: M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; J. Marr, Manager, Water Distribution Engineering and Planning; T. Watkins, Manager, Solid Waste Services; L. Xu, Manager, Financial Services; S. Orr (recorder)

Public: 10

The meeting was called to order at 6:15 p.m.

1. ELECTION OF CHAIR

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

2. APPROVAL OF AGENDA

MOVED by J. Wells, **SECONDED** by K. Ablack,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF MEETING OF OCTOBER 30, 2018

MOVED by K. Ablack, **SECONDED** by M. Tremblay,
That the minutes of the meeting held October 30, 2018 be adopted.

CARRIED

4. 2019 OPERATING AND CAPITAL BUDGET

T. Watkins and M. McCrank provided an update of the key factors affecting the 2020 budget.

Staff answered questions from the committee and public about the maintenance and operations of the services.

MOVED by K. Ablack, **SECONDED** by C. Welham,
That the Port Renfrew Utility Services Committee:

1. Approve the 2020 Operating and Capital Budget for the:
   - Street Lighting System Local Service as presented and recommend that the 2019 actual surplus or deficit be carried forward to the 2020 operating budget;
   - Refuse Disposal Local Service as presented and recommend that the 2019 actual surplus or deficit be balanced on the 2020 transfer to the Capital Reserve Fund;
   - Water Local Service as presented and recommend that the 2019 actual surplus or deficit be balanced on the 2019 transfer to the Capital Reserve Fund;
   - Snuggery Cove Water Local Service as presented and recommend that the 2019 actual surplus be returned as negative requisition to the taxpayers;
   - Sewer Local Service as presented and recommend that the 2019 actual surplus or deficit be balanced on the 2019 transfer to the Capital Reserve Fund; and
2. Approve the Wastewater Local Service Capital Reserve Funding in the amount not to exceed $17,000 for emergency replacement of a hydro service pole estimated at $7,000 and failed air diffuser piping for the activated sludge tank estimated at $10,000 at the Wastewater Treatment Plant; and
3. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Port Renfrew Utility Services as presented.

CARRIED

5. WATER SYSTEM IMPROVEMENTS UPDATE AND PROPOSED SERVICE AREA BOUNDARY CHANGE

J. Marr introduced the report as presented.

Staff answered questions from the committee and the public.

The Chair requested that K. Ablack abstain from voting on the motion due to a conflict of interest.

MOVED by M Hicks, **SECONDED** by C. Welham,
That the Port Renfrew Utility Services Committee receive this report for information and provide “approval in principle” of an expansion of the Port Renfrew water service area to include the Pacific Gateway Marina Lands upon completion of the second storage tank.

CARRIED
ABSTAINED: K. Ablack

A discussion took place about the storage tank.

6. NEW BUSINESS

K. Ablack provided an update on the water storage tank.

7. ADJOURNMENT

MOVED by J. Wells, **SECONDED** by C. Welham,
That the meeting be adjourned at 7:27 p.m.

CARRIED

Chair Secretary

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Agenda Item #4
PRUSC 20-01

REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF THURSDAY, NOVEMBER 19, 2020

SUBJECT **2021 Operating and Capital Budget**

ISSUE SUMMARY

To present the 2021 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 to this report 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.
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 took into account:

1. Actual expenditures incurred between 2017 and 2020
2. Anticipated changes in level of service (if any)
3. Maximum allowable tax requisition
4. Annual cost per taxable folio and per SFE

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

1. Available funds on hand
2. Projects already in progress
3. Condition of existing assets and infrastructure
4. 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 2020. Adjustments for surpluses or deficits from 2020 may be made in January 2021. The CRD Board will give final approval to the budget and financial plan in March 2021.

The Financial Plan for the years 2022 – 2025 may be changed in future years.

BUDGET OVERVIEW

Port Renfrew Street Lighting Local Service

Operating Budget

It is anticipated that operating expenses in 2020 will be $1,427 under budget due to lower than expected electricity costs and unspent contingency funds. In addition to the lower operating expenses, it is anticipated that revenues in 2020 will be $253 over budget. This results in an estimated $1,680 surplus for 2020. CRD staff recommend the estimated surplus from 2020 be used as a one-time reduction in the user charges and requisition for 2021.

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 2021 as in 2020. The 2021 operating budget has been increased by 1.2% over the 2020 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.

Table 1 below summarizes the 2021 over 2020 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
2020	$3,763	88	$45.01	$2,984	89	$33.53	**$78.53**
2021	$3,825	88	$45.75	$3,070	90	$34.12	**$79.87**
Change ($)	$62	0	$0.74	$86	0.97	$0.59	**$1.34**
Change (%)	1.65%	0.00%	1.65%	2.88%	1.09%	1.77%	**1.70%**

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

Port Renfrew Refuse Disposal Local Service

Operating Budget

It is estimated that operating expenses and revenue will be on budget for 2020. The 2021 operating budget has been increased by $2,431 over the 2020 budget to account for core inflation. Should there be any surplus arising from the 2020 operating budget staff recommend that it be transferred to Equipment Replacement Fund to balance the 2020 budget at year end.

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

Capital Reserve Fund

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

As specific capital projects are approved, the funding for them is transferred from the Capital Reserve Fund to the Capital Project Fund. Any funds remaining upon completion of a project are transferred back to the Capital Reserve Fund for use on future capital projects.

It is proposed that the budgeted transfer to the Capital Reserve Fund be lowered to $4,000 in 2021 to help fund operating maintenance costs while still meeting obligation of future funding of the capital plan. The balance at the end of 2020 is projected to be $73,088.

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 remain at $2,000 in 2021. The balance at the end of 2020 is projected to be $35,851.

Capital Expenditure Plan

In 2021, $30,000 is planned for replacement of on-site fencing ($15,000) and metal storage container ($15,000) funded from Capital Reserve Fund and Equipment Replacement Fund respectively. The replacement programs were originally planned for 2020 but resource constraints arising from the COVID-19 pandemic necessitated deferring this work to 2021.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into the Capital Project Fund from a number of possible funding sources as applicable, including Capital Reserve Fund (CRF), grant funding, external contributions and Debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

There are currently no capital projects in progress.

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

Operating Budget

It is anticipated that total operating expenses in 2020 will be $9,569 under budget as one-time and anomalous favourable variance mainly from lower labour and lower electricity cost. It is expected that the revenues in 2020 will be $1,417 higher than budget due to more SFEs added. This results in an overall service budget surplus of approximately $10,986. CRD Staff recommend that the 2020 surplus be transferred to Capital Reserve Fund to balance the 2020 budget.

The 2021 operating budget has been decreased by 0.6% over the 2020 budget mainly due to reduced electricity cost forecasting. The electricity costs have reduced in the past two years coinciding with the commissioning of the new equipment at the water treatment plant.

Currently there is no debt for this service.

Operating Reserve Fund

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis. Typical maintenance activities include hydrant/standpipe maintenance and reservoir cleaning. 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 maintained at $2,000 for 2021 and future years to ensure future maintenance activities are fully funded and an optimum minimum balance in the reserve fund be maintained. The maintenance plan for these funds will be prepared for the 2022 budget. The Operating Reserve Fund balance at the end of 2020 is projected to be approximately $2,000.

Capital Reserve Fund

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 Capital Reserve Fund be set at $12,000 in 2021 in order to fund future capital projects. The balance at the end of 2020 is projected to be $84,992, excluding the projected 2020 operating surplus.

Capital Expenditure Plan

In 2021, $20,000 will be incurred for preplanned capital works related to the Fire Hydrant replacement program. $10,000 will be carry forward from 2020 with an additional $10,000 in 2021. This program is funded from the Capital Reserve Fund.

The 5-year plan includes $2,208,918 of expenditures including hydrant and water main pipe replacements to be funded by a combination of the service's Capital Reserve Fund, grants and new debt.

Subject to electors' assent, two borrowings are planned in the 5 year capital plan to fund capital expenditures for the AC Pipe Replacement Program and replacement of SCADA equipment. Table 2 below provides the future debt servicing cost simulation for analytical purposes only with the indicative interest rate provided by MFA at the time of simulation.

Table 2 – Future New Debt Simulation

Future Borrowing(s) Estimation	*Term*	*Borrowing Year*	*Retirement Year*	*Refinance Year*	*Estimated Interest Rate*	*Principal*	*Principal Payment*	*Interest Payment*	*Total Annual Debt Cost*
	15	2023	2038	2033	1.90%	$300,000	$17,348	$5,700	$23,048
	15	2025	2040	2035	1.90%	$200,000	$11,565	$3,800	$15,365
Total						**$500,000**	**$28,913**	**$9,500**	**$38,413**

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 principle 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 a variety of possible funding sources, including the Capital Reserve Fund (CRF), grant funding, external contributions and Debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

Staff expects two projects with unspent funds will be completed at year-end and estimate $2,927 will be transferred back to the Capital Reserve Fund.

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 2021 over 2020 changes for parcel tax and user charge.

Table 3 – 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
2020	$58,327	223	$275.29	$58,334	308	$189.65	**$464.94**
2021	$60,009	223	$283.23	$60,009	315	$190.76	**$473.99**
Change ($)	$1,682	0	$7.94	$1,675	7	$1.10	**$9.04**
Change (%)	2.88%	0%	2.88%	2.87%	2.27%	0.58%	**1.94%**

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

Port Renfrew Snuggery Cove Water Local Service

Operating Budget

This service budget was created for the sole purpose of servicing debt related to the expansion of the Port Renfrew water system to the Snuggery Cove Area. This debt was paid off in April 2019. The final 2019 surplus was returned back to the taxpayer as negative requisition in 2020 tax year, and then this service budget is discontinued from 2021 onwards.

Port Renfrew Sewer Local Service

Operating Budget

We anticipate that operating expenses in 2020 will be $3,374 over budget. This cost overrun is primarily due to an emergency response to resolve an outfall blockage in February 2020. A Community Works Fund grant of $15,000 has been secured to pay for further outfall blockage mitigation by a diving contractor, as well as removal of danger trees adjacent to the wastewater treatment plant.

The revenue will be on budget. Therefore, we project an overall $3,374 deficit in 2020.

CRD staff recommended that the 2020 actual deficit be balanced by reducing the Capital Reserve Fund transfer of $1,374 and the $2,000 transfer to Operating Reserve Fund not be made. However, based on the required asset replacement plan, the transfers to reserve has been increased to meet the obligations beginning in 2021. In addition, the strategy to not transfer funds to reserves in order to balance budgets will be reviewed closely in future years to ensure sufficient funds are available.

The 2021 operating budget has been increased by 8.8% over the 2020 budget to account for core inflation and an ongoing supplementary of $5,000 to fund planned maintenance to reduce the chance of blockage of the outfall pipe going forward.

Currently there is no debt for this service.

Operating Reserve Fund

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis. Typical maintenance activities include treatment facility tank draining/cleaning/inspection and outfall inspections. 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 the transfer to the operating reserve be cancelled for 2020 (as noted above) to cover the operating deficit and be continued at $2,000 for 2021 and future years to ensure future maintenance activities are fully funded and an optimum minimum balance in the reserve fund be maintained. The maintenance plan for these funds will be prepared for the 2022 budget.

Capital Reserve Fund

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 Capital Reserve Fund be reduced in 2020 (as noted above) to cover the operating deficit and then increased to $13,000 in 2021 to fund the future capital expenditures. The balance at the end of 2020 is projected to be $23,754.

Capital Expenditure Plan

The 5-year plan includes $2,035,000 of expenditures to be funded by a combination of debt and the service's Capital Reserve Fund and grants. A majority of the expenses are planned to occur between 2022 and 2025 including a genset upgrade, replacing old/leaky sewers to lower inflow and infiltration, and replacing the failing outfall away from the mouth of the San Juan River with a new longer outfall deeper into the ocean. Eventually, the 60 year old treatment plant will need to be replaced as well. For 2021, there are planned structural upgrades required at the treatment plant and proposed options for upgrades will be presented to the community and used for grant applications.

Subject to electors' assent, debt borrowings are planned in the year 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

	Term	*Borrowing Year*	*Retirement Year*	*Refinance Year*	*Estimated Interest Rate*	*Principal*	*Principal Payment*	*Interest Payment*	*Total Annual Debt Cost*
Future Borrowing(s) Estimation	25	2023	2048	2033	2.60%	$150,000	$4,680	$3,900	$8,580
	25	2024	2049	2034	2.60%	$1,350,000	$42,150	$35,100	$77,250
	25	2025	2050	2035	2.60%	$400,000	$12,488	$10,400	$22,888
Total						**$1,900,000**	**$59,318**	**$49,400**	**$108,718**

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 principle payment required in the year of borrowing.

Capital Projects Fund

As specific capital projects are approved, the funding for them is transferred into the Capital Project Fund from the Capital Reserve Fund. Any funds remaining upon completion of a project are transferred back to the Capital Reserve Fund for use on future capital projects. At this stage, with few open projects, and with the completion of the Structural Assessment, approximately $2,000 will be transferred from the projects fund to the Capital Reserve Fund.

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 2021 over 2020 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
2020	$48,210	88	$576.60	$48,226	97	$498.36	**$1,074.96**
2021	$57,309	88	$685.43	$57,309	98	$586.16	**$1,271.59**
Change ($)	$9,099	0	$108.83	$9,083	1	$87.80	**$196.63**
Change (%)	18.87%	0.00%	18.87%	18.83%	1.03%	17.62%	**18.29%**

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

RECOMMENDATION

That the Port Renfrew Utility Services Committee:

1. 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;
   - 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;
   - 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;
   - 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;
2. 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.

Submitted by	Matthew McCrank, M.Sc., P.Eng., Senior Manager, Wastewater Infrastructure Operations
Submitted by	Ian Jesney, P.Eng. Senior Manager, Infrastructure Engineering
Submitted by	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence	Ian Jesney, P.Eng., Acting General Manager, Integrated Water Services
Concurrence	Larisa Hutcheson, P.Eng., Acting Chief Administrative Officer

ATTACHMENT

Appendix A: 2021 Budget Port Renfrew Street Lighting
2021 Budget Port Renfrew Refuse Disposal
2021 Budget Port Renfrew Water
2021 Budget Port Renfrew Sewer

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Appendix A

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Street Lighting

Commission Review

Compiled and Presented by CRD Finance

Nov-20

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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.

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 $97,515.

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.

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1.232 - Port Renfrew Street Lighting	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Electricity	7,030	6,482	7,150	-	-	7,150	7,290	7,440	7,590	7,740
Allocations	404	404	425	-	-	425	447	456	465	474
Contingency	1,230	382	1,200	-	-	1,200	1,200	1,200	1,200	1,200
Other Operating Expenses	102	71	100	-	-	100	100	100	100	100
TOTAL COSTS	**8,766**	**7,339**	**8,875**	**-**	**-**	**8,875**	**9,037**	**9,196**	**9,355**	**9,514**
*Percentage Increase over prior year						1.2%	1.8%	1.8%	1.7%	1.7%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	1,680	(1,680)	-	-	(1,680)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,943)	(1,943)	-	-	-	-	-	-	-	-
User Charges	(2,984)	(3,017)	(3,070)	-	-	(3,070)	(3,983)	(4,053)	(4,122)	(4,192)
Revenue - Other	(76)	(296)	(300)	-	-	(300)	(300)	(300)	(300)	(300)
TOTAL REVENUE	**(5,003)**	**(3,576)**	**(5,050)**	**-**	**-**	**(5,050)**	**(4,283)**	**(4,353)**	**(4,422)**	**(4,492)**
REQUISITION - PARCEL TAX	**(3,763)**	**(3,763)**	**(3,825)**	**-**	**-**	**(3,825)**	**(4,754)**	**(4,843)**	**(4,933)**	**(5,022)**
*Percentage increase over prior year										
User Fee						2.9%	29.7%	1.8%	1.7%	1.7%
Requisition						1.6%	24.3%	1.9%	1.9%	1.8%
Combined						**2.2%**	**26.7%**	**1.8%**	**1.8%**	**1.8%**

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

Year	Taxable Folios	Parcel Tax Per Folio	SFE's	User Charge Per Folio	Total Tax & Charges	Bylaw	Actual Assessments $(000's)
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	**$78.53**	4337	$28,513.00
2021	88	$45.75	90	$34.12	**$79.87**		
Change from 2020 to 2021							
		$0.74		*$0.59*	*$1.34*		
		1.65%		*1.77%*	*1.70%*		

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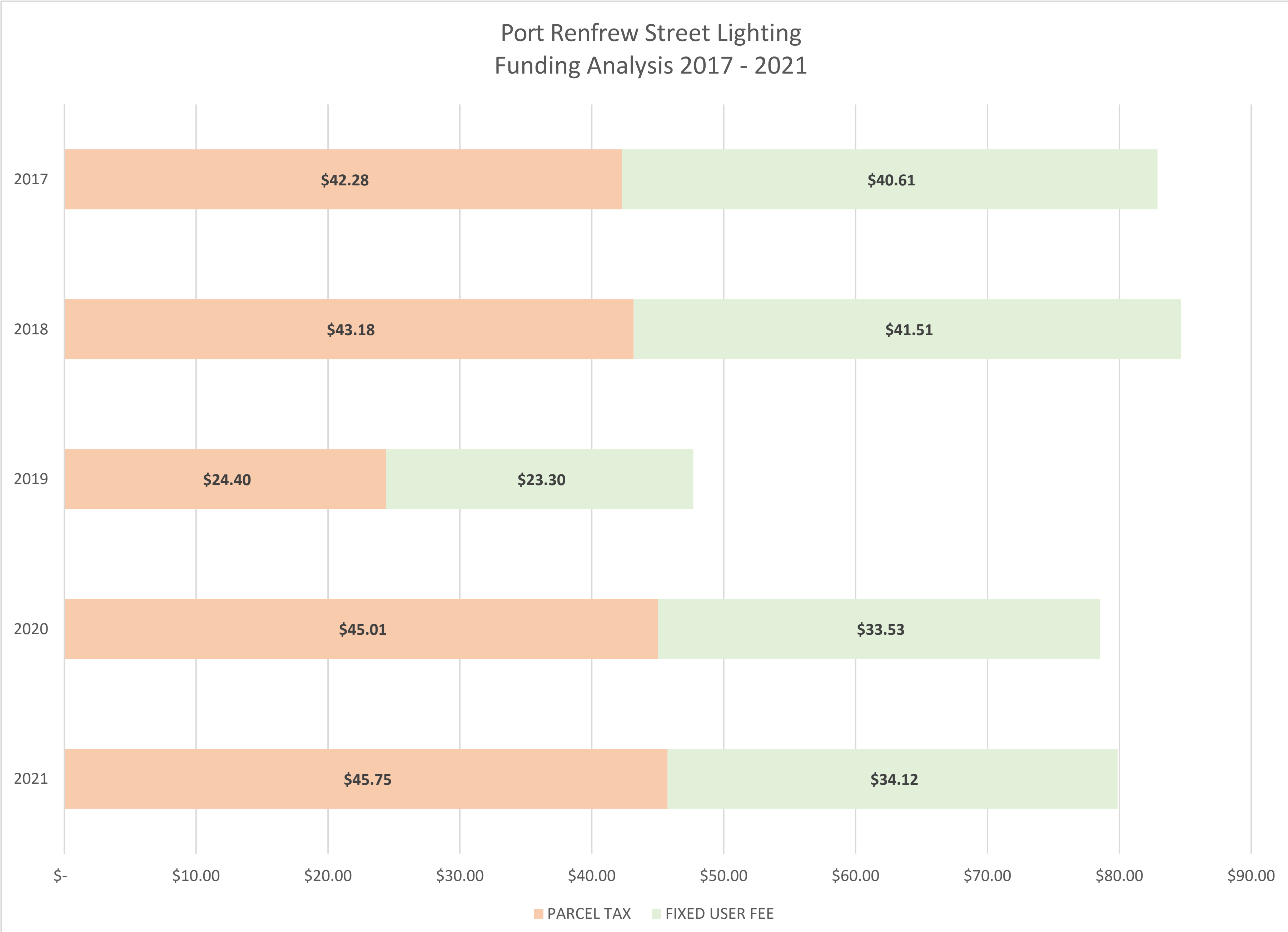
Port Renfrew Street Lighting
Funding Analysis 2017 - 2021
2017
$42.28
$40.61
2018
$43.18
$41.51
2019
$24.40
$23.30
2020
$45.01
$33.53
2021
$45.75
$34.12
$-
$10.00
$20.00
$30.00
$40.00
$50.00
$60.00
$70.00
$80.00
$90.00
PARCEL TAX
FIXED USER FEE

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CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Refuse Disposal

Commission Review

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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. To a maximum of $1,551,391.

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.

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1.523 - Port Renfrew Refuse Disposal	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Contract for Services	24,750	24,750	25,170	-	-	25,170	25,670	26,180	26,700	27,230
Contracts	46,017	46,717	47,520	-	-	47,520	48,470	49,440	50,430	51,440
Allocations	3,419	3,419	3,867	-	-	3,867	3,994	4,073	4,155	4,238
Electricity	1,130	1,030	1,150	-	-	1,150	1,170	1,190	1,210	1,230
Internal Labour Charges	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	2,990	1,890	3,030	-	-	3,030	3,080	3,130	3,180	3,230
TOTAL OPERATING COSTS	**78,306**	**77,806**	**80,737**	**-**	**-**	**80,737**	**82,384**	**84,013**	**85,675**	**87,368**
*Percentage Increase over prior year						3.1%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,040
Transfer to Capital Reserve Fund	4,704	4,704	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVES	**6,704**	**6,704**	**6,000**	**-**	**-**	**6,000**	**6,000**	**6,000**	**6,000**	**6,040**
TOTAL COSTS	**85,010**	**84,510**	**86,737**	**-**	**-**	**86,737**	**88,384**	**90,013**	**91,675**	**93,408**
Internal Recovery	(15,000)	(15,000)	(15,500)	-	-	(15,500)	(15,500)	(15,500)	(15,500)	(15,500)
NET COSTS	**70,010**	**69,510**	**71,237**	**-**	**-**	**71,237**	**72,884**	**74,513**	**76,175**	**77,908**
FUNDING SOURCES (REVENUE)										
Sale - Recyclables	(4,000)	(3,500)	(4,000)	-	-	(4,000)	(4,000)	(4,000)	(4,000)	(4,080)
Recovery Cost	(32,800)	(32,800)	(33,439)	-	-	(33,439)	(34,257)	(35,067)	(35,892)	(36,714)
Grants in Lieu of Taxes	(305)	(305)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	**(37,155)**	**(36,655)**	**(37,799)**	**-**	**-**	**(37,799)**	**(38,627)**	**(39,447)**	**(40,282)**	**(41,194)**
REQUISITION	**(32,855)**	**(32,855)**	**(33,438)**	**-**	**-**	**(33,438)**	**(34,257)**	**(35,066)**	**(35,893)**	**(36,714)**
*Percentage increase over prior year Requisition						1.8%	2.4%	2.4%	2.4%	2.3%

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Port Renfrew Refuse Disposal
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	**2021**	**2022**	**2023**	**2024**	**2025**
Capital Reserve Fund	73,088	62,088	66,088	70,088	74,088	78,088
Equipment Replacement Fund	35,851	22,851	24,851	26,851	28,851	30,891
Total	**108,939**	**84,939**	**90,939**	**96,939**	**102,939**	**108,979**

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Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Capital Reserve Fund - Bylaw 2665

The capital Reserve Fund established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them, and extension or renewal of existing capital works.
Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund:	1021	Estimated	Budget				
Fund Centre:	**101365**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		67,364	73,088	62,088	66,088	70,088	74,088
Transfer from Ops Budget		4,704	4,000	4,000	4,000	4,000	4,000
Transfer from Cap Fund		-	-	-	-	-	
Transfer to Cap Fund		-	(15,000)	-	-	-	-
Interest Income*		1,020					
Ending Balance $		**73,088**	**62,088**	**66,088**	**70,088**	**74,088**	**78,088**

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

The Equipment Replacement Fund established for the purpose of vehicle and equipment replacement.
Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.
ERF Group: PTRENREF.ERF

Reserve Cash Flow

Fund: 1022		Estimated	Budget				
Fund Centre:	101448	2020	2021	2022	2023	2024	2025
Beginning Balance		33,851	35,851	22,851	24,851	26,851	28,851
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,040
Transfer from Cap Fund		-	-	-	-	-	-
Planned Purchase		-	(15,000)	-	-	-	-
Interest Income		-					
Ending Balance $		**35,851**	**22,851**	**24,851**	**26,851**	**28,851**	**30,891**

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CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.523 Port Renfrew Refuse Disposal	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
	EXPENDITURE							
	Buildings	$0	$0	$0	$0	$0	$0	$0
	Equipment	$15,000	$15,000	$0	$0	$0	$0	$15,000
	Land	$0	$0	$0	$0	$0	$0	$0
	Engineered Structures	$15,000	$15,000	$0	$0	$0	$0	$15,000
	Vehicles	$0	$0	$0	$0	$0	$0	$0
		$30,000	**$30,000**	**$0**	**$0**	**$0**	**$0**	**$30,000**
	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	$15,000	$15,000	$0	$0	$0	$0	$15,000
	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	$15,000	$0	$0	$0	$0	$15,000
		$30,000	**$30,000**	**$0**	**$0**	**$0**	**$0**	**$30,000**

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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.523
Service Name: Port Renfrew Refuse Disposal

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. 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

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

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

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

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-02	Renewal	Fencing	Replace aged site fencing	$15,000	S	Res	$15,000	$15,000	$0	$0	$0	$0	$15,000
20-01	Replacement	Site storage capacity	Purchase of on-site metal storage container	$15,000	E	ERF	$15,000	$15,000	$0	$0	$0	$0	$15,000
			GRAND TOTAL	**$30,000**			**$30,000**	**$30,000**	**$0**	**$0**	**$0**	**$0**	**$30,000**

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Service: 1.523 **Port Renfrew Refuse Disposal**

Proj. No.	19-02	**Capital Project Title**	Fencing	**Capital Project Description**	Replace aged site fencing
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	20-01	**Capital Project Title**	Site storage capacity	**Capital Project Description**	Purchase of on-site metal storage container
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

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CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Water

Commission Review

Compiled and Presented by CRD Finance Nov-20

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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 $1,527,866.

COMMISSION:

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

FUNDING:

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

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

Connection Charges:
At cost - Bylaw No. 1803 (amended Bylaw 3892).

RESERVE FUND:

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

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2.6500 - Port Renfrew Water	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Repairs & Maintenance	8,416	8,348	8,560	-	-	8,560	8,730	8,900	9,070	9,250
Allocations - Operations	76,424	70,000	77,724	-	-	77,724	79,278	80,864	82,481	84,131
Allocations - Other	8,759	8,759	9,054	-	-	9,054	9,033	9,191	9,361	9,533
Electricity	7,160	4,500	4,680	-	-	4,680	4,770	4,870	4,970	5,070
Supplies	3,041	3,001	3,090	-	-	3,090	3,150	3,210	3,270	3,330
Other Operating Expenses	3,938	3,561	4,000	-	-	4,000	4,060	4,120	4,190	4,260
TOTAL OPERATING COSTS	**107,738**	**98,169**	**107,108**	**-**	**-**	**107,108**	**109,021**	**111,155**	**113,342**	**115,574**
*Percentage Increase over prior year						-0.6%	1.8%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	8,000	18,986	12,000	-	-	12,000	20,000	20,000	20,000	20,000
MFA Debt Contribution	-	-	-	-	-	-	-	3,000	-	2,000
Interest Payments	-	-	-	-	-	-	-	1,425	5,700	6,650
Principal Payments	-	-	-	-	-	-	-	-	17,348	17,348
TOTAL DEBT / RESERVES	**10,000**	**20,986**	**14,000**	**-**	**-**	**14,000**	**22,000**	**26,425**	**45,048**	**47,998**
TOTAL COSTS	**117,738**	**119,155**	**121,108**	**-**	**-**	**121,108**	**131,021**	**137,580**	**158,390**	**163,572**
FUNDING SOURCES (REVENUE)										
User Charges	(58,334)	(59,751)	(60,009)	-	-	(60,009)	(64,956)	(68,225)	(78,620)	(81,196)
Other Revenue	(1,077)	(1,077)	(1,090)	-	-	(1,090)	(1,110)	(1,130)	(1,150)	(1,180)
Recovery	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(59,411)**	**(60,828)**	**(61,099)**	**-**	**-**	**(61,099)**	**(66,066)**	**(69,355)**	**(79,770)**	**(82,376)**
REQUISITION - PARCEL TAX	**(58,327)**	**(58,327)**	**(60,009)**	**-**	**-**	**(60,009)**	**(64,956)**	**(68,225)**	**(78,620)**	**(81,196)**
*Percentage increase over prior year										
User Fees						2.9%	8.2%	5.0%	15.2%	3.3%
Requisition						2.9%	8.2%	5.0%	15.2%	3.3%
Combined						**2.9%**	**8.2%**	**5.0%**	**15.2%**	**3.3%**

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Port Renfrew Water
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	84,992	76,992	11,992	21,992	31,992	41,992
Operating Reserve Fund	2,000	4,000	6,000	8,000	10,000	12,000
Total	**86,992**	**80,992**	**17,992**	**29,992**	**41,992**	**53,992**

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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:	**1026**	**Estimated**	**Budget**				
Fund Centre:	**101370**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		72,955	84,992	76,992	11,992	21,992	31,992
Transfer from Ops Budget		8,000	12,000	20,000	20,000	20,000	20,000
Transfer from Cap Fund		2,927	-	-	-	-	-
Transfer to Cap Fund		-	(20,000)	(85,000)	(10,000)	(10,000)	(10,000)
Interest Income*		1,110					
Ending Balance $		**84,992**	**76,992**	**11,992**	**21,992**	**31,992**	**41,992**

Assumptions/Background:

-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.

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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

		Estimated	Budget				
Fund:	**1500**						
Fund Centre:	**105536**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		-	2,000	4,000	6,000	8,000	10,000
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,000
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance $		**2,000**	**4,000**	**6,000**	**8,000**	**10,000**	**12,000**

Assumptions/Background:

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CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.650 Port Renfrew Water	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
	EXPENDITURE							
	Buildings	$0	$0	$0	$0	$0	$0	$0
	Equipment	$10,000	$20,000	$10,000	$110,000	$10,000	$10,000	$160,000
	Land	$0	$0	$0	$0	$0	$0	$0
	Engineered Structures	$0	$0	$1,648,918	$200,000	$0	$200,000	$2,048,918
	Vehicles	$0	$0	$0	$0	$0	$0	$0
		$10,000	**$20,000**	**$1,658,918**	**$310,000**	**$10,000**	**$210,000**	**$2,208,918**
	SOURCE OF FUNDS							
	Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
	Debenture Debt (New Debt Only)	$0	$0	$0	$300,000	$0	$200,000	$500,000
	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	$10,000	$20,000	$85,000	$10,000	$10,000	$10,000	$135,000
		$10,000	**$20,000**	**$1,658,918**	**$310,000**	**$10,000**	**$210,000**	**$2,208,918**

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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.650
Service Name: Port Renfrew Water

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. 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

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

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

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

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	$60,000	E	Res	$10,000	$20,000	$10,000	$10,000	$10,000	$10,000	$60,000
22-01	Replacement	Referendum	Referendum to fund Supply System Replacement and AC Pipe Replacement Program	$25,000	S	Res	$0	$0	$25,000	$0	$0	$0	$25,000
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.	$1,623,918	S	Grant	$0	$0	$1,573,918	$0	$0	$0	$1,573,918
					S	Res	$0	$0	$50,000	$0	$0	$0	$50,000
23-02	Replacement	AC Pipe Replacement Program	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.	$400,000	S	Debt	$0	$0	$0	$200,000	$0	$200,000	$400,000
23-03	Replacement	Miscellaneous Repairs & Replacements	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof	$100,000	E	Debt	$0	$0	$0	$100,000	$0	$0	$100,000
			GRAND TOTAL	**$2,208,918**			**$10,000**	**$20,000**	**$1,658,918**	**$310,000**	**$10,000**	**$210,000**	**$2,208,918**

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Service: 2.650 **Port Renfrew Water**

Proj. No.	20-01	**Capital Project Title**	Hydrant Replacement Program	**Capital Project Description**	Hydrants are reaching their end of life and require replacement.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.*				

Proj. No.	22-01	**Capital Project Title**	Referendum	**Capital Project Description**	Referendum to fund Supply System Replacement and AC Pipe Replacement Program
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.*				

Proj. No.	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.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
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.*				

Proj. No.	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.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are requried to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv,*				

Proj. No.	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
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
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.*				

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2.650 - Port Renfrew Water

Capital Projects Fund

Updated @ Oct 9, 2020

Year	Project#	Status	Capital Project Description	Total Project Budget	Expenditure Actuals	Remaining Funds	Funding Source			Total Funding in Place	Return Project Surplus After Completion****
							CRF*	CWF**	Grant***		CRF*
2014	CE.423	Close	Strategic Asset Management Plan	5,000	1,080	3,921	5,000	-	-	5,000	2,000
2016	CE.526	Open	Chlorine Injection Pump & Meter	10,000	8,770	1,230	-	10,000	-	10,000	-
2017	CE.617	Close	Water Main Replacement Project	585,200	584,273	927	100,000	-	485,200	585,200	927
			Total	**600,200**	**594,122**	**6,078**	**105,000**	**10,000**	**485,200**	**600,200**	**2,927**

* CRF (Capital Reserve Fund)

** CWF (Community Work fund) and Provincial Grants

*** Grant (Clean Water and Wastewater Fund)

**** Actual project surplus will be finalized at 2020 year end

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

Year	Taxable Folios	Parcel Tax per Folio	SFE's	User Charge per SFE	Total Tax & Charges	Bylaw	Actual Assessments $(000's)
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	$283.23	315	$190.76	**$473.99**		

Change from 2020 to 2021

		$7.94		*$1.10*	*$9.04*
		2.88%		*0.58%*	*1.94%*

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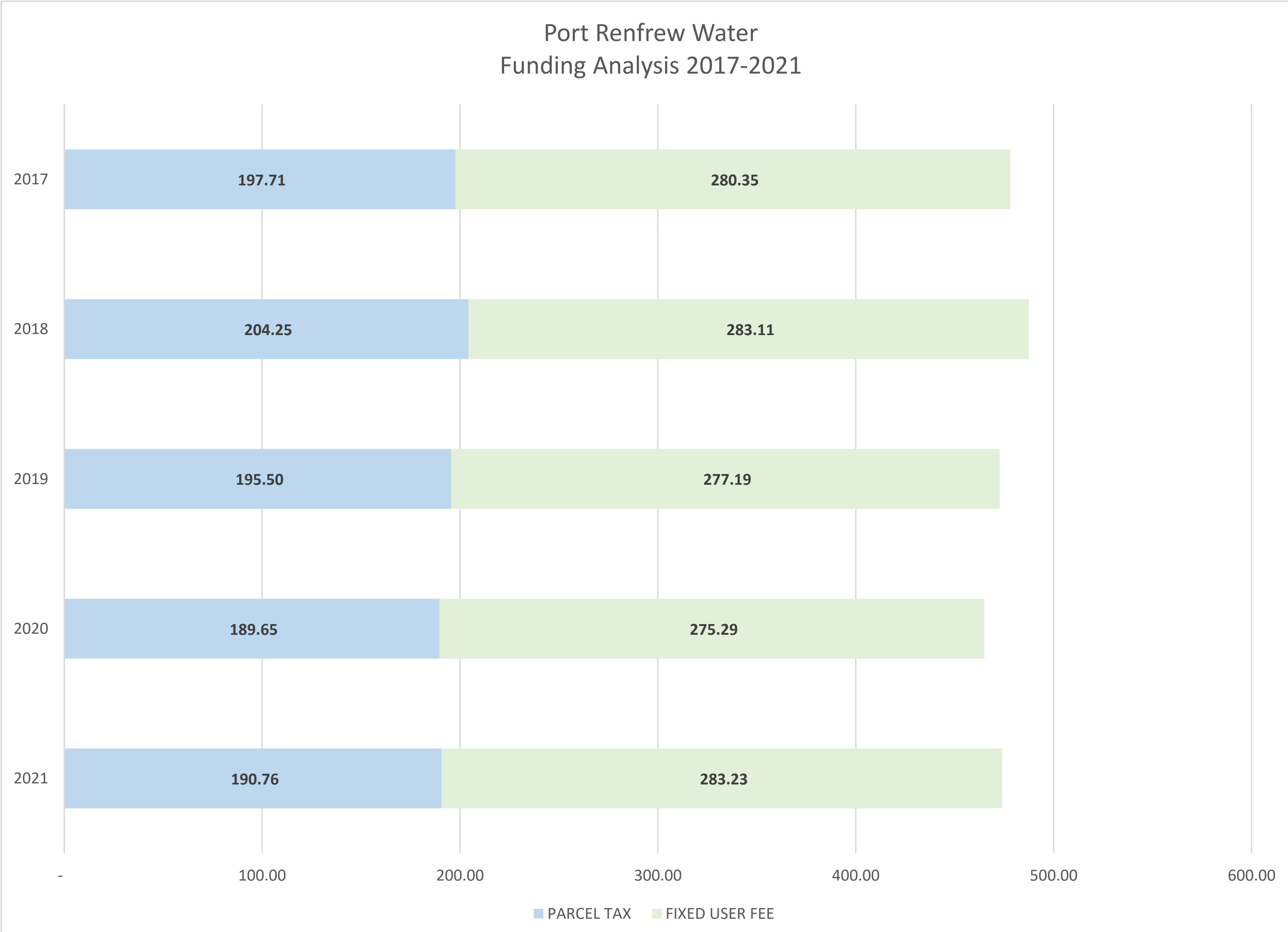
Port Renfrew Water
Funding Analysis 2017-2021
2017
197.71
280.35
2018
204.25
283.11
2019
195.50
277.19
2020
189.65
275.29
2021
190.76
283.23
-
100.00
200.00
300.00
400.00
500.00
600.00
PARCEL TAX
FIXED USER FEE

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CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Sewer

Commission Review

Compiled and Presented by CRD Finance

Nov-20

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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. To a maximum of $521,223.

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).

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3.850 - Port Renfrew Sewer	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Grit Disposal	9,100	8,500	9,250	-	-	9,250	9,440	9,630	9,820	10,020
Electricity	6,708	6,700	6,820	-	-	6,820	6,960	7,100	7,240	7,380
Supplies	2,388	2,388	2,440	-	-	2,440	2,490	2,540	2,590	2,640
Allocations - Operations	55,114	55,114	56,791	-	-	56,791	57,927	59,085	60,266	61,472
Allocations - Other	15,202	15,202	16,097	-	-	16,097	16,788	17,103	17,426	17,754
Contingency	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	4,129	23,111	4,430	5,000	-	9,430	9,610	9,790	9,970	10,160
TOTAL OPERATING COSTS	**92,641**	**111,015**	**95,828**	**5,000**	**-**	**100,828**	**103,215**	**105,248**	**107,312**	**109,426**
*Percentage Increase over prior year			3.4%			8.8%	2.4%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve	3,000	1,626	13,000	-	-	13,000	13,000	10,000	10,000	10,000
Transfer to Operating Reserve	2,000	-	2,000	-	-	2,000	2,000	2,000	2,000	2,040
MFA Debt Principal	-	-	-	-	-	-	-	1,500	18,180	50,830
MFA Debt Interest	-	-	-	-	-	-	-	975	12,675	41,600
TOTAL DEBT / RESERVES	**5,000**	**1,626**	**15,000**	**-**	**-**	**15,000**	**15,000**	**14,475**	**42,855**	**104,470**
TOTAL COSTS	**97,641**	**112,641**	**110,828**	**5,000**	**-**	**115,828**	**118,215**	**119,723**	**150,167**	**213,896**
FUNDING SOURCES (REVENUE)										
User Charges	(48,226)	(48,226)	(54,809)	(2,500)	-	(57,309)	(58,495)	(59,238)	(74,452)	(106,306)
Grants in Lieu of Taxes	(1,055)	(1,055)	(1,060)	-	-	(1,060)	(1,080)	(1,100)	(1,120)	(1,140)
Other Revenue	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
Grants	-	(15,000)	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(49,431)**	**(64,431)**	**(56,019)**	**(2,500)**	**-**	**(58,519)**	**(59,725)**	**(60,488)**	**(75,722)**	**(107,596)**
REQUISITION	**(48,210)**	**(48,210)**	**(54,809)**	**(2,500)**	**-**	**(57,309)**	**(58,490)**	**(59,235)**	**(74,445)**	**(106,300)**
*Percentage increase over prior year										
User Fees						18.8%	2.1%	1.3%	25.7%	42.8%
Requisition						18.9%	2.1%	1.3%	25.7%	42.8%
Combined						**18.9%**	**2.1%**	**1.3%**	**25.7%**	**42.8%**

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Port Renfrew Sewer
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	23,754	16,754	4,754	14,754	24,754	34,754
Operating Reserve Fund	-	2,000	4,000	6,000	8,000	10,040
Total	**23,754**	**18,754**	**8,754**	**20,754**	**32,754**	**44,794**

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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 this reserve fund.

Reserve Cash Flow

Fund: **1044**	**Estimated**	**Budget**				
Fund Centre: **101388**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance	19,828	23,754	16,754	4,754	14,754	24,754
Transfer from Ops Budget	1,626	13,000	13,000	10,000	10,000	10,000
Transfer to Cap Fund	-	(20,000)	(25,000)	-	-	-
Transfer from Cap Fund	2,000	-	-	-	-	-
Interest Income	300	-	-	-	-	-
Ending Balance $	**23,754**	**16,754**	**4,754**	**14,754**	**24,754**	**34,754**

Assumptions/Background:
Transfer as much as operating budget will allow.

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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	**Estimated**	**Budget**				
Fund Centre: 105537	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance	-	-	2,000	4,000	6,000	8,000
Transfer from Ops Budget	-	2,000	2,000	2,000	2,000	2,040
Transfer to Ops Budget	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Ending Balance $	**-**	**2,000**	**4,000**	**6,000**	**8,000**	**10,040**

Assumptions/Background:

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CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 3.850 Port Renfrew Sewer	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$50,000	$85,000	$150,000	$1,350,000	$400,000	$2,035,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$50,000**	**$85,000**	**$150,000**	**$1,350,000**	**$400,000**	**$2,035,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$150,000	$1,350,000	$400,000	$1,900,000
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$0	$30,000	$60,000	$0	$0	$0	$90,000
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$20,000	$25,000	$0	$0	$0	$45,000
	$0	**$50,000**	**$85,000**	**$150,000**	**$1,350,000**	**$400,000**	**$2,035,000**

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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 3.850
Service Name: Port Renfrew Sewer

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. 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

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

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

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

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Renewal	Structural Upgrades at WWTP	Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.	$30,000	S	Grant	$0	$30,000	$0	$0	$0	$0	$30,000
21-02	Study	Review Options for Phased Capital Plan Upgrade	Plan phased upgrades of the wastewater system.	$20,000	S	Res	$0	$20,000	$0	$0	$0	$0	$20,000
22-01	Replacement	Genset Upgrade	A new genset is required to provide standy power for the whole WWTP.	$60,000	S	Grant	$0	$0	$60,000	$0	$0	$0	$60,000
22-02	Renewal	Referendum for System Renewal	Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).	$25,000	S	Res	$0	$0	$25,000	$0	$0	$0	$25,000
23-01	Replacement	Phase 1 - System Renewal - Outfall and Sewer Replacement	Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, aquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.	$1,500,000	S	Debt	$0	$0	$0	$150,000	$1,350,000	$0	$1,500,000
25-01	Renewal	Phase 2 - System Renewal - New WWTP and Pump Station	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.	$4,000,000	S	Debt	$0	$0	$0	$0	$0	$400,000	$400,000
			GRAND TOTAL	**$5,635,000**			**$0**	**$50,000**	**$85,000**	**$150,000**	**$1,350,000**	**$400,000**	**$2,035,000**

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Service: 3.850 **Port Renfrew Sewer**

Proj. No.	21-01	**Capital Project Title**	Structural Upgrades at WWTP	**Capital Project Description**	Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.*				

Proj. No.	21-02	**Capital Project Title**	Review Options for Phased Capital Plan Upgrade	**Capital Project Description**	Plan phased upgrades of the wastewater system.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The existing treatment plant and outfall are over 60 years old and require improvements to meet regulatory requirements. This Plan will look at Options to Phase the upgrades and look for grant funding opportunities.*				

Proj. No.	22-01	**Capital Project Title**	Genset Upgrade	**Capital Project Description**	A new genset is required to provide standy power for the whole WWTP.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
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 standy power for the whole WWTP.*				

Proj. No.	22-02	**Capital Project Title**	Referendum for System Renewal	**Capital Project Description**	Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).*				

Proj. No.	23-01	**Capital Project Title**	Phase 1 - System Renewal - Outfall and Sewer Replacement	**Capital Project Description**	Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, aquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, aquire/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 appovals in 2023, and install the outfall/sewers in 2024.*				

Proj. No.	25-01	**Capital Project Title**	Phase 2 - System Renewal - New WWTP and Pump Station	**Capital Project Description**	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.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
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 2026 or when grants and funds from developers are received.*				

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3.85 - Port Renfrew Sewer

Capital Projects Fund

Updated @ Oct 9, 2020

Year	Project#	Status	Capital Project Description	Total Project Budget	Expenditure Actuals	Remaining Funds	Funding Source		Total Funding in Place	Return Project Surplus After Completion***	
							CRF*	CWF**		CRF*	CWF**
2017	CE.571	Open	SAMP	10,000	5,969	4,031	10,000	-	10,000		
2019	CE.679	Close at YE	Structural Assessment	10,000	6,398	3,602	10,000	-	10,000	2,000	
2019	CE.693	Open	Roof Replacement	12,000	-	12,000	12,000	-	12,000		
2019	CE.694	Open	Hydro Service Pole	7,000	5,690	1,310	7,000	-	7,000		
2020	CE.736	Close at YE	Port Renfrew WWTP/Influent Wet Well Platform/2020	15,000	9,826	5,174	-	15,000	15,000		3,000
			Totals	**54,000**	**27,883**	**26,117**	**39,000**	**15,000**	**54,000**	**2,000**	**3,000**

* CRF (Capital Reserve Fund)

** CWF (Community Work fund) and Provincial Grants

*** Actual project surplus will be finalized at 2020 year end

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

Year	Taxable Folios	Parcel Tax per Folio	SFE's	User Charge per SFE	Total Tax & Charges	Bylaw	Actual Assessments $(000's)
2010	86	$372.82	91	$320.76	**$693.58**		$21,792.50
2012	86	$490.15	97	$413.88	**$904.03**	3823	$21,516.30
2013	87	$482.87	95	$421.17	**$904.04**	3892	$19,973.00
2014	87	$482.87	95	$421.18	**$904.05**	3924	$18,950.40
2015	87	$483.24	95	$421.49	**$904.73**	3987	$20,000.00
2016	88	$481.94	95	$425.19	**$907.12**	4074	$19,569.90
2017	88	$481.94	95	$430.04	**$911.98**	4170	$22,195.70
2018	88	$535.22	95	$473.88	**$1,009.10**	4233	$24,084.60
2019	88	$545.63	95	$481.90	**$1,027.53**	4274	$25,562.50
2020	88	$576.60	97	$498.36	**$1,074.96**	4337	$28,513.30
2021	88	$685.43	98	$586.16	**$1,271.59**		
Change from 2020 to 2021							
		$108.83		*$87.80*	*$196.63*		
		18.87%		*17.62%*	*18.29%*		

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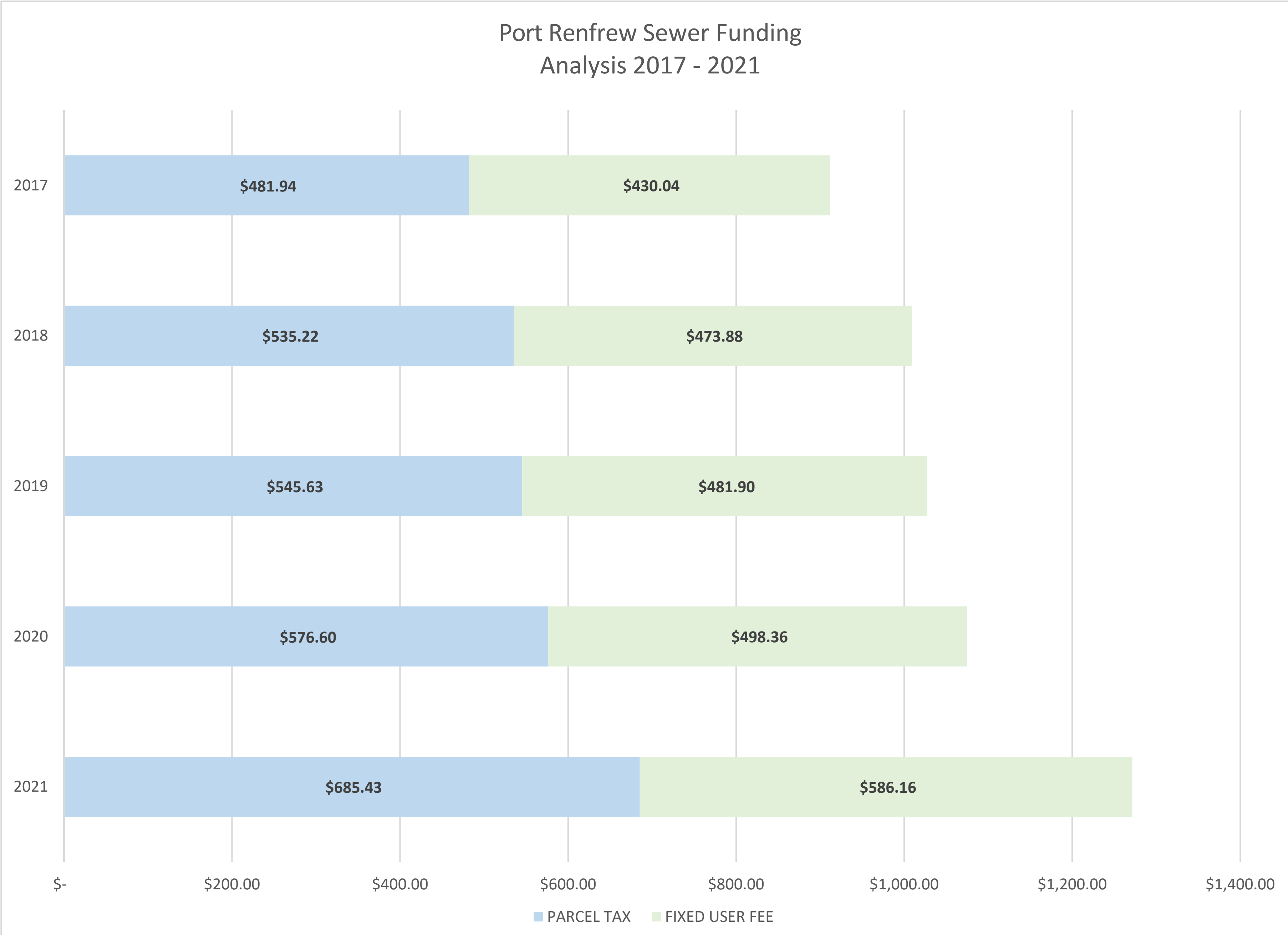
Port Renfrew Sewer Funding
Analysis 2017 - 2021
2017
$481.94
$430.04
2018
$535.22
$473.88
2019
$545.63
$481.90
2020
$576.60
$498.36
2021
$685.43
$586.16
$-
$200.00
$400.00
$600.00
$800.00
$1,000.00
$1,200.00
$1,400.00
PARCEL TAX
FIXED USER FEE